

## ATTLEBORO PUBLIC SCHOOL SYSTEM

### High School

508-222-5150

|                     |                                                   |                |
|---------------------|---------------------------------------------------|----------------|
| Bill Runey          | Principal                                         | Extension 1211 |
| Jean Hickox         | Assistant Principal                               | Extension 1221 |
| Robert Siciliano    | Assistant Principal/Curriculum & Supervision      | Extension 1548 |
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| Donna Maria Cameron | Associate Principal – Attleboro Community Academy | Extension 1370 |

### Central Office Administration

508-222-0012

|                |                                                          |
|----------------|----------------------------------------------------------|
| David Sawyer   | Superintendent                                           |
| Laurie Regan   | Assistant Superintendent                                 |
| Marc Furtado   | Director of Facilities and Controller                    |
| Ivone Medeiros | Director of Special Education & Student Support Services |
| Joan DeAngelis | Director of Student Services                             |

### School Committee

|                      |                           |
|----------------------|---------------------------|
| Stephen Withers, Jr. | Chairperson, Ward III     |
| Lori Scales          | Vice Chairperson, Ward IV |
| William Larson       | Secretary, Ward II        |
| Dianne Sawyer        | Ward I                    |
| Shannon Johnson      | Ward V                    |
| Michael Tyler        | Ward VI                   |
| Robert Geddes        | At Large                  |
| David Quinn          | At Large                  |
| James Stors          | At Large                  |

The Attleboro Public School District is in compliance with the U. S. Civil Rights Act of 1964 and the Title IX Educational Amendments of 1972, Part 8, Section 504 of the Rehabilitation Act of 1973. The School District provides equal opportunity to all individuals and does not discriminate on the basis of race, color, national origin, sex, gender identity, age, disability, sexual orientation, or religion.

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## INTRODUCTION

Dear AHS Students and Families,

It is with great pleasure that I welcome you to the 2016-17 School Year. I am very excited about your place in the **Blue Pride** Community! This Student Handbook is a guide for our expectations that allow us to provide each family with the best educational environment possible. This tool will help us meet our academic, civic, and social expectations as a school and as a District.

It is important that both students and parents thoroughly review these policies and guidelines so as to make our partnership as strong as possible. Although no handbook can cover every decision that the administration needs to make, great time and effort has been put into making this a comprehensive offering of the way that we operate Attleboro High School as we seek to engage, challenge, and inspire our students.

**Blue Pride** is exhibited in the educational experience at AHS. It permeates all that we say and do including providing a safe and positive environment that promotes a climate of respect, a hunger for achievement, and active participation in school activities.

I am looking forward to working with each of you this year. If I can ever be of any assistance, please do not hesitate to contact me.

In the strongest sense of **Blue Pride**, I remain,

Bill Runey,  
Principal

# ATTLEBORO PUBLIC SCHOOLS

## Mission:

The Mission of the Attleboro Public Schools is to develop and deliver relevant learning experiences that engage, challenge, and inspire all students to maximize their unique potential and improve our world.

## Vision

The Vision of the Attleboro Public Schools is to be the center of a community united around education, where all stakeholders value and participate in our collective success.

## Essential Beliefs:

- Learning is a shared responsibility among students, schools, families, and the community.
- A safe, respectful, and supportive environment is necessary for both teaching and learning.
- All students deserve challenging and engaging learning experiences that have real-life value.
- All learners need varied and personalized learning experiences that will provide opportunities to develop and apply knowledge and skills.
- Success for all students requires stretching beyond perceived limits through effort and perseverance.
- Progress and success are reliant upon continuous learning, reflection, and growth.
- Learning empowers all of us to discover, think critically, and pursue our aspirations.
- Education prepares students for their responsible participation in a shared world.

Please call the English Language Learning Program Office 508-222-0012 x 1367 if you need this document translated.

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## សូមមេត្តាទាក់ទង

ការិយាល័យសិក្សាភាសាអង់គ្លេសប្រសិនបើអស់

លោកអ្នកត្រូវការបកប្រែឯកសារផ្សេងៗ

លេខទូរស័ព្ទ **508-222-0012** លេខបន្ត **367**

## DISTRICT GOALS

### Teaching and Learning

- Identify, develop, and execute PK-12 instructional practices that produce powerful learning for all Attleboro students.
- Accelerate and sustain achievement gains in all grades to ensure that students are college-ready at the elementary, middle, and high school levels.
- Reduce the performance gap between students within subgroup categories (low-income, special education, African-American, Hispanic, etc.) and their grade-level peers.

### Organization and Management

- Use opportunities and resources to effectively support district and school priorities towards reaching standards of excellence in all areas.
- Address system-wide issues of attendance, the dropout rate, the graduation rate, student motivation and effort, and other areas impacting the attainment of district excellence.

### Public Engagement and External Relationships

- Plan and execute a public engagement process at each school that articulates and leads to the school community understanding and embracing the vision of Attleboro Public Schools.
- Develop multiple venues within and between schools that more effectively support parents as partners in their child's learning.
- Continue to develop an efficient complaint process so that families receive a timely response to their concerns.

## PARENT INVOLVEMENT

The goal of a viable school is active parent involvement. Although our students are near adulthood and are generally able to assume responsibility for their own directions and actions, they still need interested, concerned parents. AHS holds parents' nights in both the fall and spring. These meetings are a vital link in good communication between home and school and provide a means for parents to better understand their children in the school environment.

The school involves parents in a number of ways as volunteers for specific projects. Some of these are:

1. Attleboro High School Council: this council is comprised of representatives from the administration, parent organizations, teaching staff, the business community, and the student body. The School Council meets regularly throughout the year to complete a School Improvement Plan which will address budget, curriculum, assessment, and student life.
2. Field trips and orientation programs.
3. The Blue Pride Ambassadors Club is in place to enhance the educational experience for students and staff of Attleboro High School by providing supports, coordinating volunteerism, informing families and the community about AHS, initiating fundraising efforts, as well as encouraging involvement through BPAC-sponsored activities.
4. Career and Technical Education (CTE) Program Advisory Committee members serve as advisors in planning specific projects.
5. Participation in Parent Discussion Groups.

## Attleboro High School's Learning Expectations

Attleboro High School expects its graduates to possess these college-ready skills:

### Academic

#### COMMUNICATION

AHS students will articulate and interpret thoughts and ideas clearly.

- Reading, Writing, Speaking, Listening, and Vocabulary

#### CRITICAL THINKING

AHS students will employ strategies to make meaning from new information.

- Analysis, Synthesis, Evaluation, Solving Problems, Questioning, Inference, and Appreciation

#### CREATIVE THINKING

AHS students will express creativity in their work.

- Originality, Innovation, Associative Thinking, Aesthetics, and Craftsmanship

#### INFORMATION

AHS students will marshal information to develop and support thoughtful conclusions.

- Problem Solving, Research, Interpretation, Evidence, and Presentation

#### TECHNOLOGY

AHS students will use technology appropriately to support their learning, productivity, and self-expression.

### Civic

#### COMMUNITY

AHS students will honor their responsibilities to others.

- Citizenship, Local/National Issues, Financial/Business/Economic Literacy, and Respect for their Environment

#### GLOBAL AWARENESS

AHS students will navigate the complexities of modern life.

- Global Issues, Respect for Diversity, and Multiple Perspectives

### Social

#### INTERPERSONAL

AHS students will interact constructively with others.

- Collaboration, Social Sensitivity, Respect, Leadership, and Conflict Management

#### INTRAPERSONAL

AHS students will manage their behavior to promote their growth and wellbeing.

- Adaptability, Self-Direction, Organization, Work Ethic, Responsibility, Integrity, Wellness, and Future Orientation



## PROBLEM RESOLUTION

### POLICY

It is the policy of the Attleboro School Committee to assist any concerned party to quickly and equitably resolve concerns with the individuals who are closest to the issue or problem. Attempts to resolve a problem at an inappropriate level is contrary to the purpose of these guidelines. Resolution with the individuals closest to the problem must be consistently followed.

### PROCESS

Any concerned party's first contact should be to the staff member (Teacher, Paraprofessional, Coach, Custodian, or Administrator) directly related to the issue. In those instances when an individual is unsure of whom to approach, a School Committee member can be consulted to aid in direction or identification of the appropriate staff member. This does not preclude the School Committee member from proactively advising the School Administration (Principal and/or Superintendent) of a pending issue.

If there is no resolution, the concerned parties are encouraged to proceed to the next appropriate level (Building Administrator, Principal, or Director of Special Education). Directors, Supervisors, and Coordinators may be involved at the discretion of the Building Administrator and may be asked to assist in the resolution. Successive levels of authority (Assistant Superintendent, Superintendent, School Committee) would represent the desired resolution path.

If informal attempts at resolution are not successful, parties may be asked to state the concerns in writing. If a concerned party refuses to consult with the appropriate level as outlined (skipping a level), the matter should be referred back to the appropriate level. (Policy BBAA)

## ACADEMIC INFORMATION

### GRADING PROCESS:

1. All grading is numerical:

|    |        |
|----|--------|
| A+ | 97-100 |
| A  | 94-96  |
| A- | 90-93  |
| B+ | 87-89  |
| B  | 84-86  |
| B- | 80-83  |
| C+ | 77-79  |
| C  | 74-76  |
| C- | 70-73  |
| D+ | 67-69  |
| D  | 64-66  |
| D- | 60-63  |
| F  | 00-79  |

P (pass) and F (fail) have no grade equivalent. "60" is the minimum passing grade. "59" is a failing grade. Only numerical grades are used on progress reports and report cards.

2. Final exams: The final exams administered in December, March and June are valued at 10% of the final grade.

### PROGRAM CHANGES

All schedules for the next school year will be finalized June 30th. Students will not be allowed to make changes to their selections after that time. Beginning July 1st, schedules will only be changed for educationally compelling reasons, and such changes will require approval from the Guidance Counselor, Content Coordinator, and the Principal.

### REPORT CARDS

Distribution of the school's computerized grading reports occurs three times during the year (December, March and July). Report cards will be distributed at the end of each Trimester.

### **INCOMPLETE GRADES**

All incomplete grades are to be made up by the student and recorded by the teacher no more than fourteen (14) calendar days following the end of a Trimester. If extenuating circumstances can be justified, permission for an extension may be granted by the Principal or designee.

### **PROGRESS REPORTS**

Attleboro High School uses the Aspen X2 online system to allow parents and students to monitor academic progress. While teachers will update grades whenever possible, grades will be posted on the Aspen X-2 gradebook in a finalized state at the mid-Trimester date. Parents who are concerned about mid-Trimester grades may arrange a conference by calling the school for an appointment after school or during a teacher's unassigned time. In addition, teachers will make an effort to contact parents by email or telephone whenever necessary.

### **WEIGHTING**

Attleboro High School weights certain courses for determining class rank. The resulting Grade Point Averages (GPA) are consequently referred to as weighted GPAs, which are used only for this purpose. The weighted grades that are applied to calculate weighted GPAs are neither used for determining Honor Roll status nor shown on official transcripts.

### **HONOR ROLL**

1. Honor Roll Ratings
  - a. High honors: Average of 90 and above with no grade lower than 80 for that marking term.
  - b. Honors: Average of 86-89 with no grades of 69 or below for that marking term.
  - c. Honorable mention: Average of 82-85 with no grades of 69 or below for that marking term.
2. Averages are not rounded off in computing the Honor Roll (e.g. 89.9 does not become 90).

### **PREREQUISITES FOR HONORS / AP COURSES**

Attleboro High School offers an Honors level curriculum in most core subject areas. Some of these courses follow the Advanced Placement curriculum and are designated as AP. All of our course offerings are designed to prepare students for the challenges beyond high school whether in a college or career setting. Our Honors courses provide motivated students the chance to delve more deeply into the content area, and, consequently, move at a faster pace with significant student workloads. We hope that all students find the curricular level that best suits their current needs and post-secondary goals.

Although we encourage all students to take risks and attempt our most challenging offerings, the honors selections are not appropriate for everyone. Students who select these classes should have excellent attendance and work-habits, and a willingness to go beyond the minimum requirements to ensure a mastery of the content and skills required by the course. In addition to adhering to course sequence requirements (e.g., a student must take Algebra I before Geometry), we have the following prerequisites for our Honors and AP courses:

#### **Upon Entry to AHS**

Students moving from 8<sup>th</sup> to 9<sup>th</sup> Grade will be recommended for Honors coursework by the teacher team in their respective Middle School. This recommendation will be based on MCAS scoring trends, District Common Assessments, attendance, grades, discipline records, and work habits. Students from outside the Attleboro Public Schools will be subject to these prerequisites where applicable. Appeals will be received by the High School. For more information on appeals, see below.

#### **While at AHS**

Students must demonstrate an appropriate performance in the current course in the same subject matter to enroll in the subsequent honors course. For students enrolled in the College Prep level, a 93 average must be maintained. For those currently enrolled in an Honors/AP course, an 83 average must be maintained.

#### **Senior Addendum**

AHS believes that all college bound Seniors should leave AHS with at least one qualifying score on an AP test, as it is still the most reliable indicator of future college success. To that end, to be placed in an Honors class as a Senior, a student must have already received a qualifying score of 3 or above on an AP test taken as a Sophomore or a Junior, or be concurrently enrolled in an AP Course in their Senior Year.

#### **Prerequisite Appeal Process and Waivers**

A student may appeal for a waiver of his or her placement when unable to meet the prerequisites. Appeals must be made in writing to the Assistant Principal for Curriculum and Supervision. The letter must contain the student's rationale for placement in the more challenging curricular level. Once received, the Advanced Coursework Review Board will convene. The Board will

consist of the Assistant Principal, the Content Coordinator(s) of the course(s) in question, the Guidance Coordinator, and Dean. The Board will examine the letter, the student's overall academic, discipline, and attendance records, applicable MCAS, PSAT, and SAT scores, and teacher recommendations. Board decisions will be communicated to the student within ten (10) school days. Waivers may also be granted for student scheduling conflicts if applicable.

### **CLASS RANK**

All students' rank or status within their classes is determined by their academic standing. Class rank is based on the student's weighted GPA. Weighted class rank places special emphasis on Advanced Placement courses and provides an additional 10 points to the students completing such a course. Honors courses carry an additional 5 points to the students completing such a course.

### **VALEDICTORIAN/SALUTATORIAN**

At the end of the second Trimester marking period of the senior year, class rank will be tabulated. All courses, including year-long courses, will be included in this calculation. The student with the highest class rank at the end of the second Trimester of the senior year shall be the Valedictorian. The student with the second highest class rank at the end of second Trimester of the senior year shall be the Salutatorian.

Students must complete the entire junior and senior years at Attleboro High School to be Valedictorian or Salutatorian.

### **CREDIT RECOVERY PROGRAM**

The Attleboro High School Credit Recovery Program offers a variety of courses for credit after school during the school year as well as in the summer.

#### **Criteria**

1. Students must attend Attleboro High School Credit Recovery Program on a daily basis in order to receive course credit. Absences will not be waived. Extenuating circumstances will be reviewed by the appropriate Administrator.
2. Students seeking enrollment in a certified Credit Recovery Program due to the failure of an academic subject, will have to meet the following requirements:
  - a. They have received a grade of 49-59 as the final grade;
  - b. They are aware that the grade earned for a Credit Recovery Program course will appear on the transcript as "P" for "Pass" and "F" for "Fail".

### **ATTLEBORO COMMUNITY ACADEMY PROGRAM**

The Attleboro Evening Diploma Program at the Community Academy Program is a separate High School with its own Diploma and its own Graduation. Although it is a separate school, the program works in conjunction with Attleboro High School, and Attleboro Community Academy credits may be used toward Attleboro High School graduation requirements. Information about the program is available from Guidance Counselors or the Community Academy Office.

### **DUAL ENROLLMENT**

Juniors and Seniors who have a GPA of 3.0 or higher may be eligible for participation in this program where they can earn both high school and college credit. Information may be obtained from the student's Guidance Counselor.

### **HOMEWORK**

Homework is a critical requirement which extends the learning process beyond the classroom and physical school structure (See Appendix A: Policy IKB and IKB-E)

### **NATIONAL HONOR SOCIETY**

The Attleboro High School Chapter of the National Honor Society invites students who have achieved an 87 weighted grade-point average to apply for membership during the Junior or Senior year.

**Membership Requirements:** Membership in the chapter is an honor bestowed upon a student who has demonstrated outstanding qualities of scholarship, character, leadership, and service. Once selected, members have a responsibility to maintain the qualifying standards of character, leadership, and service. Students who fail to maintain these standards may be subject to warning or dismissal as per national handbook procedures.

To be eligible for membership, the candidate must be a member of the junior or senior class. Candidates must have been in attendance at the school the equivalent of one Trimester. All candidates must have a cumulative scholastic average of at least 87 (weighted GPA). Juniors must have the required GPA at the end of seven Trimesters of work, including the Trimester one final exam. Seniors must have the required GPA at the end of nine Trimesters of work, including the Trimester three final

exam. Students will complete an application for National Honor Society membership that includes a letter of intent, an autobiographical essay, a list of community service activities, and a list of school activities. Three letters of recommendation are required: two letters from faculty members and one letter from an adult who is not a relative. An application fee of Twenty-Five Dollars (\$25) is collected to cover expenses and dues. This fee is assessed by the national organization, and is subject to change at their discretion. Candidates who meet all criteria will be inducted into the National Honor Society in the spring.

In the past, National Honor Society students have completed their yearly community service hours by working at local soup kitchens, tutoring fellow students at the high school or at the elementary schools, or giving service in a variety of other community agencies. Fundraising activities are planned to raise money for charity. The NHS is primarily a service organization that contributes time and energy to helping others in the Attleboro schools and community.

Additionally, two members of the Attleboro High Chapter of the National Honor Society act as representatives for the Southeastern Regional Chapter of the National Honor Society. Two students from each of the Southeastern Massachusetts high schools are elected by their respective schools at the end of March. The two students are responsible for attending eight regional meetings during the school day. The purpose of the meetings is to discuss relevant high school issues.

Requirements for Representatives: Students may submit their name to the Principal for consideration. An election will then be held by the student body to select the two regional representatives. Representatives need to provide their own transportation. Both transportation and lunch will be paid for by the School District if the proper forms are submitted. Meetings are mandatory. Whenever students return from a regional meeting, they must submit a report to the Principal and to the Student Council.

#### WORLD LANGUAGE HONOR SOCIETIES

In order to be inducted into Attleboro High School's chapters of the world language honor societies, a student must be a sophomore and have completed the second level of the language at AHS, having maintained a "90" in each Trimester. Additionally, no grade less than "80" may be earned in any other class.

#### NATIONAL TECHNICAL HONOR SOCIETY

The Mission of the National Technical Honor Society is "to honor student achievement and leadership, promote educational excellence, and enhance career opportunities for the NTHS membership." Career and Technical Education students who meet membership criteria are inducted into the National Technical Honor Society in their senior year. Membership in the NTHS affords the students opportunities for post-secondary scholarship and advanced career placements.

Membership criteria for the NTHS include:

- An overall GPA of 88 or higher
- An overall GPA of 88 or higher in the area of Career and Technical Study
- A letter of recommendation from a member of the high school staff
- Completion of thirty hours of Community Service

NTHS students are recognized in the graduation program, as well as being identified at graduation by the purple cord they wear over their graduation gown.

#### SCHOOL HOURS

7:15 a.m. to 1:50 p.m.

#### DELAYED OPENING OR EARLY DISMISSAL OF STUDENTS

(For Inclement Weather and Emergencies)

Early Release      7:15 a.m. – 10:15 a.m.

#### NO SCHOOL ANNOUNCEMENTS

The following is a list of stations (radio and television) which will broadcast no-school announcements or a delayed starting time for the Attleboro School System:

##### RADIO

WPRO  
B101  
WHJY

##### TELEVISION

COMCAST – Channel 9  
Channels 4, 6, 7, 10, 12

- Delayed starting time will be 60 minutes later for the opening of school and 60 minutes later for bus arrival times.

### **School Connect:**

School Connect is a communication tool designed for Pre-Kindergarten-12 schools that enables school administrators to send personalized voice messages to parents and staff. These messages can include messages about upcoming school events, meeting invitations, and important messages that may involve cancellation of school due to weather as well as other timely information related to your child's school.

If school is to be dismissed after the opening of school, the following procedures will be followed: Arrangements should be made ahead of time by parents who will not be at home to inform their child of a place to go in the neighborhood in the event of an emergency. In an emergency or inclement weather, an announcement to that effect regarding early dismissal will be made on the previously listed stations. In any other emergency that indicates significant safety risk to our students, students may be sent home immediately or to another designated school. **Parents and students should have an emergency plan in the event of an emergency early dismissal.**

### **ATTENDANCE REGULATIONS AND PROCEDURES:**

Regular daily attendance is essential for success in school. The Attleboro Public Schools District recognizes that attendance is a shared responsibility among students, parents, and educators. The Attleboro School Committee recognizes that parents/guardians of children attending our schools have special rights as well as responsibilities to ensure that their children attend school regularly in accordance with state law. Massachusetts General Law Chapter 76 minimally requires that every child regularly attend a public or private school. The Attleboro Public Schools believe every student from Kindergarten through Grade 12 should attend school every day to maximally benefit from all the learning opportunities that Attleboro Schools offer. Absenteeism, which includes tardiness and dismissals, interrupts the learning process, negatively impacts student achievement, promotional status, and could impact graduation. (Policy JE and (JE-1)

A student's understanding of the importance of day-to-day school work is an important factor in the shaping of his/her character and foster good habits that support schools in meeting MCAS requirements. Parents can help their children by refusing to allow them to miss school needlessly.

In accordance with state law, parents/guardians will provide a written explanation for absence or tardiness of their child from school within three school days. This will be required in advance for types of absences where prior notice is possible. Otherwise, parents must call the appropriate House Office prior to 11:00 a.m. to inform the Dean that their student will not be in attendance on a given day; a follow-up by the Dean will occur to insure the student is not coded as truant from school. Students will be responsible for making up work not completed as a result of an absence.

In instances of chronic, irregular, or unlawful absence, the school administration will request a physician's statement certifying such absences to be justifiable and/or may refer the parent to the court system for appropriate action.

\*Massachusetts General Laws, Chapter 76, Section 4: Whoever induces or attempts to induce a minor to absent himself unlawfully from school, or unlawfully employs him or harbors a minor who, while school is in session, is absent unlawfully therefrom, shall be punished by a fine of not more than Two Hundred Dollars (\$200).

### **CREDIT LOSS DUE TO LACK OF ATTENDANCE:**

For each Trimester:

- 0-3 unexcused absences: no loss of credits
- 4-7 unexcused absences: 20% loss of credits
- 8-11 unexcused absences: 40% loss of credits
- 12-15 unexcused absences: 60% loss of credits
- 16 or more unexcused absences: 100% loss of credits

\*\*NOTE: If full day absences – lose credit in all classes. If class absences – lose credit in particular class.

### **Tardy(ies):**

- If less than 15 minutes tardy to class, the student will receive a teacher detention.
- If student is tardy to school or a class more than 15 minutes, the tardy will count as a class cut (absence from class).
- Five (5) tardies to school (or to a class) of less than 15 minutes = absence.

### **Exempt Absences:**

Students may be excused temporarily from school attendance for the follow reasons:

- student illness or medical reasons
- a death in the immediate family
- observance of major religious holidays
- appearance in court
- temporary relocation due to extreme emergencies such as fire, flood, or hospitalization of parent

**Procedure to Regain Credits:**

Students who have lost credit due to lack of attendance will have the opportunity to earn back lost credit by Unauthorized Absence Recovery Sessions (UAR). Students with excessive credit loss will need to attend Credit Recovery, or, in some circumstances, to retake the course.

**MEDICAL EXTENDED ABSENCE:**

If students are going to miss school due to a long-term illness beyond 10 school days, arrangements can be made to arrange for private tutoring. A student will need a physician statement for home or hospital placement, signed by the attending physician authorizing such tutoring. Release forms may be obtained at the Health Office.

**DISMISSAL:**

When students are dismissed from school prior to the closing time, they miss valuable classroom instruction. Parents are urged to plan after-school appointments and activities so that students do not have to leave school prior to the designated school closing time.

1. Students requiring dismissal must present a note at their respective House Office **before** the beginning of the school day, stating the reason and requested dismissal time, accompanied by a phone number where a parent/guardian may be reached.
2. **Emergency dismissals will not be made over the phone.** The student's parent or guardian must pick up the student at the Principal's Office and provide a note for the school's records as well as present proper identification.
3. Students are expected to return to school after appointments so that they will not miss additional classes.
4. Students will be required to complete all assignments for those classes missed as a result of the dismissal.

**MAKE-UP WORK:**

Students who are absent from school will have two school days for each day missed to make up the school work. Absences of three or more consecutive days require that students meet with the teacher within two school days of their last absence to establish a timely make-up schedule. Students missing final exams must have the absence excused in accordance with the attendance policy.

**FIELD TRIPS:**

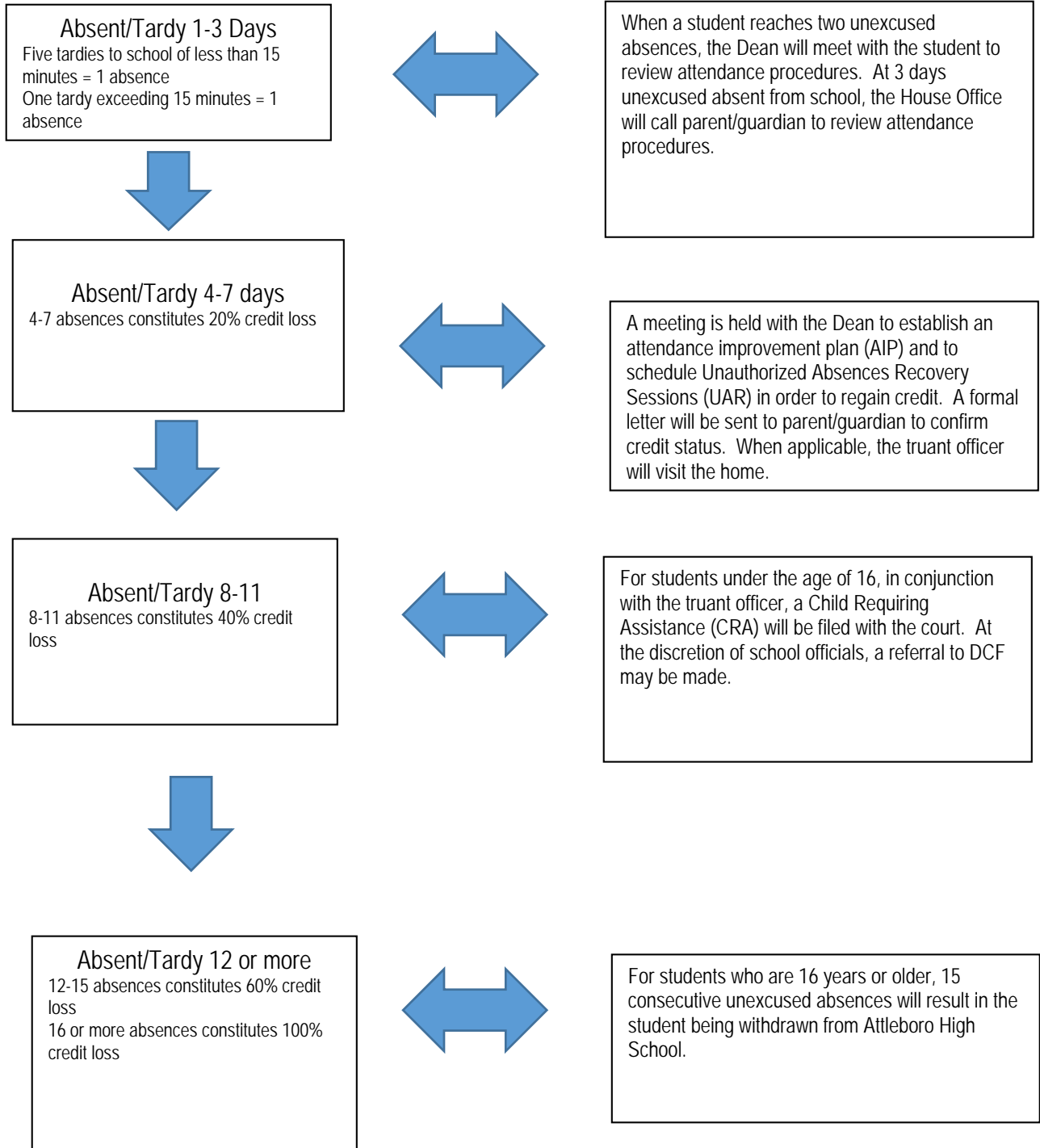
Students are asked to notify each of their teachers one week prior to the date of any scheduled field trips. The students have the responsibility to make up all missed work.

**FAMILY VACATIONS:**

Student absences for family or personal vacations will be deemed unexcused absences for family or personal vacations will be deemed unexcused absences. Upon return and in consultation with the Dean, the student is responsible for arranging make-up work for unexcused absences. The school will not be responsible for providing student work prior to an unexcused absence. As with any absence from school, students are encouraged to meet with their teachers upon their return to address the missed work. Families must be aware that, because of the potential for snow days, the end of the school year must remain fluid. Vacations should not be scheduled until the administration releases the official Trimester 3 exam schedule.

# Attleboro High School Attendance Notification Schedule

*If parent/guardian does not call the school, the House Office will call the parent/guardian to notify them of the student's absence.*



## Discipline Policies and Procedure:

### SOCIAL AND CIVIC EXPECTATION:

Students in the Attleboro Public Schools are expected to treat all members of the school community with dignity and respect. The school community is defined as all those people who work or interact in the school. Students, teachers, administrators, guidance counselors, custodians, secretaries, cafeteria workers, parent volunteers, and school visitors are part of this community.

All persons in the school must have the opportunity to grow personally, socially, and intellectually, as well as the opportunity to exercise their rights in a positive and constructive way. Thus, all members of the school community have the responsibility to conduct themselves in a way that demonstrates a respect for all individuals, their rights, and their property. All members of the school community must also understand and support the standards of conduct of the school and assist in the enforcement of rules and regulations. This behavior is expected during all curricular, co-curricular, athletic and special events of the school both on and off campus (e.g. graduation, graduation-related activities, school dances and Proms, AHS athletic events at other schools, competitions outside of AHS, school dances held outside AHS) including school-sponsored trips and those times when school buses or other methods of school-provided transportation are used. Behavior which is disruptive to individual student learning or to the environment of the high school will not be tolerated.

A student's participation in co-curricular or athletic activities is a privilege, not a right or an entitlement. Student extra-curricular activities, including dances, and proms, are a privilege for students at Attleboro High School. Whether a student is in school or in the community, failure to meet the Attleboro High School social and civic expectations may result in revocation of such privileges.

Infractions of school rules which occur in the spring during senior activities will not be tolerated. Such behavior may result in the cancellation of class activities.

Students eligible for services or accommodations under Special Education Regulations or Section 504 may be entitled to additional procedural protections. Discipline procedures for special education students, and/or for students who have been referred for special education testing, and/or students on 504 Plans are outlined in the appropriate Sections below. The Principal will ensure that all necessary procedures are implemented.

### MEDIATION:

Students are encouraged to utilize mediation. All students are welcome to participate and encouraged to do so to resolve conflicts before they escalate to a possible disciplinary action. Mediation is not a form of discipline although it may be mandated for some students upon return from suspension for fighting. This is a confidential intervention in which facilitators control the outcome and are able to resolve conflicts peacefully. Students should seek out the school Adjustment Counselors, their Dean, or a facilitator to schedule mediation.

### DRESS CODE:

A school dress code is designed to promote a safe and respectful environment for teaching and learning. Attleboro High School believes that every member of the school community has a responsibility to dress in a manner that shows respect for self and others. The school understands that students have the legal right to exercise their freedom of expression and individuality through their attire. The school also recognizes that the law does not permit clothing which disrupts or causes disorder to the educational environment.

Attleboro High School has adopted guidelines to promote a respectful environment at school. Students will wear attire which:

- is free of messages that are obscene or that promote violence, hatred, alcohol or tobacco use, or illegal activities.
- avoids accessories which can be dangerous to the student or others
- complies with school safety standards for school educational programs
- reflects appropriate cleanliness, grooming and hygiene
- is not so revealing as to disrupt or distract from the learning environment
- does not otherwise disrupt or distract from the learning environment.

Head coverings such as hoods, hats, outer coats and sunglasses should be left in students' lockers or in backpacks and may not be worn or visually carried during the school day.



### **STUDENT CONDUCT ON SCHOOL BUSES:**

The Attleboro School Committee and its staff share with students and parents the responsibility for student safety during transportation to and from school. The Principal and/or his/her designee maintains the authority for enforcing School Committee requirements of student conduct on buses.

To ensure the safety of all students who ride in buses, it may occasionally be necessary to revoke the privilege of transportation from any student who abuses this privilege. Parents of children whose misconduct on buses endangers the health, safety, and welfare of other riders will be notified that their children face loss of transportation privileges in accordance with regulations approved by the School Committee. (File EEAEC)

### **PARKING:**

Students may park their vehicles in the parking lot that is located off Rathbun Willard Drive (the "Pool Parking Lot"). The Bushee Street parking lot is restricted to staff parking and may not be used by students at any time during the school day unless there is administrative approval due to special circumstances. Parking is not allowed in areas adjacent to the shop areas or the tennis courts. Student parking is also not allowed in the area designated for the Superintendent's staff and visitors located in the Rathbun Willard Drive lot. The officer on duty will ticket any vehicle parked in a NO PARKING area on school grounds. Parking in the fire lanes is strictly forbidden.

### **BICYCLES AND SKATEBOARDS:**

Students may secure bicycles in the racks outside of the Principal's Entrance. Students riding bicycles and skateboards to school must follow traffic rules. Students should drop skateboards off at their House Office. Riding of motorcycles, bicycles and skateboards on school sidewalks is strictly forbidden in keeping with Attleboro City Ordinances, 11-6.4, 11-6.6

### **STUDENT CONDUCT DURING EVACUATION OF BUILDING:**

Students will report to a designated area where attendance will be taken. Students not reporting to the assigned area will be referred to the office as unauthorized absences from class. Students are to remain with their teacher until the recall is announced.

### **CELL PHONES AND ELECTRONIC DEVICES:**

Students may not use cell phones, portable media players, video equipment, or any other electronic devices in the classroom, unless such a device is considered assistive technology, or is part of an approved activity assigned by the classroom teacher. Cell phones may be used in the cafeteria during a student's assigned lunch period, and in hallways during passing times only. Cell phones may not be used on stairs or in stairwells for safety reasons.

Massachusetts General Law 272 Section 99 prohibits the audio or video recording of any persons without their express consent; students who record others without consent may be subject to the Cyber Harassment Policy and to court action. The inappropriate use of a video or picture cell phone is prohibited at all times, and may also be subject to the Cyber Harassment Policy.

Students who violate the cell phone policy will be subject to the consequences outlined in the Code of Conduct.

### **USE OF SCHOOL TELEPHONES:**

Parents are asked not to contact their students via cell phone during the school day, but rather to call the appropriate House Office. A message can be forwarded to any student via the House Office during school hours.

Students needing to use a telephone to contact home during the school day may report to the nearest House Office with a pass from a classroom teacher. Students who violate phone policies will incur the appropriate penalty.

### **USE OF SCHOOL COMPUTERS:**

#### **Massachusetts Computer Crime Bill:**

"Under the provisions of the Massachusetts Computer Crime Bill, it is illegal to access any computer system or part of a computer system that you do not have permission to use. This is known as electronic trespass. It is also illegal to alter or destroy electronic data such as files and passwords. This applies to any computer whether it is connected to a network or is not."

Students who destroy equipment or software or make unauthorized entry into other accounts or files or are found working on programs that affect other accounts without permission may be subject to the following consequences:

1. If enrolled in a course, they may:
  - a. be dropped immediately from course with no credit;

- b. lose the privilege of taking a computer course during the next academic year; and
  - c. assume financial responsibility for restoring deleted computer programs if applicable.
2. If not enrolled in a course, they may:
- a. lose the privilege of taking a computer course during the next academic year;
  - b. lose the privilege of using Attleboro High School's computer facility; and
  - c. assume financial responsibility for restoring deleted computer programs if applicable.

**COMPUTER LAB RULES:**

1. Students will place book bags in the designated area away from the computer.
2. Students will not consume food, drink or chew gum in the lab.
3. Students will not play games or run programs on the computer except as directed by the teacher.
4. Students will not play and listen to music CDs.
5. Students will not modify the desktop or any of the programs on the computer.
6. Students will not access or modify another student's files without the teacher's permission.
7. At the end of a work session, students should close all programs and files and leave the computer set to the desktop. THEY MUST NOT TURN OFF THE MACHINES.
8. Students will be responsible for damages as a result of negligence or intentional misuse of the computers or network.
9. Students will comply with the school District's Acceptable Use Policy and regulations for use of the Internet and computers.
10. Students will not use the school computers to send or receive e-mail.
11. Students will not download any programs without specific direction from the teacher.

**CYBER HARASSMENT/CYBER BULLYING:**

**Harassment or bullying on cell phones and online:**

Cyber harassment and cyber bullying are the transmission of text messages, photos, videos on cell phones, or email, instant messages, social networking blogs, or Web pages to harass, embarrass, and intimidate other students. The harassment takes many forms, from spreading false rumors and posting embarrassing pictures of others to sending offensive messages, repeated harassment (sometimes sexual), stalking, threats, and even extortion.

Cyber harassers use this technology to spread their offensive messages via cell phones, personal computers, and the Internet, which tend to give them a sense of anonymity and embolden them to make their offensive behavior more vicious. Cyber Harassment will be treated similarly to Harassment.

**VIDEO SURVEILLANCE:**

Attleboro High School has surveillance cameras located inside and outside the building to support our efforts to maintain a safe and secure school environment while protecting individuals and their property from harm. Video surveillance may be used in proceedings related to law enforcement for purposes authorized by District policy, this *Student Handbook*, and related laws. Students observed by video surveillance in acts which break school District policy, procedures, or disciplinary guidelines will be subject to the consequences or sanctions imposed for violating those policies, procedures or disciplinary guidelines. Surveillance footage is for administrative use only.

**SEARCH POLICY:**

It is the policy of the Attleboro School Committee that all lockers, desks, lab areas, and other common spaces (including bathrooms and corridors) are the property of the Attleboro Public School System. As such, they may be searched and inspected at any time without warning. Such inspections, searches (metal detectors and the like), and/or subsequent confiscations shall be conducted at the discretion of the administration. School authorities may search a student, a student's locker, or a student's vehicle based upon reasonable suspicion and may seize any illegal, unauthorized or contraband materials discovered in the search. Any student's refusal to permit a search will be considered grounds for disciplinary action.

Personal searches: A student's person and/or personal effects (purse, book bag, coat, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

Parking a vehicle on school property during the school day or when attending or participating in school sponsored activities is a privilege and not a right. As such, vehicles brought on to school property by students may be subject to a search by school officials.

**THE DISCIPLINE PROCESS:**

Under the Fourteenth Amendment to the Constitution, students are guaranteed due process and fair treatment at school. (Students may have additional rights pursuant to laws governing the provision of educational services to students with disabilities.) Therefore, prior to a

school administrator taking disciplinary action against a student, the school administrator shall provide the student with appropriate due process. When the disciplinary action consists of suspension or a lesser penalty, this process shall consist of informing the student of the charges against him/her and giving the student an opportunity to respond.

In situations where an investigation must be conducted due to a disparity between the charges against a student and the student's response to those charges, a student may be sent home during that investigation if the charges concern a violation of the law and/or a threat to the safety of the student or others in the school community. If, at the conclusion of the investigation, the student is suspended, the time out of school due to the investigation will be counted as out-of-school suspension days. If the student is not suspended, the time out of school due to the investigation will be counted as an excused absence.

Because all members of the school community are subject to both the laws of the Commonwealth and City Ordinances, the school will report acts which may violate the law to the police as appropriate. These acts include, but are not limited to, possession and use of controlled substances and weapons; illegal use of alcohol; behavior of students which endangers the safety of themselves or others; theft; improper use of motor vehicles; vandalism; etc.

### **OUT OF SCHOOL SUSPENSION:**

When a student is suspended, the following procedures will be followed:

1. Except in an emergency situation, no student will be suspended prior to having an informal meeting with the Dean, an Assistant Principal or the Principal. At this meeting, the student will be informed of the reason(s) for the proposed suspension and will be given an opportunity to respond. In an emergency situation, which requires the immediate removal of a student, the informal meeting will be held as soon after the suspension as possible.
2. The administrator will make every **reasonable** attempt to notify parent(s) or guardian(s) of the student about the suspension and state the cause(s) leading to it. If the suspension is imposed during the school day, the parent(s) or guardian(s) may be required to transport the student home.
3. The administrator will send a letter to the parent(s) or guardian(s) confirming the suspension. This notification shall contain:
  - a. the number of days of suspension (during which time the student may NOT attend any school activities or be on school grounds).
  - b. the reason(s) for suspension as provided in the Code of Conduct.
  - c. a date of re-entry and a request for a re-entry conference, held prior to the student's return to school, the nature of which will be at the administrator's discretion (e.g., phone conference, in person meeting, etc).
  - d. a copy of the *Notice of Procedural Rights*.
4. The Principal will forward a copy of each suspension letter to the Superintendent by the close of the school day following the suspension.
5. If a student is eighteen (18) years of age or older, copies of notices required by this regulation will be given to the student and the parent or guardian.
6. The student will be given an opportunity to complete any class work including, but not limited to, examinations that may have been missed during the period of suspension. The student is responsible for bringing all books and materials home, obtaining assignments, and completing school work during the suspension. The student is expected to contact each teacher within two days of his/her return to class following suspension. All assignments are due within two days of when the student returns to school following the suspension. The student will be expected to take all quizzes, test, labs, writing assignments etc. within two days of his/her return to school following the suspension.
7. A student is required to serve the full number of days of suspension. If school is canceled due to snow (or other reasons), a student cannot count that date for the serving of a suspension. Suspensions are not completed until the day the student returns to school. The student is ineligible to participate in or attend any activities throughout the entire suspension period. Students who are suspended from school are not allowed to be in school or on any school property at any time during the period of suspension and are not allowed to attend any school-sponsored activities. Students who do not fulfill outstanding disciplinary obligations by the last day of school must make arrangements with the administrator to satisfy their obligations. Beginning with a student's sophomore year, or the second year of attendance if retained as a freshman, the student's discipline record will be cumulative.

### **STUDENT EXPULSION:**

Expulsion (defined as a termination of enrollment) will be imposed on a student only after a Hearing, as provided by State and Federal Law.

In the event a student who attends a school housing grades nine through twelve is charged with assault of educational personnel or possession of a controlled substance or a dangerous weapon (including but not limited to a knife or a gun) on school property or at a school related event, such hearing will be conducted by the Principal, with appeal to the Superintendent.

Hearings for all other students will be conducted by the School Committee, with the recommendation of the Superintendent.

#### **SPECIAL EDUCATION DISCIPLINE PROCEDURES:**

Although all students are expected to meet the Social and Civic requirements of the Code of Conduct as set forth in this handbook, if the Special Education Team has determined that a student cannot be expected to meet the Code of Conduct, it shall be documented in the student's Individual Education Plan (IEP), or a 504 Plan. All modifications to the Code of Conduct must be listed in the student's IEP or 504 Plan. A copy of the *Notice of Procedural Rights* will be sent home with the suspension letter when a student who receives special education services is suspended.

A student who has been determined to be in need of special education services may be disciplined and/or suspended in the same manner as a general education student for any period of less than ten (10) cumulative days. Before a suspension of a special education student for longer than ten (10) cumulative days, or shorter in cases where a pattern of behavior results in misconduct, a Manifestation Determination shall be made, and a Functional Behavioral Assessment completed.

The Special Education Team may determine that the student's conduct is not a manifestation of the student's disability, only after the Special Education Team and other qualified personnel complete the following tasks:

1. Review the following:
  - All evaluations and diagnostic results, including all relevant information supplied by the parent(s) of the child.
  - Observation data and progress reports.
  - The student's current IEP and placement.
  
2. After the review of the above information, the Special Education Team determines that:
  - In relationship to the behavior subject to disciplinary action, the student's IEP and placement were appropriate and the special education services and behavior intervention strategies were provided consistent with the child's IEP and placement.
  - The student's disability did not impair the student's ability to understand the impact and consequence of their behavior.
  - The student's disability did not impair their ability to control the behavior(s) subject to disciplinary action.

If all the standards set forth have been met, then the Special Education Team may determine that the conduct was not a manifestation of the student's disability, and the student may be disciplined in the same manner as a general education student. In cases involving removals for behavior found not to be a manifestation of the student's disability, the Special Education Team shall determine the special education services to be provided.

If the Special Education Team determines that any of the standards were not met, the behavior must be considered a manifestation of the student's disability, and the Special Education Team must reconvene and take immediate steps to remedy those deficiencies in the student's IEP, or placement, or in their implementations, in order to better address the behaviors and prevent them from recurring. Students may not be suspended for disciplinary offenses that occur as a direct result of their special need or handicapping condition.

Parents have the right to appeal the manifestation determination with the Bureau of Special Education Appeals. During the appeal, the student shall be educated in the last agreed upon education placement. The school may file a hearing on the issue of dangerousness if the school determines that the student poses a threat to him/herself or others if placed in the last agreed upon placement.

A student receiving Special Education services who is found to be in possession of a dangerous weapon and/or in the possession of illegal substances or selling illegal

substances on school grounds or while participating in any school-sponsored activity, may be placed in an alternative education setting by the TEAM for up to forty-five (45) school days. The parent(s) may appeal the placement decision to the Bureau of Special Education Appeals. The placement may be extended if it has been determined at a hearing with the Bureau of Special Education Appeals that the student poses a threat to him/herself or others if returned to the last agreed upon setting.

The above rights apply to students who have 504 Accommodation Plans and whose behavior may be a manifestation of their disability. Modifications to the Code of Conduct must be listed in the student's 504 Accommodation Plan. The above rights also apply to students who have been referred for special education services but have not been determined in need of special education services at the time of the infraction to the Code of Conduct.

If, prior to the disciplinary action, a District had knowledge that the student may be a student with a disability, then the District makes all protections available to the student until and unless the student is subsequently determined not to be eligible. The District may be considered to have prior knowledge if:

- The parent had expressed concern in writing; or
- The parent had requested an evaluation; or
- District staff had expressed directly to the special education director or other supervisory personnel specific concerns about a pattern of behavior demonstrated by the student.

The District may not be considered to have had prior knowledge if the parent has not consented to evaluation of the student or has refused special education services, or if an evaluation of the student has resulted in a determination of ineligibility.

If the District had no reason to consider the student disabled, and the parent requests an evaluation subsequent to the disciplinary action, the District must have procedures consistent with federal requirements to conduct an expedited evaluation to determine eligibility. Until the evaluation is completed, the student remains in the educational placement determined appropriate by school authorities.

If the student is found eligible, then he/she receives all procedural protections subsequent to the finding of eligibility.

All appeals to the Bureau of Special Education Appeals should be made to the following:

Massachusetts Department of Elementary & Secondary Education  
Bureau of Special Education Appeals  
One Congress Street – 11<sup>th</sup> Floor  
Boston, MA 02114  
617-626-7520

**STUDENT ATHLETE OUT OF SCHOOL SUSPENSION POLICY:**

Any student athlete receiving an out of school suspension will be ineligible to practice, play, or travel with his or her team. Upon returning to school, the athlete will resume practice with the team and return to game eligibility status when a period of time equal to the length of the suspension has been served.

**DISCIPLINE APPEAL HEARING PROCEDURES:**

Suspensions of fewer than ten days may not be appealed. Suspensions of ten days or more may be appealed first to the Assistant Principal, then to the Principal, and then to the Superintendent. The student and parent or guardian will be provided an opportunity for an appeal hearing for suspensions of ten or more days. Upon notification by the school that the student will be suspended, the student must request an appointment for a hearing in writing within two (2) school days.

(Note that this Section is inapplicable to suspensions/expulsions imposed pursuant to the Education Reform Act, Mass. Gen. Laws, c.71, S37H, 37H ½ or 37H¾. Any appeal rights for such disciplinary action will be as provided in the statute.) Suspensions from co-curricular or athletic activities may be appealed to the director of the program and then to the Principal.

**ALTERNATIVES TO SUSPENSION:**

**Session Hall 1:55 p.m. – 2:45 p.m.**

1. Teacher session takes priority over office session, but does not take its place. Students detained by a teacher will:
  - a. Have a pass or note signed by their teacher.
  - b. Leave this pass or note with the appropriate Dean before leaving.
  - c. Make-up the office session the following afternoon.
2. Failure to report to session will result in one (1) Extended Detention, make-up of missed session(s), and a parent or guardian/administrative contact.
3. Students absent on the day of assigned session hall are expected to report to the Dean on the next day of their attendance.
4. Students are expected to come to session hall prepared to work with school assignments for the entire period.

5. Misbehavior in session hall will be reported to the appropriate Dean. Students so reported are subject to (2) Extended Detentions following administrative review.
6. When possible, there will be 24-hour notice before an assigned session.

#### **Extended Detention 2:00 p.m. – 4:30 p.m.**

1. Teacher session takes priority over office detentions, but does not take its place. Students detained by a teacher will: Have a pass or note signed by their teacher with date, time, and reason for being detained, or they will not be admitted to Extended Detention. Students are required to report to Extended Detention prior to seeking extra help from a teacher.
2. Failure to report to Extended Detention will result in up to a two day out-of-school suspension, and a parent or guardian re-entry meeting with the Dean.
3. Students absent on the day of assigned Extended Detention are expected to report to the Dean on the next day of their attendance. Extended detention will be rescheduled for the next session. (Extended detentions are Tuesday and Thursday)
4. All students must report to B2 Cafeteria by no later than 2:00 p.m. If a student reports after 2 p.m., the Supervisor on duty may dismiss student at his/her discretion.
5. In order to sign out of Extended/UAR, the student must present a signed pass from the teacher they will be reporting to. Students may only access the Library with the signed approval from the Librarian.
6. Students must return to Extended/UAR by 3:30 p.m. with the pass signed and time stamped.
7. Students are expected to remain silent during the entire length of the Extended/UAR session.
8. Students are expected to bring enough school-related work to last the length of the Extended/UAR session.
9. Students will not be allowed to use any electronic device of any kind unless permission is given for the purpose of completing a school-related assignment.
10. If any student fails to abide by these expectations, they will be dismissed immediately by the Supervisor on duty. At the supervisor's discretion, a *single* warning may be given before dismissal.
11. There will be a 24-hour notice in the assignment of all detentions.
12. Students' jobs or sports do not take precedence over extended detentions and will not be factored into determining the scheduling of a student's Extended Detention.

#### **INTERVENTION CENTER:**

Students will be scheduled for the Intervention Center as an alternative disciplinary action to out of school suspension. The nature and number of offenses of school rules will be a consideration in decisions of whether students are scheduled for the Intervention Center.

#### **Intervention Center 7:15 a.m. – 1:50 p.m. (School Day)**

1. Students are expected to come to the Intervention Center prepared to complete school assignments for the entire day.
2. Students will not be allowed to have electronic devices in the Intervention Center; cell phones and other devices must either be left at home or surrendered for the day.
3. Refusal to cooperate in the Intervention Center will be reported to the appropriate Dean; in addition, that day will not count as being served. Appropriate disciplinary action will be taken.
4. Whenever possible, there will be a 24-hour notice prior to the assignment of all Intervention Center days.
5. All Intervention Center assignments will start on the next available date.
6. Students' lunches and bathroom breaks will be supervised, and will occur at specified times.

#### **CODE OF CONDUCT**

All rules and regulations are subject to review through the Handbook Committee, School Council, and School Committee. The Code of Conduct allows for the use of incentives which would reduce the number of days of suspension. Also, penalties for infractions could be reduced if a student demonstrated a change in behavior. On the other hand, students who fail to meet the Attleboro High School social and civic expectations both while in school and in the community may result in revocation of school privileges.

**The Principal retains the right to issue penalties for infractions not stated here as well as to alter the penalties stated below. The Administrator has the right to report any infractions to the appropriate authority (e.g. Police or Fire Department). Infractions involving financial issues may be collected through the Main Office or the Courts as deemed appropriate.**

The types of behavior included in the Code of Conduct have been categorized into five groups (I through V). The following infractions are listed according to group. The five groups are arranged from least to most serious infractions. The rules and

regulations are based on a system of progressive discipline. The Dean/Administrator will increase penalties in the cases of second and third offenses according to the Code of Conduct chart.

**Group I: One Hour Session (up to 2 sessions)**

1. Failure to verify an absence
2. Failure to produce a valid Hall Pass when requested
3. Failure to report to academic enrichment
4. Failure to report to behavioral detention
5. If having first served a teacher detention, the use of electronic devices during the school day (except in the cafeteria during the student's designated lunch)
6. Food and/or beverages (out of the cafeteria)
7. Leaving cafeteria w/o permission
8. Failure to check into school/homeroom for attendance
9. Inappropriate clothing
10. Failure to report to Administrative Office
11. Failure to carry ID
12. Public display of affection
13. Other behaviors requiring disciplinary action (specified on referral)
14. Failure to comply with the dress code (carrying hat, disruptive attire, etc.)
15. Refusing to participate in class work.
16. Tardy to class.

**Group II: (1 - 3 Extended Detentions)**

1. Repeat violation of Group I offenses
2. Excessive tardiness to class
3. Excessive tardiness to school
4. In an unauthorized area
5. Truancy
6. Failure to report to office detention
7. Tardy to extended detention
8. Failure to report to assigned area, assembly, or rally
9. Leaving the assigned area during a building evacuation
10. Smoking and or possession of tobacco products (including e-cigarettes, vaporizers and the like. This includes lighters or matches. A ticketed fine will be issued to any student in violation of tobacco guidelines.)
11. Forging notes or alteration so as to deliberately mislead
12. Disruptive behavior (stops the educational process of the class)
13. Profanity or other offensive language or derogatory words/expressions
14. Cutting class or skipping extended detention
15. Cheating / plagiarism (zero for work, and no make-up possibilities)
16. Gambling / possession of gambling paraphernalia
17. Violating the Internet Policy
18. Possession of prescription/over the counter drugs without the knowledge/approval of the school nurse.
19. Other behaviors requiring disciplinary action (specified on referral)

**Group III: (1 - 2 Day Suspension. When appropriate, the Intervention Center will be utilized as a first response to modify behavior)**

1. Repeat violation of Group II offense
2. Non-compliance to a disciplinary issue (ex. refusal to provide name, refusal to go to House Office)
3. Leaving building and/or school grounds during the school day without dismissal
4. Inappropriate language (directed at a teacher/staff/student)
5. Failure to report to or the disruption of extended detention
6. Disrespect / insolence / Excessive disruptive behavior
7. Misuse of school property
8. Dangerous / reckless behavior
9. Dangerous / reckless driving on school property (loss of parking permit/privileges, SRO will be notified)
10. Accessory to or inciting a physical conflict
11. Violation of Internet Policy ( for sexual issues / or for harassment / intimidation, the School Resource Officer will be notified)
12. Throwing food or objects

13. Other behaviors requiring disciplinary action (specified on referral)

**Group IV: (3 - 5 Day Suspension: (The School Resource Officer will be notified of all Group IV Offenses)**

1. Repeat violation of Group III offenses
2. Verbal assault / intimidation against a staff member
3. Fighting / physical conflict (3-5 day suspension): Unlawful, offensive touching of one person by another which is threatening and potentially injurious and for which there is no legal justification, excuse or consent. (Fighting in the building, on school grounds, or during travel to and from school poses a threat to the health and safety of students and will not be tolerated.
4. Vandalism / defacing school property / tagging (with remuneration)
5. Theft or possession of stolen property
6. Hazing: Any conduct or method of initiation into any student organization or team which endangers the physical or mental health of a student. Such conduct is illegal under Mass. General Law, Chapter 269, Section 17.
7. Sexual harassment
8. Harassment or bullying of a student
9. Cyber harassment or cyber bullying
10. Obtaining money, goods, favors with the threat of physical harm
11. Other behaviors requiring disciplinary action (specified on referral)
12. Possession of drug related material and/or paraphernalia including, but not limited to rolling papers
13. Drug or Alcohol Violation – First Offense: any student who is under the influence of, in possession of, or is knowingly in the presence of alcohol or drugs of any kind, at school-sponsored functions, at dances, on school busses, on school grounds, or en route to school or school-sponsored activities, will be reported to the student's parent(s) or guardian(s), to the Attleboro Police Department and the School Resource Officer. In cases where the student is an athletic participant, the Athletic Director will follow MIAA Guidelines.
14. Drug or Alcohol Violation – Second Offense: Any student who has consumed or is under the influence of drugs or alcohol at school-sponsored functions, at dances, on school busses, on school grounds, or en route to school or school-sponsored activities, will be reported to the student's parent(s) or guardian(s), to the Attleboro Police Department and the School Resource Officer. (**5 day suspension**) along with counseling as directed by the new state drug law (Chapter 387 of the Act of 2008). In cases where the student is an athletic participant, the Athletic Director will follow MIAA Guidelines.

**Group V: (10-Day Suspension with a Hearing for possible expulsion) (The School Resource Officer will be notified of all Group V Offenses)**

1. Repeat violation of Group IV Offense
2. Drug or Alcohol Violation III: Any student who distributes alcohol or drugs of any kind, at school-sponsored functions, at dances, on school busses, on school grounds or en route to school or school-sponsored activities, will be reported to the student's parent(s) or guardian(s), to the Attleboro Police Department and the School Resource Officer.
3. Threats to a staff member, whether verbal, physical or implied.
4. Arson: Any incident of arson will be reported to the student's parent(s) or guardian(s), to the Attleboro Fire Department, to the Attleboro Police Department and to the School Resource Officer.
5. Incendiary device / stink bombs: Any student who is involved in the causing of a bomb scare will be referred for psychological counseling, reported to the Attleboro Police Department, Attleboro Fire Department and the School Resource Officer. Students who are found to be either in possession of or igniting fireworks in school or on school property are subject to disciplinary action. The School Resource Officer will be notified.
6. Weapons Violation: No weapon or ammunition may be brought in to the school. This includes any item defined as a dangerous weapon by state law (Massachusetts General Laws, C. 269. Section 10: e.g. knives, nunchaku, metallic knuckles, etc....) as well as guns, look alike guns, bows and arrows, or any device or item potentially dangerous to the health and safety of others, or that would cause fear in others. Any weapon or ammunition brought into the school will be confiscated; the police and the School Resource Officer will be notified of the incident.
7. Fighting / Physical Conflict 2<sup>nd</sup> offense (or excessive violence or force)
8. Willful acts against the school- any action designed to create fear, threat to commit a violent act, or act that is destructive in nature.
9. Violation of the School Safety Act of 1994
10. Violation of School Safety Policy 37H, 37H ½, or 37H ¾. (see pages 55-61)
11. Other egregious behaviors requiring disciplinary action (specified on referral)

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**Re-entry:** Any student suspended from school for a Group IV or V offense will only be readmitted to school with the consent of the Principal or Assistant Principal.



## **STUDENT PRIVILEGES:**

### **PRIVILEGES:**

Student extra-curricular activities, including dances and proms are a privilege for students at Attleboro High School. Parking on school grounds is also a privilege. Failure to meet the Attleboro High School social and civic expectations, both while in school and when representing the school in the community, may result in revocation of such privileges. All school rules and regulations apply to school-sponsored activities.

### **STUDENT ACTIVITIES:**

Student activities are an integral part of high school life and our students' complete education. Parents should encourage their children to take active roles in a variety of clubs and activities. Participation in extracurricular activities helps young people develop friendships and realize a greater sense of intellectual and social development. Parents can support their children and these activities by attending school-sponsored events and volunteering when called upon. In order to be eligible to participate in any extracurricular activity, including student government, a student must be passing 10 credits on his or her most recent report card.

### **ATTENDANCE REQUIREMENTS FOR ACTIVITIES:**

A student must be in school for a **minimum of three (3) hours and fifteen (15) minutes** in order to participate in any extracurricular activity on that same day. Exceptions due to extenuating circumstances will be determined by the appropriate Administrator.

### **CLASS ADVISORS:**

Class Advisors are appointed for each class attending Attleboro High School. These faculty members work with class officers and representatives to organize class sponsored activities, including the proms. They also oversee fundraising activities and sign contracts for events, as needed. Class Advisors serve as liaisons to the high school administration concerning class events.

### **SENIOR DUES:**

Senior Dues are set annually by the class advisors and the school administration. Dues pay for end-of-year expenses such as graduation and the yearbook. Senior Dues are mandatory, and all students are responsible for payment. A variety of plans are available for students to make payments. Assistance is available for students with financial difficulties. Only the Dean may exempt a student from payment of Senior Dues.

### **DANCES AND SOCIAL EVENTS:**

#### **Rules for attendance at school-sponsored dances and social events:**

1. Tickets must always be purchased before the event.
2. Tickets may only be purchased by enrolled AHS students.
3. With the Dean's approval, AHS students may escort students from other schools to all dances with the exception of Homecoming and the Sophomore Gathering. Permission slips are required in advance for the guest.
4. Only freshmen at Attleboro High School may attend the Freshman Social.
5. No one will be admitted to any dance later than one-half hour after the scheduled beginning of the event.
6. Once at the dance, no one is allowed to leave until fifteen minutes before the scheduled end of the event.
7. Only students who are in good standing with the Administration behaviorally, academically, and in terms of financial obligations will be allowed to attend dances and social events.
8. Conduct unbecoming of an Attleboro High School student may result in the dismissal from the event.

### **PARTIAL LIST OF ACTIVITIES:**

**COLOR GUARD:** Flag bearers are selected by audition each year and twenty-four members perform with the Marching Band. They rehearse in the summer, attend Band Camp in August, and often compete with other schools. Membership requirements: Open to all students.

**DRAMA CLUB:** The drama club is for students who love the theatre. Membership requirements: Participation in any Drama Club event makes one an "active member" for one full year. Meetings: General meetings are held once a month. Rehearsals for shows are three (3) times a week.

**GAY-STRAIGHT ALLIANCE:** The Gay-Straight Alliance provides a support group, education, and advocacy to students dealing with issues of sexual orientation. The Gay-Straight Alliance plans various activities and social functions to increase awareness and to network with other Gay-Straight Alliance and Diversity groups. Gay-Straight Alliance participates in the

Youth Pride March, field trips, and conferences. Membership requirements: Members must be open-minded, respectful to others, and attend weekly meetings. Members must also be prepared to help coordinate events outside of school hours.

**LEO CLUB:** The Leo Club is a community service organization modeled after its parent organization, the Lion's Club. This club provides our youth with an opportunity for meaningful personal development on a local, national, and international level. The Leo Club will help our community with worthwhile projects and act as an outreach program to help the less fortunate. Membership requirements: Open to all students.

**MAJORETTES:** Twelve majorettes are selected by audition and perform with the Marching Band. Students rehearse in the summer and attend Band Camp in August. Students perform throughout the year and compete in the New England Majorette Competition Circuit. Membership requirements: Open to all students. Selection will be by audition in the spring.

**MATH TEAM:** The Math Team belongs to two math leagues: Southeastern Massachusetts Math League and Southeastern Mathematics Conference Math League. Each league has four meets per year. The Math Team also participates in other competitions that occur during the year at various colleges and universities such as WPI, MIT, and Harvard. Students interact with top math students from other high schools and compete with the best! Membership requirements: Open to all students. Meetings: There are eight regularly scheduled math meets. Students attend one meeting before each meet to receive practice problems and one meeting before each meet to go over practice problems and review concepts.

**SKILLS USA:** Skills USA is a national organization servicing more than 240,000 high school and college students and professional members who are enrolled in training programs in technical, skilled, and service occupations, including health occupations. Its purpose is to prepare high performance workers and provide quality educational experiences for students in leadership, teamwork, citizenship, and character development. It emphasizes total quality at work, high ethical standards, superior work skills, life-long education, and pride in the dignity of work. Skills USA is also involved in community service activities and local, state, and national competitions in which students demonstrate occupational and leadership skills. Membership requirements: Open to all students.

**STUDENT ADVISORY COUNCIL:** The Student Advisory Council (SAC) is a group of five students chosen in an all school election in March. The SAC meets with the school administration, Student Council, and School Committee members. The SAC provides the School Committee with a student perspective of school issues. Membership requirements: Any Attleboro High School student is eligible to run for an SAC position. After the election, the five-member council chooses a member who will sit as a non-voting member of the School Committee. Meetings: SAC members meet monthly with the administration, Student Council, and School Committee. The non-voting student member of the school committee must attend school committee meetings.

**STUDENT COUNCIL:** The Student Council is the governing body of Attleboro High School students. The Administration Committee discusses student concerns and makes suggestions directly to the Principal and his staff. The Curriculum Committee meets with the Assistant Principal to discuss academic concerns and issues. The Publicity Committee is the liaison to the community. The Executive Committee creates the operational structure of the Student Council to assure fair representation for all students. Each class has five representatives and four officers including a President, Vice-President, Secretary, and Treasurer, with the exception of the Freshman Class. Student Council sponsors many functions and services as well as participating in local and regional activities including:

- The Youth Conference with Older Americans, Adopt a Family, Spirit Rally.
- Spirit Days, Lock-Ins, SEMASC Fall and Spring Conventions, MASC State Convention.
- Student rights and responsibilities issues, encouragement of new groups and activities, and conducting of all school elections.
- Various forms of community service.

Membership Requirements: The responsibilities of being an Officer or Representative to Student Council include the following:

- Academically passing 7.5 credits each Trimester.
- Attendance at class meetings.
- Attendance at weekly Student Council Meetings.
- Missing three meetings in a row or a total of six for any reason will automatically remove a member from office.
- Attendance and participation in all class and Student Council functions.
- Willingness to work on various committees and sub-committees that may require attendance outside of regular class and student council meetings.
- No behavior unbecoming of a leader.

Any Attleboro High School student is eligible to submit a nomination form to become a candidate for a Class Office or for Student Council. An assembly will be held at least five days prior to the election to give the candidate adequate time to campaign. Candidates at the assembly will be asked a series of questions that will help their classmates determine which candidate they should elect. If a student wishes to become part of Student Council after the election, Honorary Members are welcome. These non-voting members must attend three meetings in a row and submit a letter requesting Honorary Membership to the Secretary of the Student Council.

**STUDENT GOVERNMENT DAY AT THE MASSACHUSETTS STATE HOUSE:** State Student Government Day is an opportunity for three Attleboro High Students to participate in the democratic process at the state level by introducing and voting on mock legislation with students from various communities throughout the state. Schools may have one delegate and two alternates. **Membership requirements:** Juniors or seniors may submit their names to the Student Government Advisor in late September. If an election is necessary, a delegate and an alternate are chosen by their peers. **Meetings:** An orientation day is held by region at UMass, Boston. The drawings for legislative assignments take place at the State House and are followed by the State Student Government Day.

### **ATHLETICS:**

**INTRODUCTION:** The primary purpose of the athletic program is to promote wholesome opportunities for students to develop favorable habits and attitudes, as well as to develop their physical, mental, social, emotional, and moral wellbeing. It is hoped that athletics in our school will be a positive force in preparing students for enriched and vital roles in American life.

Interscholastic athletics are an extension of the classroom. Student-athletes are provided special learning opportunities beyond the normal school day and school week. Athletics are an important and integral part of the total school program and are open to participation by all students. Through voluntary participation, the athlete gives time, energy, and loyalty to the program. He or she accepts the training rules, regulations, and responsibilities that are unique to an athletic program. In order to contribute to the welfare of the group, the athlete must willingly assume these obligations, as the role demands that the individual make sacrifices that may not be required of other students.

**ATHLETIC OFFERINGS:** The following sports are offered at Attleboro High School. Each sport is keyed with the possible level and/or gender of participation. Varsity teams are those in which participation results in an athletic letter upon achieving the criteria established for that sport.

Varsity = 1

Junior Varsity/Pre-Varsity = 2

Freshman = 3

Boys = B

Girls = G

Baseball (1,2,3)(B)

Basketball (1,2,3)(B&G)

Cross Country (1) (B&G)

Field Hockey (1,2,3)(G)

Football (1,2,3)(B)

Golf (1)(B&G)

Gymnastics (1)(B&G)

Ice Hockey (1,2)(B&G)

Lacrosse (1,2) (B&G)

Soccer (1,2,3)(B&G)

Softball (1,2,3)(G)

Spring Track (1)(B&G)

Swimming (1)(B&G)

Tennis (1)(B&G)

Volleyball (1,2,3)(G)

Winter Track (1)(B&G)

Cheerleading (1,2)(B&G)

**CHEERLEADING:** All squads are selected in the spring of each school year. Candidates from the high school and incoming freshman class members are judged according to ability, coordination, voice, and rhythm. Those chosen participate in tournament competitions and pep rallies. They also cheer at the many athletic games in which our teams participate. The cheerleading advisor will furnish all cheerleaders with a handbook listing the general requirements for all participants.

**ELIGIBILITY:** In accordance with the eligibility standards established by the Massachusetts Interscholastic Athletic Association (MIAA), Attleboro High School shall resolve eligibility for high school as follows:

- a. A student must not have reached 19 years of age by September 1<sup>st</sup>.
- b. A student must not be in his fifth year of high school.
- c. A student must attain a passing grade in at least 7.5 credits of prepared work during the last marking period preceding the contest.  
The minimum passing grade is (60). Prepared work is defined as any subject or course in which credit is allowed toward the high school diploma. A student cannot at any time represent a school unless that student is taking at least 25 periods of prepared work. To be eligible for the Fall marking period, students are required to have achieved final passing grades for the previous Trimester that equal a minimum of 7.5 credits.  
A student taking a full-year course will be entitled to one Trimester's credit toward eligibility, provided that he/she is passing the course and is scheduled for the same course(s) for the remainder of the year
- d. Incoming freshmen are immediately eligible for the Fall season.
- e. The academic eligibility of all students shall be determined and considered as official on the date when report cards for that grading period have been issued to the parents of all students.
- f. Students who are absent from school are not eligible to participate in that day's practice session or game. Tardiness after 10:30 a.m. or dismissal before 10:30 a.m. will constitute an absence. Any exception to this rule due to extenuating circumstances will be determined by the administration.

**CUT PROCEDURE:** The necessity to reduce the size of some squads will result in cuts in a limited number of instances. This is something that will be done with great care. No cuts will be made prior to the completion of the third team practice session, and coaches are encouraged to take as much time as necessary to evaluate the athletes.

The criteria will include:

- Ability
- Attitude
- Potential

The coach's decision in matters of cutting of an athlete is final. An athlete will not be prohibited from trying out for another sport with approval of the Athletic Director.

**STARTING DATES OF SPORTS SEASONS:**

Fall: Football—TBA – Mid August  
All other sports—TBA – Mid August  
Winter: Monday after Thanksgiving  
Spring: Third Monday in March.

Attleboro High School is also a member in good standing of the Massachusetts Interscholastic Athletic Association. All published rules must be followed, and all student athletes must adhere to the rules and regulations of the M.I.A.A.

**FEES:** The previously mentioned sports are open to all students who pass a physical examination, meet the eligibility standards, and pay the participation fee as outlined: (Subject to Change):

|                  |                                                                                                                |
|------------------|----------------------------------------------------------------------------------------------------------------|
| Ice Hockey       | *\$650 / per student – Varsity<br>*\$450 / per student – Junior Varsity                                        |
| Cheerleading     | *\$250/ per student                                                                                            |
| Lacrosse         | *\$275/ per student                                                                                            |
| All other sports | \$200 per student / per season<br>\$550 maximum per individual/per year<br>\$725 maximum per family / per year |

\*Personal and Family max does not include Ice Hockey, Lacrosse, or Cheerleading.  
Students who receive free lunch do not pay Athletic User Fees.  
Students who receive reduced lunch will pay 40% of Athletic User Fees.

Athletic teams participate in the Hockomock League. Practices are scheduled daily between the hours of 2 p.m. - 8:30 p.m. The School Committee reserves the right to adjust fees pending authorization of the final budget.

**INSURANCE FOR ATHLETES:** The Attleboro School Department will provide a secondary, but limited, accident coverage policy for all Attleboro High School athletes. All benefits under this plan are payable only after the student's other collectible insurance or other valid coverage options have been paid. Medical coverage must be rendered by the student's plan provider(s). The balance of any unpaid and eligible medical expenses for which the parent is responsible will then be paid up to the limits of the Attleboro School Department's policy. This insurance is non-duplicating.

### **HEALTH AND SAFETY OF ATHLETES:**

#### **Medical:**

A student will not be considered on a team and may not practice or play in any school-sponsored contest until he/she has passed a physical examination by a medical doctor and has returned his/her form to the coach who will then file it with the school nurse. This physical examination is valid for 13 months from the date of examination.

A student who has been injured and has had medical attention cannot resume participation until the coach has received documentation from the student's doctor describing the nature of the injury, the prescribed treatment, and the date the athlete can resume practice. The doctor's and/or parent's permission must be received before the student can resume playing.

**Concussion and Head Injury Procedures:** Concussion/Head Injury can be serious. The Attleboro Public Schools Concussion/Head Injury procedures are in place to improve safety and limit additional complications related to head injury/concussions as put forth by the Massachusetts State Legislation 105 CMR 201.000.

Please be aware that:

- " Any student, who during a practice or competition, sustains a head injury or suspected concussion, or exhibits signs and symptoms of a concussion, shall be removed from the practice or competition immediately and may not return to practice or competition" until cleared by an appropriate health-care professional.
- For return to play the student must be completely symptom free. Once written clearance from a physician has been received, the student will begin a graduated re-entry to extracurricular activities.
- All athletes will be required to take the ImPACT baseline test every two years, along with a post-concussion ImPACT test before being cleared to return to play.
- It is the responsibility of the parent to complete and return the "Sports Concussion History" prior to participation in each sports season.
- Parent and student must sign and return the acknowledgement that they have reviewed or taken the on-line head concussion training each sports year.

On-line concussion training:

[www.cdc.gov/concussion/HeadsUp/onlinetraining.html](http://www.cdc.gov/concussion/HeadsUp/onlinetraining.html) or [www.nfhslearn.com](http://www.nfhslearn.com)

**Chemical Health:** From the first allowable day of fall practice through the end of the academic year or final athletic competition of the year, whichever is later, a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product; marijuana; steroids; or any controlled substance. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor.

Minimum PENALTIES: Rule 62 MIAA Handbook

**First Violation:** When a Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contest totaling 25% of all interscholastic contests in that sport. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 25% of the season.

**Second and Subsequent Violations:** When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 60% of all interscholastic contests in that sport. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 60% of the season.

If after the second or subsequent violations the student of his /her own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum 40% of events. The director or a counselor of a chemical dependency treatment center must issue such certification. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 40% of the season.

Penalties shall be cumulative for each academic year. A penalty period will extend into the next academic year should the penalty period not be completed during the season of the violation's occurrence. If the penalty does carry over to the student's next season of actual participation, it may affect the eligibility status of the student during the next academic year.

**RULES AND REGULATIONS FOR ATHLETES:** Violations requiring administrative action, as established in the Student Handbook section on the Rules and Regulations of Attleboro High School, will result in counseling by the head coach and possible suspension for the next contest or for that sport season.

- a. A student must be in school by 10:30 a.m. or cannot be dismissed before 10:30 a.m. to participate in a practice session or contest that same day. Exceptions will be determined by the administration only for legitimate reasons as stated on page 3. ("Team breakfasts" are not a legitimate reason to be tardy to school and the student will be considered truant; no make-up will be allowed; and the student will not be allowed to participate in a practice session or contest that day.)
- b. A display of unsportsmanlike conduct toward an opponent or official or the use of profanity during a practice or contest will result in counseling by the head coach and possible suspension from school and from the team.
- c. Attendance at all practices and games for all athletes is mandatory during school time and vacation time during a sport season. Doctors' appointments and emergency absences must be excused by the head coach. Unexcused absences will result in:

First Violation: suspension for one game

Second Violation: suspension for that sport season

**School Vacation Policy:** Attendance at practices and games is mandatory during vacation periods. Absence from practices or games will result in dismissal from the team. Requests for an exception due to unusual or extraordinary circumstances, i.e., family vacations or school-sponsored trips should be submitted by a parent to the Athletic Director prior to the first week of the season's practice. Upon return from vacation, the athlete will resume practice, but will be unable to participate in a contest for a period of time equal to the length of the vacation.

**Student Athlete Suspension Policy:** Any student-athlete receiving an out of school suspension or scheduled for the Intervention Center will be subject to the same process in effect for the School Vacation Policy. Upon returning to school, he or she will resume practice with the team and return to game eligibility status when a period of time equal to the length of the suspension has been served.

**Dismissals for Athletic Events:** To create a well-rounded athletic schedule, it is necessary to schedule some events with schools that are some distance from Attleboro. As a result, it may be necessary for members of an athletic team to be dismissed before the end of the school day. In no way may a student interpret this to mean that he/she is excused from required work for the missed class. It is the student's responsibility to make arrangements with the teacher(s) involved to keep up with the class.

**Expectation of Captains:** Captains, due to their position as role models for their teammates and visible representatives of our school in the community, are expected to demonstrate behavior, both in school and in the community, which is beyond reproach.

If captains receive an out of school suspension or if their behavior in the community is brought to the attention of school authorities and determined to be detrimental to the standard of their position of leadership, the Athletic Director, in conjunction with the appropriate coach, will render a decision to remove the captain from that position for the remainder of the year.

**NCAA Eligibility:** Any student who plans on pursuing athletics at the college level must register with the NCAA Eligibility Center no later than junior year of high school. The NCAA will conduct a thorough review of academic and course requirements for each registered student. Students should see their Guidance Counselor or the Athletic Director with any questions about the process.

## **STUDENT SERVICES**

**HEALTH SERVICES:** The Health Office is staffed by a team of registered nurses to provide for the medical and health needs of the students. School nurses may be reached at 222-5150 ext. 1250. Parents should feel free to call with questions.

Services available are as follows:

**Accident Forms:** Accident forms and other health-related information are kept in the Health Office.

**First Aid Emergencies:** The Health Office offers immediate first aid to students. Beds are available for students, but following a call to a parent or responsible adult, sick students will be sent home. Parents are asked to supply phone numbers in case of emergency. It is essential that the nurse's office have a way of reaching parents or another adult who can assume responsibility in the parent's absence.

**Immunization Policy:** All Attleboro High School students must meet the state requirements for the necessary immunization inoculations. Throughout the year, the nurse will notify those students in need of updating their protection. Failure to comply with this request may result in exclusion from school in accordance with state regulations. Immunization clinics are also offered at the High School in collaboration with the Attleboro Health Department.

**Long Term Illness:** In the event of a student's absence for an extended period of time, parents must notify the Health Office to ask about home instruction. A physician's note will be necessary for the students to return to Attleboro High School.

**Orthopedic Injuries:** Students with an orthopedic injury requiring the use of crutches, braces, casts, slings, splints, etc., must return to school with a note from a physician which clearly states the nature of the condition, clearance to return to school, any restrictions and/or need for supportive devices and clear time frames for any special accommodations. Students who have a physician's order to use crutches in school will be issued an elevator key. Unreturned keys will go on the student's record as a \$20 obligation.

**Medication Administration:** All public / non-public school systems in the Commonwealth are required to comply with regulations 105 CMR 210.000: *The Administration of Prescription Medications in Public and Private Schools*.

- All medication must be transported to and from school by a parent / guardian or responsible adult and delivered directly to the school nurse or designee.
- Prescription medication must be in its original pharmacy container, clearly labeled with the student's name, medication name, dose, frequency of dispensation.
- Both the physician's order for prescription medication and written parental consent for the school to dispense any medication must accompany the medication. No medication can be dispensed without both these forms in place. Forms are available in the Health Office and available for download from the District Web page under the Health Services section.
- Over the Counter medication including herbal and homeopathic products must also be in their original container and must clearly be labeled with the student's name, dose, and frequency of dispensation. Written Physician and parental permission is required.
- For prescription medications, the school nurse shall ensure that there is a proper medication order from a licensed prescriber, which is renewed as necessary. A telephone order for any change in medication shall be received and documented only by the school nurse and must be followed by a written order. Whenever possible, the medication order shall be obtained and the medication administration plans shall be developed before the beginning of the school year.
- Students must not carry medication on their person. The school committee recognizes that self-carrying and self-administration of medication is required in some instances. Examples for exceptions may be inhalers and epipens. In these instances, a self-administration plan shall be developed prior to implementation and upon approval of the school nurse. The school nurse must receive in writing orders from the dispensing physician and parental permission allowing self-medication or self-carrying prior to allowing self-medication or self-carrying.
- Any medication given by the school nurse is given at his/her discretion with completed paperwork.

**Tylenol Use Procedure:** As a result of warnings issued by the FDA regarding the dangers related to the misuse and overuse of Tylenol (acetaminophen), the nursing department has in place procedures to monitor and discourage the excessive use of this drug during the school day unless there is proper indication for use. As with any medication administration, nursing assessment is required and is given at the nurse's discretion. If the nurse has concerns related to use or overuse, a phone call home and/or doctor's orders for continuation of this medication may be required. If you have questions regarding the specifics of this procedure, please call your school nurse.

**Physical Exams:** Physical examinations are required of each 9<sup>th</sup> grade student or upon entry to the District as set by the regulations for the Commonwealth of Massachusetts. Completed physical examination forms should be given to the school nurse.

Sports physicals are required every year according to MIAA regulations. In the event your child has a special medical concern, it is important to your child's safety and wellbeing that you call the Health Office to share information.

**State Mandated Screenings:** All health screenings conducted in school are required by Massachusetts State Law. Screenings are ongoing throughout the school year. If you do not wish your child to participate, you must write a letter to the school nurse declining your child's participation. This letter must be written each year and be specific as to which screenings you do not wish your child to participate.

**Scoliosis Screening:** Postural screening is conducted for grade nine students. Parents are notified of concerns and referred to a physician.

**Vision and Hearing Screening:** Vision and hearing screening is conducted for students in grade ten. Parents are notified and referred to a physician if necessary.

**Body Mass Index BMI Screening:** Growth Screenings are conducted on students in grade 10. Height and weight are measured and calculated into BMI or Body Mass Index. Parents may request results from the Health Office.

**Confidentiality:** The nurse may deem it necessary to inform school staff, on a "need to know" basis, of a student's life-threatening condition. This may include (but is not limited to) the bus company and food service workers. If you do not wish the nurse to share medical concerns as it relates to your child safety in school, you must document this in writing and speak directly to the school nurse.

**Life Threatening Allergies & Other Medical Concerns:** There is an increase of life threatening allergies and other medical concerns in our schools. To assure that all staff and adults working with your child in school are aware of your child's medical diagnosis and are able to respond appropriately in case of emergency, we have supplied the following regarding

**Parental Responsibilities:**

- Notify the school nurse of the child's known allergies or medical issues.
- Notify the school nurse in writing as soon as possible after a new diagnosis of an allergy or other medical concern.
- Provide medical documentation from the child's health care provider including a written order for any emergency medication.
- Complete and annually update the Medical Information form, which must be on file in the nurse's office.
- Educate your child in an age appropriate self-management awareness of his or her allergy and/or medical condition, safe and unsafe actions, items and/or food strategies for avoiding an allergen, symptoms of an allergic/medical reaction, how and when to tell an adult that a medical or allergic reaction is starting, and how to read food and other types of labels that may directly relate to your child's medical concern.
- **Emergency Medication Availability** - Please be aware that there may be times before and/or after regular school hours that areas of the buildings are locked and emergency medication will not be accessible. Please be aware and plan accordingly to have an extra supply available to be assured that your child will have access to their emergency medications on these off hours.

**Peanut/Nut Safe Practices:** Attleboro Public schools observe peanut/nut safe practices which requests peanut/nut products not be brought into academic areas. Strict avoidance of peanut/nut product is the only way to prevent a life threatening allergic reaction. To reduce the risk of exposure, it is recommended that all academic areas be peanut/nut safe. Please do not send snacks containing peanuts or nuts to school. A peanut/nut safe table will be available in the cafeteria upon request.

**Fragrance Free Statement:** Fragranced products can cause individuals with some chronic illnesses, such as asthma, allergies, sinus problems, and migraine headaches to suffer severe symptoms. In an effort to help maintain a healthy school environment, it is respectfully requested that individuals be as fragrance-free as possible. This can be accomplished by refraining from excess use of perfume, aftershave, scented lotions, creams, and/or similar products.

**Student Health Records:** Under 603 CMR 23.00; the original health record and copy shall be destroyed no later than 7 years after the student transfers, graduates or withdraws from the school. Upon graduation the student shall receive their original immunization record and the health record will be destroyed. Any student who leaves the system before graduation will have their health record destroyed on or before 7 years from termination from the District. This statement shall serve as written notice that student records will be destroyed upon original graduation date and/or 7 years from leaving the District. Please contact the nurse in the last school building attended if you would like to obtain this record prior to destruction.



**THE HEALTH CENTER AT ATTLEBORO HIGH SCHOOL:** A licensed satellite of Sturdy Memorial Hospital is located in the Health Office at Attleboro High School, providing convenient access to health care during school hours.

**COUNSELING SERVICES:** Counseling is provided within the high school by the Adjustment Counselors and the School Psychologists. The school counselors are available to coordinate outside counseling for students and their families, in partnership with such agencies as:

Arbor Counseling Center  
Community Care Services  
Community Counseling of Bristol County  
South Bay Mental Health  
New Hope

**ENGLISH LANGUAGE LEARNERS:** Attleboro High School ensures that all students who are identified as limited-English-proficient (LEP) will be taught to the same academic standards and curriculum as all students, and will be provided with the same opportunities to master such standards. Important information and documents will be translated into the major languages spoken by parents or guardians with limited English skills.

**INSURANCE:** All children in Massachusetts are eligible for some type of health coverage. For more information contact the *Health Care for All* helpline at 1-800-272-4232 or online at [www.hcfama.org](http://www.hcfama.org). Each year parents may purchase an insurance policy for their child which covers accidental injury. The cost is reasonable and it is recommended that parents review the policy upon its offering.

**GUIDANCE DEPARTMENT:** The Guidance Department provides AHS students with the skills necessary to choose and achieve their post-high school goals. Guidance Counselors regularly monitor student progress, and help students explore future options including college, career training, military enlistment, and employment. The department works to address the academic, social, emotional, and physical needs of students by helping to establish good communication between teachers, students, and parents.

The Guidance Department offers the following services:

1. School and career planning with students and parents
2. Post-high school educational planning
3. Scholarship and financial aid information
4. Individual and/or group counseling to students on personal or interpersonal issues.
5. Services for English Language Learners, including language-sensitive, non-biased assessment materials.

**SCHOOL-TO-CAREER SERVICES:** Through the Attleboro Area Local School to Career (STC) Partnership, Attleboro High School is a partner with Norton and Foxboro High Schools in a program that connects school-based learning to the workplace. The purpose of STC is to transition students to meaningful career pathways based on their skills and interests. The program offers job shadows, career fairs, paid and unpaid internships, part-time employment, and summer job placement to students. These services are delivered and facilitated by a Business/Industry liaison and a Career Specialist who serve the three schools.

**VOTER REGISTRATION:** Throughout the year, students reaching their eighteenth (18th) birthday are encouraged to register to vote.

**LIBRARY MEDIA CENTER SERVICES:** The Library Media Center is centrally located on the second floor of Attleboro High School. The center consists of a large reading room and a technology area. The Sails network connects Attleboro High School with public and school libraries in Southeastern Massachusetts, allowing students to access thousands of books electronically.

When school is in session, the Library Media Center is open to students and faculty from 7:00 a.m. to 3:30 p.m. Teachers may choose to escort classes to the LMC for research assignments. Students may also use the library during SSR (Sustained Silent Reading) by obtaining a pass from the classroom teacher. The loan period for circulating materials is four weeks. Students are to make every effort to return books on time in consideration of other students who may also need them. All library obligations must be cleared or paid before graduation.

**STUDENTS WITH DISABILITIES:** Support services can be provided for eligible students under the umbrella of two federal

laws which serve as guides for schools. One of these laws is Section 504 of the Rehabilitation Act of 1973, a civil rights law. This law was passed to prevent discrimination against individuals with disabilities. This law also guarantees that the educational needs of students with physical or mental impairments which substantially limit one or more of their major life activities (i.e., walking, learning, etc.) will be met as well as the needs of non-disabled students are met. For example, children with specific disabilities or impairments that interfere with their ability to access classroom learning, or the school's physical environment, may be eligible under Section 504 to receive services or classroom accommodations that will give them the opportunity to participate in the class to the same extent that non-disabled students participate. Under this regulation, a team of educators within the building develops a Section 504 Plan for eligible students that will recommend services and/or accommodations. Parents seeking more information about eligibility under Section 504 can contact the Principal.

The other support program within the public schools for students with disabilities is special education, which is governed by the Individuals with Disabilities Education Act ("IDEA") and M.G.L. Ch71B. To be eligible for special education under these laws, a student must have a recognized disability that interferes with his/her ability to make effective progress in school and require specially designed instruction in order to make progress, or require related services in order to access the general curriculum. An educational TEAM, including parents, makes decisions about eligibility and programming. If a TEAM finds a student eligible for special education services, the TEAM will draft an Individualized Education Program ("IEP") that will propose appropriate accommodations, services, and specialized instruction for the student. Parents seeking more information about special education can contact the TEAM Chairperson assigned at the school. In addition, there is a Parent's Rights Brochure available from the Office of Special Education and Student Support Services.

**STUDENT RECORDS:** Under both state and federal law, parents and students have rights related to student records, including rights to access records and rights to confidentiality of records. Both the Family Educational Rights and Privacy Act ("FERPA") and the Massachusetts Student Records Regulations apply to all public schools. They are designed to ensure parents and students' rights regarding *confidentiality, inspection, amendment, and destruction* of student records and to assist school authorities in their responsibilities for the maintenance of student records. The Attleboro Public Schools' policy complies with all state and federal statutes and regulations regarding student records. Copies of both the Massachusetts regulations and of this policy are available in the Office of the Superintendent or Building Principal. A copy of the current Massachusetts regulations is also available on the Massachusetts Department of Elementary & Secondary Education website ([www.doe.mass.edu](http://www.doe.mass.edu)).

The regulations apply to all information kept by a school committee on any students in a manner such that they may be individually identified. The regulations divide the record into two sections: the transcript and the temporary record. The transcript includes name, address, course titles, grades, and grade level completed. This transcript is kept by the school system for at least sixty (60) years after the student leaves the system.

The temporary record contains the majority of the information maintained by the school about the student. This may include such things as standardized test results, class rank, school-sponsored extracurricular activities, and evaluation or comments by teachers and counselors and other persons, as well as other relevant information. The temporary record is destroyed seven (7) years after the student leaves the school system. Notice of this practice will also be provided at the time the student transfers, graduates, or withdraws.

The public/private special education program shall keep current and complete files for each publicly funded enrolled student and shall manage such files consistent with the Massachusetts Student Record Regulations (603 CMR 23.00) and (MGL Chapter 71, Section 34H).

The following is a summary of major parent and student rights regarding student records, as provided by the Regulations pertaining to student records.

**Inspection of Record:** A parent of any student, or any student who is at least 14 years old, has the right to inspect all portions of his or her student record upon request: a) The record must be made available to the parent or student as soon as is practicable, but no later than ten (10) calendar days from the date of request; b) The parent and the student have the right to receive copies of any part of the record, although a reasonable fee may be charged for the cost of duplicating materials; c) The parent and the student may request to have the parts of the record interpreted by a qualified professional of the school or may invite anyone else of their choosing to inspect or interpret the record with them; d) pursuant to MGL Chapter 71, Section 34H, divorced or legally separated parents/guardians who do not have physical custody of their child must meet certain criteria before being allowed access to their child's records and school information.

**Confidentiality of Records:** Except for the situations outlined in the regulations, no individuals (or organizations) but the parent, eligible student, and authorized school personnel are allowed to have access to information in the student record

without the specific, informed, written consent of the parent or eligible student. In addition, any person inspecting or releasing information in the temporary record must note which portion was inspected or released and for what purpose in a log kept as part of the temporary record.

**Amendment of Record:** The parent and the student have the right to add relevant comments, information, or other written materials to the student record. In addition, the parent and the student have the right to request that information in the record be amended or deleted. The parent and the student have the right to a conference with the school Principal to make their objections known. Within a week after the conference, the Principal must render a decision in writing. If the parent and student are not satisfied with the decision, the regulations contain provisions through which the decision may be appealed in writing to higher authorities in the school system.

**Destruction of Records:** The regulations require that temporary records be destroyed seven (7) years after students leave the school system. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record, from time to time, while the student is enrolled in the school system. Before any such information may be destroyed, the parent and student must be notified and be given an opportunity to receive a copy of any of information before its destruction.

**Transfer of Records:** In accordance with the 603 CMR 28.07(4)(g), the student record may be forwarded to a school to which a student seeks or intends to transfer without a student's or a parent's consent. When records are requested and transferred, parents will be notified. Regulations provide that the parent may request a copy of the records transferred and may ask for a hearing to challenge the content of the record. Such requests should be addressed in writing to the Principal.

## APPENDIX A

The following Attleboro School Committee District policies were used as guidelines in the development of this Handbook.

| <b><u>SCHOOL COMMITTEE POLICIES</u></b>                                                                                                                                         |                                                               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|
| <i>A copy of the School Committee Policy Book is available for review at the Superintendent's Office, on the District and School websites, and the Attleboro Public Library</i> |                                                               |
| AC                                                                                                                                                                              | Nondiscrimination                                             |
| Reference                                                                                                                                                                       | Discrimination / Harassment Complaint Officials / Definitions |
| ACAB                                                                                                                                                                            | Sexual Harassment Policy                                      |
| ACAB-E-1                                                                                                                                                                        | Nondiscrimination / Anti-Harassment Procedures                |
| ACE                                                                                                                                                                             | Nondiscrimination on the Basis of Handicap                    |
| AD                                                                                                                                                                              | School District Vision and Goals                              |
| ADA                                                                                                                                                                             | APS Strategic Plan District/School Goals                      |
| ADC                                                                                                                                                                             | Tobacco Products on School Premises                           |
| EEA                                                                                                                                                                             | Student Transportation                                        |
| EEAA                                                                                                                                                                            | Kindergarten Transportation                                   |
| EEAB                                                                                                                                                                            | Special Education Transportation                              |
| EEAEC                                                                                                                                                                           | Student Conduct on School Buses                               |
| EGD                                                                                                                                                                             | Acceptable Use of the Internet                                |
| IHAMBA                                                                                                                                                                          | Health Education Program-Parent Notification                  |
| IKB, IKB-E                                                                                                                                                                      | Homework Policy / Guidelines                                  |
| JEB                                                                                                                                                                             | Elementary Entrance Age                                       |
| JE                                                                                                                                                                              | Student Attendance Policy                                     |
| JF                                                                                                                                                                              | Residency                                                     |
| JICFB                                                                                                                                                                           | Anti-bullying                                                 |
| JICH                                                                                                                                                                            | Drug and Alcohol Use by Students                              |
| JKAA                                                                                                                                                                            | Physical Restraint                                            |
| JRA                                                                                                                                                                             | Student Records                                               |
| KBBA                                                                                                                                                                            | Non-custodial Parents' Rights (statement will follow)         |
| KE                                                                                                                                                                              | Problem Resolution                                            |
| KI                                                                                                                                                                              | School Visitors                                               |

## School Committee Policies:

### Policy File: AC: NONDISCRIMINATION:

The Attleboro Public Schools has the responsibility of serving every student with the goal for all students to attain excellence and reach their maximum potential regardless of race, color, sex, gender identity, religion, national origin, sexual orientation, age, or disability. It is committed to equal opportunity for all individuals in education within a safe school environment that allows all students equal access and opportunities to all of the District's programs and activities, including academic programs, educational supports, services, and enrichment activities.

It is the policy of the Attleboro Public Schools to maintain a learning and working environment that is free from harassment, violence or discrimination based on actual or perceived race, color, creed, religion, national origin, sex/gender, marital status, disability, sexual orientation, gender identity, age, family care leave status or military status (collectively known as the "actual or perceived protected class status").

The Attleboro School Committee's policy of nondiscrimination extends to students, staff, the general public, and individuals with whom it does business. No person shall be excluded from or discriminated against in admission to a public school in the City of Attleboro or in obtaining the advantages, privileges, and access to courses of study on account of race, color, sex, gender identity, disability, religion, or national origin.

It will be a violation of this policy for any student, district employee or third party based on a student's, employee's or third party's actual or perceived protected class status to: (1) harass a student, district employee or third party through conduct or communication (e.g., physical, verbal, graphic or written) or to (2) inflict, threaten to inflict or attempt to inflict violence; or to (3) discriminate against a student, District employee or third party.

This policy applies to all of the academic and nonacademic (for example, athletic and extracurricular) programs of the district and will be enforced before, during, or after school hours on all school property, including the school bus, school functions, or events held at other locations. The policy also applies to any off-campus conduct that causes or threatens to cause a substantial and material disruption at school, or interferes with the rights of students, employees or third parties to be free from a hostile school environment, taking into consideration the totality of the circumstances on and off campus.

The Attleboro School Committee will:

1. Establish and promote an environment within Attleboro Public Schools that considers and ensures the rights and responsibilities of all individuals as set forth in the Federal and State Constitutions, pertinent legislation, and applicable judicial interpretations.
2. Support positive and equitable experiences within the Attleboro school community for children, youth, and adults, all of whom have differing personal and family characteristics with various socioeconomic, racial, and ethnic backgrounds.
3. Work toward a more inclusive society and enlist the support of individuals as well as groups and agencies, both private and governmental, in such an effort.
4. Use appropriate communication and other means to resolve and reduce the grievances of individuals and/or groups.
5. Consider decisions made within the school system in view of the potential benefits or adverse consequences that those decisions may have on individuals and/or groups.
6. Review policies and practices of the school system on an ongoing basis to ensure full implementation of the spirit and intent of this nondiscrimination policy.

The Attleboro Public Schools will promptly investigate all incidents of harassment, violence or discrimination that are known or reasonably should be known by the Attleboro Public Schools, including any complaints or reports — whether formal or informal, verbal or written — based on a student's, district employee's or third parties' actual or perceived protected class status. The district will adhere to the Attleboro Public Schools Nondiscrimination/Anti-Harassment Procedures for filing a complaint for discrimination, harassment or violence on account of actual or perceived protected class status and will take appropriate action to respond to these incidents, which may include disciplinary action against any student or District employee who is found to

have violated this policy. Appropriate administrative and staff follow-up will be provided for targets and offenders of harassment, violence and discrimination.

An employee who receives such a complaint, otherwise becomes aware, or personally observes possible harassment based on actual or perceived protected class status shall intervene when it is safe to do so and immediately report it to the district's discrimination/harassment complaint official or the principal of the relevant school site.

The district discrimination/harassment compliant officials for the Attleboro Public Schools are:

Section 504/ Americans with Disabilities Act (ADA)/Title IX/Title VI (for student complaints):

Joan DeAngelis, Director of Student Support Services  
Attleboro Public Schools  
100 Rathbun Willard Drive, Attleboro, Massachusetts 02703-2799  
(508) 222-0012, ext. 1367  
Email: [jdeangelis@attleboroschools.com](mailto:jdeangelis@attleboroschools.com)

Titles VI, VII, IX, ADA, Section 504 (for employee or third party complaints), Chapter 622 AND Age Discrimination Appeals Officer:

Laurie Regan, Assistant Superintendent  
Attleboro Public Schools  
100 Rathbun Willard Drive, Attleboro, Massachusetts 02703-2799  
(508) 222-0012, ext. 1640  
Email: [lregan@attleboroschools.com](mailto:lregan@attleboroschools.com)

If one of the discrimination/harassment officials is the person alleged to be engaged in discrimination/harassment, the complaint shall be filed with one of alternate officials or any other school employee the student or employee chooses.

LEGAL REFS:            Title VI, Civil rights Act of 1964  
                              Title VII, Civil rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972  
                              Executive Order 11246, as amended by E.O. 11375  
                              Equal Pay Act, as amended by the Education Amendments of 1972  
                              Title IX, Education Amendments of 1972  
                              Rehabilitation Act of 1973  
                              Education for All Handicapped Children Act of 1975  
                              M.G.L. 71B:1 et seq. (Chapter 766 of the Acts of 1972)  
                              M.G.L. 76:5; Amended 1993  
                              M.G.L. 76:16  
                              Board of Education Chapter 622 Regulations Pertaining to Access to Equal Educational Opportunity,  
                              adopted 6/24/75, as amended 10/24/78  
                              Board of Education 603 CMR 2600  
                              Board of Education Chapter 766 Regulations, adopted 10/74, as amended through 3/28/78  
                              The American with Disabilities Act of 1990  
                              The Age Discrimination Act of 1975

**DEFINITIONS:**

**TITLE VI OF THE CIVIL RIGHTS ACT OF 1964**

Title VI prohibits discrimination based on race, color, and national origin.

**TITLE VII OF THE CIVIL RIGHTS ACT OF 1964**

Title VII prohibits employment discrimination based on race, color, religion, sex and national origin.

**TITLE IX**

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Students will also receive training for leadership roles as they work collaboratively with their peers, educators and parents in monitoring, evaluation and changing school policy and curriculum in keeping with the provisions of Chapter 622 and Title IX.

#### **CHAPTER 622**

No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantage, privileges, and courses of study of such public school on account of race, color, sex, religion, or national origin.

#### **THE AMERICAN WITH DISABILITIES ACT OF 1990**

The ADA prohibits discrimination by any public entity against persons with disabilities.

<http://www.jan.wvu.edu/links/adalinks.htm>

#### **SECTION 504 OF THE REHABILITATION ACT OF 1973**

Section 504 prohibits discrimination on the basis of disability.

<http://www.ed.gov/offices/OCR/regs/34cfr104.html>

#### **THE AGE DISCRIMINATION ACT OF 1975**

The Age Act prohibits discrimination on the basis of age.

<http://www.ed.gov/offices/OCR/age.html>

#### **File: ACAB: SEXUAL HARASSMENT**

All persons associated with the Attleboro Public Schools, including, but not necessarily limited to, the Committee, the administration, staff, students and third parties, have the right to a positive and safe environment that is free from harassment and discrimination based on sex. The District prohibits sexual and gender-based harassment while on school grounds, while going to or coming from school, while at school activities on or off school grounds, while on district transportation, or while otherwise in a District program or activity. All persons are expected to conduct themselves at all times so as to provide an atmosphere free from sexual and gender-based harassment. Further, the district prohibits any retaliation against an individual who has complained about sex-based harassment or retaliation against individuals for cooperating in an investigation of a sex-based harassment complaint.

Attleboro Public Schools will not tolerate any unlawful or disruptive behavior, including any form of sex-based harassment, or retaliation, in our schools, on school grounds, or in school-related activities. We take allegations of sex-based harassment seriously, and therefore, will investigate promptly all incidents of sexual and gender-based harassment of students, employees or third parties. We will respond to any complaints or reports promptly, and will take appropriate action, which may include disciplinary actions against students and/or staff found to have committed such harassment, as outlined in the Attleboro Public Schools' Nondiscrimination and Anti-Harassment Procedures. We will act promptly to eliminate the conduct and impose such corrective action as is necessary. In addition, the district will provide remedies to the reporting students where appropriate.

Attleboro Public Schools is committed to providing employees, students, and third parties an environment that is free from hostility and intimidation or from a sexually offensive work and learning environment. Attleboro Public Schools understands that members of certain student groups, such as students with disabilities, students who are gay, lesbian, bisexual, or transgender, and homeless students may be more vulnerable to becoming targets of harassment. Attleboro Public Schools will take specific steps to create a safe, supportive environment for vulnerable populations in the school community, and provide all students with skills, knowledge, and strategies to prevent or respond to sexual harassment.

Attleboro Public Schools will take prompt and responsive steps reasonably designed to stop any sex-based harassment, eliminate the hostile environment if one has been created, and prevent recurrences of any harassment of which it becomes aware or should have been aware, regardless of whether a formal complaint is filed. The District is committed to working with students, staff, families, law enforcement agencies, and the community to prevent issues of violence, which may include, but not be limited to sex-based harassment. In consultation with these constituencies, policies and procedures have been developed to respond in a confidential, impartial, and equitable manner to all complaints, whether formal filing or informal identification of harassment has occurred, by employees, students, or third parties, as outlined in the Attleboro Public Schools' Non-Discrimination and Anti-Harassment Procedures.

This policy sets forth our goal of promoting a workplace and school environment that is free of sex-based harassment and is not designed or intended to limit our authority to discipline or take remedial action for workplace or school conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sex-based harassment.

Attleboro Public Schools requires that any staff member who receives a complaint, observes or otherwise learns or becomes aware of possible sex-based harassments report the incident to the principal/grievance officer at the respective school site or the Title IX Coordinator with the assurance that the investigation process will take place promptly and be consistent with following the policies and procedures as outlined.

Harassment is banned not just at school during school hours, but also before or after school hours on all school property, including the school bus, school functions, or school events held at other locations. The policy also applies to any off-campus conduct that causes or threatens to cause a substantial and material disruption at school, or interferes with the rights of students or employees to be free from a hostile school environment taking into consideration the totality of the circumstances on and off campus.

Some examples of off-campus conduct that spill over into school are as follows:

- A student alleges that she was sexually assaulted by another student off school grounds and that, upon returning to school, she was taunted and harassed by other students who are the assailant's friends.
- While at home, a student posts a song that contains statements about a fellow student's sexual orientation on Facebook for his 1,000 "friends," many of whom are students at his school. The song goes "viral" and is the primary topic of conversation at school for weeks, and results in the harassed student staying home and missing school.

An example where off-campus conduct does not have a continuing effect at school (so that the school is not in a position to impose consequences):

- At a neighborhood party on a Saturday night, two students called each other names based on gender-identity and a fight broke out between the students. There were no repercussions at school following the incident.

### Definitions

In order to ensure a common language to be used and understood by all stakeholders, the following definitions are provided:

District employee: For purposes of this policy, district employee includes school board members, district employees, agents, volunteers, contractors/vendors, or persons subject to the supervision and control of the district.

Harassment: unwelcome conduct that creates a hostile environment. Harassing conduct may take many forms, including but not limited to verbal acts and name-calling, as well as nonverbal behavior that is physically threatening, harmful, or humiliating. Conduct is unwelcome if the student or employee did not request or invite it and considered the conduct to be undesirable or offensive.

Sex-based harassment: includes both sexual harassment and gender-based harassment.

Sexual Harassment as defined in M.G.L. c. 151 B, section 1: Unwelcome sexual advances; requests for sexual favors; or other verbal or physical conduct of a sexual nature may constitute sexual harassment where:

1. Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance by creating an intimidating, hostile, humiliating, or sexually offensive work or educational environment.

*Examples of conduct that may constitute sexual harassment, if unwelcome, include:* (1) suggestive or obscene letters, notes, invitations, graffiti, jokes, or comments; slurs; epithets; sexual gestures; and displays of sexually suggestive objects, pictures, or cartoons; (2) groping, sexual touching, leering, and impeding or blocking movement; (3) sexual conduct that would be considered criminal activity, including sexual assault and sexual exploitation; (4) continuing to express sexual interest after being informed that the interest is unwelcome (reciprocal attraction, among peers, is not considered sexual harassment); (5) threatening to withhold grades earned or deserved or suggesting a scholarship recommendation or college application will be denied, as a condition of receiving sexual favors; (6) engaging in sexual behavior to control, influence, or affect the educational



opportunities, grades, and/or learning environment of a student; (7) offering favors or educational benefits, such as grades, assessments, assignments, and recommendations in exchange for sexual favors; (8) inappropriate sexual touching between students that, even if consensual, contributes to a sexually charged environment for other students who witness the behavior; (9) any sexual conduct or expression of sexual interest by an adult toward a student regardless of reciprocity.

Gender-based harassment: includes acts of verbal, nonverbal, or physical aggression, intimidation, or hostility that are based on sex, although they are not necessarily sexual in nature, including harassment based on gender identity and expression. Gender-based harassment includes, but is not limited to, harassment based on the person's nonconformity with gender stereotypes, regardless of the actual or perceived sex, gender identity, or sexual orientation of the harasser or target of the harassment.

*Examples of conduct that may constitute gender-based harassment include:* (1) disparaging remarks made to a student or aggression toward a student because that student displays mannerisms or a style of dress perceived as indicative of the other sex; (2) hostility toward a student because that student participates in an athletic activity more typically favored by a student of the other sex; (3) intimidating a student to discourage that student from enrolling in a particular area of study because of his/her gender; (4) use of gender-specific slurs, whether written or spoken; (5) taunting a student who wishes to participate in an extracurricular activity because that activity is more typically favored by a student of the other sex.

Gender stereotypes: refers to stereotypical notions of masculinity and femininity or expectations of how boys or girls should act.

Sexual assault: the act of committing unwanted physical contact of a sexual nature, whether by an acquaintance or by a stranger. Such contact is unwanted when it occurs without the consent of one or both individuals, when one of the individuals is incapacitated or incapable of giving consent, or occurs with the use of force.

Hostile environment: Unwelcome conduct that is sufficiently severe, persistent, or pervasive to interfere with or limit one or more students' abilities to participate in or benefit from the education program or creates a threatening, intimidating or abusive environment or sufficiently severe or pervasive so as to alter the conditions of the victim's employment and create an abusive working environment.

Retaliation is any form of intimidation, threatening, coercion or discrimination, directed against a student/staff/third party who reports a sex-based harassment, provides information during, assists in or participates in an investigation of sex-based harassment, or witnesses or has reliable information about sex-based harassment.

The Discrimination/Harassment Official and Title IX Officer for employees and third parties is Laurie Regan, Assistant Superintendent, 100 Rathbun Willard Drive, Attleboro, MA 02703 email: [lregan@attleboroschools.com](mailto:lregan@attleboroschools.com) 508-222-0012 extension 1640.

The Discrimination/Harassment Official and Title IX Officer for students is Joan DeAngelis, Director of Student Support Services, 100 Rathbun Willard Drive, Attleboro, MA 02703 email: [jdeangelis@attleboroschools.com](mailto:jdeangelis@attleboroschools.com) 508-222-0012 extension 1367

At each of the nine schools, the building-based principal will serve as building level grievance officer.

The committee will annually appoint the District's Title IX officers and this information will be disseminated yearly to students, faculty, and other third parties. The Title IX officers will be vested with the authority and responsibility for ensuring the district's compliance with Title IX and its accompanying regulations, including the processing of all sexual harassment complaints in accordance with the procedure set out in the Nondiscrimination/Anti-Harassment Procedures.

SOURCE: MASC

LEGAL REFs: Title VII, Section 703, Civil Rights Act of 1964 as amended 45  
Federal Regulation 74676 issued by EEO Commission  
Education Amendments of 1972, 20 U.S.C. 1681 et seq. (Title IX)  
Board of Education 603 CMR 26:00

School Committee Finalized: 03-28-16

**Policy File: ACAB-E-1: NONDISCRIMINATION/ANTI-HARASSMENT PROCEDURES**

**INVESTIGATION PROCESS:**

Any employee, student or third party who believes that he or she has experienced harassment, violence or discrimination on the basis of his or her actual or perceived race, color, creed, religion, national origin, sex/gender, marital status, disability, sexual orientation, gender identity, age, family care leave status or military status or who has witnessed or learns about the harassment, violence or discrimination of another person in the school environment, should inform the principal of the relevant school site or appropriate discrimination/harassment complaint official immediately or as soon as possible.

An individual may report to either the principal of the relevant school site or appropriate discrimination/harassment complaint official at his or her discretion.

The discrimination/harassment complaint officials for the Attleboro Public Schools are:

Section 504/ Americans with Disabilities Act (ADA)/Title IX/Title VI (for student complaints):

Joan DeAngelis, Director of Student Support Services  
Attleboro Public Schools  
100 Rathbun Willard Drive, Attleboro, Massachusetts 02703-2799  
(508) 222-0012, ext. 1367  
Email: [jdeangelis@attleboroschools.com](mailto:jdeangelis@attleboroschools.com)

Titles VI, VII, IX, ADA, Section 504 (for employee or third party complaints), Chapter 622, AND Age Discrimination:

Appeals Officer, Laurie Regan, Assistant Superintendent  
Attleboro Public Schools  
100 Rathbun Willard Drive, Attleboro, Massachusetts 02703-2799  
(508) 222-0012, ext. 1640  
Email: [lregan@attleboroschools.com](mailto:lregan@attleboroschools.com)

At each of the nine schools, the building based principal will serve as the grievance officer.

This procedure is intended to provide reliable and impartial investigations of all complaints and applies to all complaints filed by employees, students or third parties as well as to reports and incidents of harassment or discrimination of which the District knows or should know about. If one of the discrimination/harassment officials is the person alleged to be engaged in discrimination/harassment, the complaint may be filed with one of alternate officials or any other school employee the student or employee chooses.

Any District employee who observes or otherwise learns or becomes aware of an act or possible act of harassment, violence or discrimination toward a student, another employee or third party shall intervene to attempt to stop the act and shall report it to the appropriate person immediately, or as soon as possible. The District will follow these procedures in responding to report.

The complaint (verbal or written) should be reported immediately, or as soon after the incident as possible; delays between the date of the alleged incident and the reporting date may make investigations more difficult.

Although Attleboro Public Schools encourages a written complaint, use of a formal reporting requirement is not required. Oral reports will be considered complaints as well.

Attleboro Public Schools will promptly (within 48 hours) determine whether the alleged victim wants to utilize formal or informal procedures and if the alleged victim chooses formal procedures, begin to investigate every complaint of harassment, discrimination or violence. If it is determined that harassment has occurred, the grievance officer or discrimination/complaint official will take appropriate action to end the harassment, discrimination or violence and to ensure that it is not repeated.

Confidentiality of the complaint and investigation will be maintained to the extent consistent with the school's obligations under law and under applicable collective bargaining agreements. The grievance officer or discrimination/complaint official will inform witnesses and others involved in the resolution process of the importance of maintaining confidentiality.

Complaints between the alleged victim and the alleged perpetrator may be handled two ways: through an Informal or a Formal Procedure.

- A. A student who has a complaint against another student may choose to use the Informal Procedure.
- B. An employee who has a complaint against another employee may choose to use the Informal Procedure.
- C. The informal process is entirely voluntary and the complainants can opt out at any time and trigger the formal complaint process.
- D. If the informal process is selected a trained faculty member will serve as a neutral facilitator between the parties and will protect both parties' interest.
- E. A student who has a complaint against an employee shall be handled only through the Formal Procedure.
- F. Complaints of sexual assault will not be resolved through the informal process.

In certain cases, the harassment of a student may constitute child abuse under state law. Attleboro Public Schools will comply with all legal requirements governing the reporting of suspected cases of child abuse and will report suspected criminal activity to the appropriate authorities.

If a student or an employee who is the alleged victim or the alleged perpetrator chooses not to utilize the Informal Procedure, or feels that the Informal Procedure is inadequate or has been unsuccessful, he/she may proceed to the Formal Procedure.

#### **PROCEDURES FOR FILING A COMPLAINT:**

##### **INFORMAL**

*(May be chosen in complaints between students and in complaints between employees)*

It may be possible to resolve a complaint through voluntary conversations between the alleged victim and the alleged perpetrator, which is facilitated by a trained school employee or by a designated discrimination/harassment complaint official. If, the alleged victim or alleged perpetrator is a student under the age of eighteen (18), the facilitator **will** notify the student's parent(s)/guardian(s) if, after initial consultation with the student, it is determined to be in the best interest of the student. Both the alleged victim and the alleged perpetrator may be accompanied by a person of his/her choice for support and guidance. If, the alleged victim and the alleged perpetrator feel that a resolution has been achieved, then the conversation remains confidential and no further action needs to be taken. The voluntary conversation must occur within five (5) workdays after receiving the complaint of discrimination, harassment or violence. The results of an informal resolution shall be reported by the facilitator, in writing, to either the school principal if the complaint has been resolved through a staff member or to the Superintendent if the complaint has been resolved through the school principal. The informal process is entirely voluntary and the complainants can opt out anytime and trigger a formal complaint process.

##### **FORMAL**

*(Must be chosen for complaints between students and employees and complaints of sexual assault)*

##### **Step 1**

The grievance officer or the discrimination/harassment complaint official shall within forty-eight (48) hours of receiving the complaint or the termination of an unsuccessful informal resolution process, meet with the complainant and or alleged victim (if they are different) by telephone or in person. The grievance officer or the discrimination/harassment complaint official will complete a discrimination/harassment complaint form based on the written or verbal allegations of the alleged victim within forty-eight (48) hours of meeting with the complainant. The complaint form shall be filed with the Assistant Superintendent who serves as the Title VI, VII, IX, Chapter 622, Section 504/ADA AND Age Discrimination Appeals Officer and kept in a centralized and secure location.

- A. The complaint form shall detail the facts and circumstances of the incident or pattern of behavior. If a student under eighteen (18) years of age is involved, his/her parent(s) and or guardian (s) shall be notified immediately unless, after consultation with the student, it is determined not to be in the best interests of the student.

##### **Step 2**

A prompt investigation shall be completed by the grievance officer or the discrimination/harassment complaint official within fourteen (14) work days from the date of the complaint or report, unless impracticable.

The investigation may, as appropriate, consist of personal interviews with the alleged victim, the reporter (if different than the alleged victim), the individual(s) against whom the complaint is filed, and any other individuals who may have knowledge of the

alleged incidents(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the grievance officer or the discrimination/harassment complaint official.

The complainant, the alleged victim and/or alleged perpetrator may be accompanied by a person of his/her choice. The alleged victim and the individual(s) against whom the complaint is filed have the opportunity to present witnesses and information to the grievance officer or the discrimination/harassment complaint official that they deem relevant. Refusal by the complainant to provide the investigator with documents or other evidence related to the allegations in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegations.

Throughout the investigation the District will maintain on-going contact with the alleged victim. In determining whether the alleged conduct constitutes a violation of this policy, the grievance officer or discrimination/harassment complaint official shall consider the age and level of understanding of the student(s) involved, surrounding circumstances, any relevant documents, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of the district's policy prohibiting discrimination, harassment or violence based on the actual or perceived protected class status of a student, employee or third party, requires a determination based on all of the facts and surrounding circumstances. Given that students often experience continuing effects of harassment in the educational setting, during the investigative process the District will consider the off campus conduct to determine whether there is a hostile environment on campus.

The grievance officer or the discrimination/harassment complaint official shall document his or her findings within five (5) school days of completing the investigation, unless impracticable. The report shall include a determination as to whether the allegations have been substantiated as factual and whether they appear to be violations of this policy, using a preponderance of the evidence standard. A "preponderance of the evidence" means that it is more likely than not that the alleged conduct occurred. The grievance official shall further recommend what action, if any, is required.

Formal disciplinary actions shall be imposed in the event that the preponderance of the evidence indicates an alleged violation. The seriousness of the offense including the nature and degree of harm caused shall be considered when deciding the appropriate disciplinary action.

- If the person alleged to have violated this policy is a staff member, possible discipline includes, but is not limited to, letters of reprimand, reassignment, and other disciplinary actions including suspension or job termination.
- If the person alleged to have violated this policy is a student, possible discipline includes reprimand, an education component, counseling, class transfer, detention, suspension or expulsion, consistent with the Student Code of Conduct, as outlined in the APS student handbook.

The grievance officer or the discrimination/harassment complaint official may take other disciplinary action against students and staff as necessary and appropriate.

Action taken for violation of this policy shall be consistent with state and federal law, including but not limited to the due process protection for students with disabilities, students who are gay, lesbian, bisexual, or transgender, and homeless. Due process will be followed in accordance with Attleboro School District policy and any applicable collective bargaining agreement.

The grievance officer or the discrimination/harassment complaint official will, if appropriate, take action to remedy the harm to the subject of the alleged harassment, to assist students who have engaged in harassment and others. Possible remedial action includes, but is not limited to:

- Interventions for the student targeted, such as counseling, academic support, health services, assigning an escort to allow the student to move safely between classes, and instruction on how to report other incidents of harassment or retaliation.
- Training or other interventions for the larger school community to ensure that students, staff and parents understand the types of behavior that constitute harassment, discrimination or violence that the District does not tolerate it, and how to report it.
- Interventions for the individual who engaged in the conduct, such as parent notification, counseling, guidance, education about the impact of the conduct, positive behavior support, referral to a student success team, transfer to alternative programs, denial of participation in extracurricular or co-curricular activities or other privileges, and discipline.

### **Step 3**

Within five (5) work days of completing the report and deciding on the discipline, if any, the grievance officer or the discrimination/harassment complaint official shall send the written report of the findings to the Superintendent, alleged victim and alleged aggressor, unless the alleged victim agrees in writing to extend the timeline. The timeline may be extended by the grievance officer or the discrimination/harassment complaint official due to extenuating circumstances. If the timeline is extended, the grievance officer or the discrimination/harassment complaint official will inform the parties in writing of the extension and the reason for the extension.

The report shall include:

- a. a statement of the allegations investigated;
- b. a summary of the steps taken to investigate the allegations;
- c. the findings of fact based on a preponderance of the evidence gathered;
- d. the District's conclusion of whether discrimination, harassment or violence did or did not occur;
- e. the disposition of the complaint;
- f. the rationale for the disposition of the complaint;
- g. if the District concluded discrimination, harassment or violence occurred, a description of the District's response.

### **Step 4**

The grievance officer or the discrimination/harassment complaint official and/or Superintendent shall maintain the written report of the investigation, findings and disposition.

The district will contact the individual harassed within fourteen (14) work days following the conclusion of the investigation to assess whether there has been on-going harassment or retaliation and to determine whether additional supportive measures are needed.

### **INTERIM MEASURES**

Attleboro Public Schools shall take immediate steps to protect the alleged victim, alleged perpetrator, witnesses, and the larger school community pending the completion of an investigation or the informal process and address any ongoing harassment or discrimination. The district will take interim measures to prevent retaliation against the reporting student and minimize the burden of such measures on complainants.

Examples of interim measures include, but are not limited to:

- Providing counseling services via the school adjustment counselor and/or school psychologist for both the alleged victim and the alleged perpetrator;
- Providing academic support services;
- Ensuring no contact between the alleged victim and alleged perpetrator in District programs and activities (e.g., through stay away orders); the District will take care to minimize the burden of such steps on the alleged victim;
- Providing an alternate schedule to ensure that the alleged victim and alleged perpetrator do not attend the same classes;
- Informing the alleged victim of how to report any recurring conduct or retaliation;
- Providing the alleged victim with alternative movement between classes and activities; and
- Making community based referral to medical and counseling services.

In the case of alleged sexual assault, the grievance officer or the discrimination/harassment complaint official will take additional steps as necessary to ensure the alleged victim is safe. This may include, for example, referring the student to a rape crisis center, creating a safety plan and designating an individual at the site level to act as a support person during the investigation. If the circumstances suggest a threat to others, the grievance officer or the discrimination/harassment complaint official will ensure that the District informs relevant members of the school community. This may include, for example, notifying parents and employees, if a student is sexually assaulted on the way home from school, or notifying employees of areas where harassment frequently occurs.

### **APPEALS**

A party may appeal the decision of the grievance official or the discrimination/harassment complaint official in writing to the Superintendent within fifteen (15) work days of receipt of the findings of the formal procedure. The Superintendent, as an impartial decision-maker will review in an impartial manner the comprehensiveness and accuracy of the investigation and the conclusions, and issue written findings.

### **REFERRAL TO LAW ENFORCEMENT, OTHER AGENCIES**

Some alleged conduct may constitute both a violation of District policies and criminal activity. The grievance officer or the discrimination/harassment complaint official will refer matters to law enforcement and other agencies as appropriate under the law or District policy, and inform the complainant of the right to file a criminal complaint.

The grievance officer or the discrimination/harassment complaint official will follow this procedure regardless of whether the alleged conduct is also being investigated by another agency, unless the fact finding process would impede a law enforcement investigation. In such cases, the grievance officer or the discrimination/harassment complaint official will determine whether interim measures to protect the well-being of the complainant and the school community and prevent retaliation are needed while the law enforcement agency's fact-gathering is in progress. Once notified that law enforcement has completed its gathering of evidence (not the ultimate outcome of the investigation or the filing of any charges), the grievance officer or the discrimination/harassment complaint official will promptly resume and complete its investigation.

Additionally, several behaviors listed as sexual harassment may also constitute physical or sexual abuse. Sexual abuse is defined as any act or acts by any persons involving sexual molestation or exploitation of a child, including, but not limited to incest, prostitution, rape, sodomy, or any lewd or lascivious conduct involving a child. Thus, under certain circumstances, alleged harassment may also be possible physical and/or sexual abuse under Massachusetts law. Such harassment or abuse is subject to the duties of mandatory reporting and must be reported to the Department of Children and Families within 24 hours of the time the educator becomes aware of the suspected abuse. All school personnel are identified as being mandatory reporters.

### **CONFIDENTIALITY**

Attleboro Public Schools recognizes that both the alleged victim and the alleged perpetrator have strong interests in maintaining the confidentiality of the allegations and related information. The privacy of the alleged victim, and individual(s) against whom the complaint is filed, and the witnesses will be respected as much as possible, consistent with legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

The grievance officer or discrimination/complaint official will inform witnesses and others involved in the resolution process of the importance of maintaining confidentiality.

LEGAL REF.: School Law in Massachusetts, Rhoda E. Schneider et al 1<sup>st</sup> Supplement 2007- Preventing and Responding to Harassment Exhibit 8A – Anti-harassment Policy

### **CONFLICT OF INTEREST**

If there is a conflict of interest with respect to any party affected by this policy, appropriate accommodations will be made, such as, but not limited to, appointing or contracting with a neutral third-party investigator to conduct the investigation, or recusing from the process the person for whom a conflict or potential conflict of interest exists.

### **RETALIATION**

Complainants and those who participate in the complaint resolution process or who otherwise oppose in a reasonable manner an act or policy believed to constitute discrimination are protected from retaliation by law and District policy. The grievance officer or the discrimination/harassment complaint official will inform all involved individuals that retaliation is prohibited, and that anyone who feels they have experienced harassment, coercion, intimidation, or discrimination for filing a complaint or participating in the resolution process should inform the grievance officer or the discrimination/harassment complaint official. The District will investigate reports of retaliation and, where retaliation is found, take separate remedial and disciplinary action.

### **RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the agencies identified below, or initiating an action in state or federal court.

Massachusetts Department of Elementary and Secondary Education  
Program Quality Assurance Services  
75 Pleasant Street, Malden, MA 02148-4906  
Phone: (781) 338-3700  
FAX: (781) 338-3710  
Email: [compliance@doe.mass.edu](mailto:compliance@doe.mass.edu)

U.S. Department of Education Office for Civil Rights  
5 Post Office Square  
8<sup>th</sup> floor  
Boston, MA 02109-3921  
Phone: (617) 289-0111  
FAX: (617)289-0150  
Email: [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov)

U.S. Equal Employment Opportunity Commission  
John F. Kennedy Federal Building  
475 Government Center  
Boston, MA 02203  
Phone: (800) 669-4000  
FAX: (617) 565-3196

Massachusetts Commission Against Discrimination  
One Ashburton Place  
Sixth Floor, Room 601  
Boston, MA 02108  
Phone: (617) 994-6000

School Committee Finalized: 03-28-16

**Policy File: ACE: Nondiscrimination on the Basis of Handicap**

Title II of the Americans With Disabilities Act of 1992 requires that no qualified individual with a disability shall, because the Attleboro Public School District's facilities are inaccessible to or unusable by individuals with disabilities, be excluded from participation in, or be denied the benefits of the services, programs, and activities of the school district or be subject to discrimination. Nor shall the Attleboro Public School District exclude or otherwise deny services, programs, or activities to an individual because of the known disability of a person with whom the individual is known to have a relationship or association.

Definition: A "qualified individual with a disability" is an individual with a disability who, with or without reasonable modification to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the District.

Reasonable Modification: The Attleboro Public School District shall make reasonable modification in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless the District can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity.

Communications: The Attleboro Public School District shall take the appropriate steps to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with members of the public without disabilities. To this end, the District shall furnish appropriate auxiliary aids and services where necessary to afford an individual with a disability an equal opportunity to participate in, and enjoy benefits of, a service, program, or activity conducted by the District.

Auxiliary Aids and Services

"Auxiliary aids and services" includes:

1. Qualified interpreters, note takers, transcription services, written materials, assisted listening systems, and other effective methods for making aurally delivered materials available to individuals with hearing impairments
2. Qualified readers, taped texts, audio recordings, Braille materials, large print materials, or other effective methods for making visually delivered materials available to individuals with visual impairments
3. Acquisition or modification of equipment or devices

4. Other similar services and actions

Limits of Required Modification: The Attleboro Public School District is not required to take any action that it can demonstrate would result in a fundamental alteration in the nature of a service, program, or activity or in undue financial and administrative burdens. Any decision that, in compliance with its responsibility to provide effective communication for individuals with disabilities, would fundamentally alter the service, program, or activity or unduly burden the District shall be made by the School Committee after considering all resources available for use in funding and operating the program, service, or activity. The decision shall be accompanied by a written statement of the reasons for reaching that conclusion.

Notice: The Attleboro Public School District shall make available to applicants, participants, beneficiaries, and other interested persons information regarding the provisions of Title II of the American with Disabilities Act (ADA) and its applicability to the services, programs, or activities of the District. The information shall be made available in such a manner as the Attleboro School Committee and Superintendent find necessary to apprise such persons of the protections against discrimination assured them by the ADA.

Compliance Coordinator: The Attleboro Public School District shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under Title II of ADA, including any investigation of any complaint communicated to it alleging its noncompliance or alleging any actions that would be prohibited under ADA. The District shall make available to all interested individuals the name, office address, and telephone number of the employee(s) so designated and shall adopt and publish procedures for the prompt and equitable resolution of complaints alleging any action that would be prohibited under the ADA. The Attleboro Public School System receives federal financial assistance and must comply with the above requirements. Additionally, the Attleboro School Committee is of the general view that:

1. Discrimination against a qualified handicapped person solely on the basis of handicap is unfair and unacceptable; and
2. To the extent possible, qualified handicapped persons should be included within the school community. Accordingly, employees of the Attleboro Public School System will comply with the above requirements of the law and policy statements of this committee to ensure nondiscrimination on the basis of handicap.

MASC Revised: January 18, 1996

LEGAL REFS: Rehabilitation Act of 1973, Section 504; Education for All Handicapped Children Act of 1975; M.G.L. 71B:1 et seq. (Chapter 766 of the Acts of 1972); Title II, Americans with Disabilities Act of 1992 Board of Education Chapter 766 Regulations, adopted 10/74, as amended through 3/28/78

SCHOOL COMMITTEE APPROVED – MARCH 24, 2008

**Policy File AD:** School District Vision and Goals

**OUR MISSION**

The Mission of the Attleboro Public Schools is to develop and deliver relevant learning experiences that engage, challenge, and inspire all students to maximize their unique potential and improve our world.

**OUR VISION**

The Vision of the Attleboro Public Schools is to be the center of a community united around education, where all stakeholders value and participate in our collective success.

The mission and vision of the Attleboro Public Schools are based on the following Essential Beliefs:

**CONDITIONS FOR LEARNING**

Learning is a shared responsibility among students, schools, families, and the community.

A safe, respectful, and supportive environment is necessary for both teaching and learning.

**QUALITY LEARNING EXPERIENCES**



All students deserve challenging and engaging learning experiences that have real-life value.

All learners need varied and personalized learning experiences that will provide opportunities to develop and apply knowledge and skills.

#### SUCCESSFUL MINDSET

Success for all students requires stretching beyond perceived limits through effort and perseverance. Progress and success are reliant upon continuous learning, reflection, and growth.

#### VALUE OF EDUCATION

Learning empowers all of us to discover, think critically, and pursue our aspirations. Education prepares students for their responsible participation in a shared world.

School Committee Approved: 10-05-15

#### **Policy File: ADA: ATTLEBORO PUBLIC SCHOOLS STRATEGIC PLAN AND DISTRICT GOALS**

The Attleboro Public Schools will, at all times, maintain a district-wide strategic plan articulating the District's overarching goals developed for the purpose of advancing the APS mission and realizing the APS vision. The strategic plan will be periodically reviewed through a collaborative process incorporating the contributions of diverse stakeholders, including students, educators, staff members, administrators, parents, and community representatives. A proposed strategic plan will be presented to the School Committee for its consideration at least once every five academic years.

#### **District Goals:**

- APS will place students at the center of all educational decisions through guided planning to achieve personalized goals.
- APS will improve the quality of education for all students by providing learning experiences that are personalized, challenging, and have lifelong value.
- APS will cultivate and extend community partnerships to improve outcomes for students through outreach, collaboration, and reciprocal support.
- On an annual basis, each school will work with its School Council to develop a School Improvement Plan reflective of and consistent with the District Goals.

School Committee Approved: 10-05-15

#### **Policy File: ADC: Tobacco Products on School Premises**

Tobacco use is the leading cause of preventable death in the United States. State and city law prohibits tobacco use by students, all school staff, parents, and visitors on school property, in school vehicles, at school-sponsored functions away from school property, and any groups using school facilities. This would include advertising in school buildings, at school functions, and in school publications.

Use of any tobacco products within the school buildings, school facilities, on school grounds or school buses by any individual, including school personnel, students, parents and visitors is prohibited at all times.

This policy shall be promulgated to all staff and students in appropriate handbooks and publications.

Signs shall be posted in all school buildings informing the general public of the district policy and requirements of state and local law.

As set forth in Attleboro Health Department Regulation 23, Section 6A: "it shall be unlawful for any person to smoke on public and private school grounds. Such violation shall be subject to the following fines and penalties."<sup>\*</sup>

- 1.) A fine of \$25 for the first violation.
- 2.) A fine of \$50 for the second violation.
- 3.) A fine of \$100 for the third and subsequent violation.

\*A written warning may be issued in lieu of a fine.

As set forth in Attleboro Health Department, Regulation 23, Section 10: "No minor may be in possession of a tobacco product in any public place, and or open public place within the City of Attleboro." Any minor found in possession of any tobacco product shall have the product confiscated and be subject to the same fines as mentioned above.

School Committee approved 12-13-10

**Policy File: EEA: Student Transportation:**

The safe and secure passage of students from home to school, and from school to home, is the school committee's chief priority with regard to student transportation. In order to provide for such safety, and to ensure the efficient administration of the school district's transportation services, the school committee adopts Policy EEA.

The Superintendent or his/her designee, working with the bus contractor and other administrators as necessary, will be responsible for establishing bus schedules, routes, stops, and all other matters related to the administration of transportation services.

All Kindergarten and First Grade Students will be eligible for district-funded transportation.

All other Elementary students living at least 2.0 miles from their assigned schools will be eligible for district-funded transportation. Elementary students living between 0.5 and 2.0 miles from their assigned school will be eligible for transportation under a fee-for-service condition and on a seat available basis.

Middle School students in Grades 5 & 6 living at least 2.0 miles from their assigned schools will be eligible for district-funded transportation.

All other Middle School students living at least 1.0 miles from their assigned school will be eligible for transportation under a fee-for-service condition and on a seat available basis.

High School students living at least 1.0 miles from their assigned school will be eligible for transportation under a fee-for-service condition and on a seat available basis.

Calculation of Route Distances

The distances contemplated by Policy EEA are pedestrian distances from the home address to the school address. The district will maintain a record of the distances for each address in their transportation routing system.

Length of Routes

All transportation routes to and from the Attleboro Public Schools will be scheduled for 45 minutes or less. The 45-minute window will run from the initial bus stop pick up to the arrival at the school, and from the departure from the school to the final bus stop drop-off, excluding unforeseen or extraordinary circumstances.

Waivers and Exemptions

Students eligible for free and reduced lunch shall be exempt from the fees imposed by Policy EEA. The superintendent may grant other such waivers as required by the educational needs of individual students, and other applicable school committee policies, including but not limited to: Policies EEAA and EEAB.

Exceptions for safety purposes to walker designations (Grades 2-6) and transportation eligibility (Grades 7-12) may be made in consultation with the Transportation Office and the Attleboro Police Department. Changes to the list of addresses on the "Safety Exemption" list kept by the Transportation Office must be approved by the School Committee. Walker Exceptions are entitled to free transportation and Eligibility Exceptions are entitled to Fee-For-Service transportation.

This Policy will be reviewed each April and amended if deemed necessary. This process will conform to the guidelines of Policy DBC-E: Budget Timeline to allow for accurate budget preparation.

Policy Sub-Committee Approved: 06-27-16

School Committee Approved: 06-27-16

**Policy File: EEAA: Kindergarten Transportation**

It is the policy of the Attleboro School Committee to provide district-funded transportation to all Kindergarten students attending the Attleboro Public Schools. It is the parent or guardian's responsibility to ensure their child is safe to and from the bus stop and while waiting for the bus. In the event a parent or guardian is not at the bus stop to receive their child at the designated times, the procedure to be followed is:

1. The parent or guardian may appoint an individual they deem responsible to accept the Kindergarten student at the designated bus stop.
2.
  - a. If a parent, guardian or appointed responsible individual is not at the bus stop when the bus arrives midday, the Kindergarten student will be returned to their school. The parent or guardian will be billed for the time their child is being supervised by the Administration at the ABACUS daily rate.
  - b. If a parent, guardian, or appointed responsible individual is not at the bus stop when the bus arrives in the afternoon, the Kindergarten student will be returned to their school and placed in the ABACUS program at the school, if the program is available. The parent or guardian will be billed for the time their child is being supervised by ABACUS or the Administration/ designated staff member at the ABACUS daily rate.
3. If there is no one at the school to receive the student, the kindergarten student will then be taken to the Superintendent's office.
4. If there is no one at the Superintendent's office to receive the student, the kindergarten student will then be taken to the Police Department.

Policy School Committee Approved: 04-23-12

**Policy File: EEAB: Special Education Transportation:**

It is the policy of the Attleboro School Committee to provide district-funded transportation to special education students attending the Attleboro Public Schools who are authorized to ride special needs buses because of their Individualized Education Program (IEP).

The standard level of service for children who ride special needs buses is curb-to-curb service. This bus service includes delivery to and from the home or caregiver site curb to the school loading zone curb. The bus stop location for special needs curb-to-curb service is at a specific address where the child is picked up.

The parent or designated individual is required to have the child ready and prepared to be moved to the curb when the bus arrives. A standard two-minute wait rule applies if the child is not ready to board the bus or to leave the home door to make direct progress to the bus. In cases where appropriate, it is the responsibility of the parent or guardian to ensure that the student is securely buckled in the seat / car seat prior to the vehicle door being shut.

School administrators will provide the Transportation Office with a current, continually updated list of students who are required to be met and accepted by a parent or designated individual when the bus arrives at the stop in the p.m. If the parent or designated individual is not at the bus stop when the bus arrives, the student will be returned to their school.

If there is no one at the school to receive the student, the special education student will then be taken to the Superintendent's office.

If there is no one at the Superintendent's office to receive the student, the special education student will then be taken to the Police Department.

Special education students who's IEP does not require a parent or designated individual to be present when the bus arrives will be treated the same as students in a regular drop-off situation.

Seats may be assigned to student riders for safety reasons.

When students do not comply with bus rules, school personnel will review discipline matters on a "case-by-case basis" when determining whether to suspend a child from the special needs bus for not more than ten (10) school days following a violation of the school code. Unless the student's behavior is a manifestation of his/her disability, special education students are subject to the same disciplinary rules as regular education students. Other students on the bus have an equal right to ride the bus and be safe. Removal of a student from the special needs bus will be based on the seriousness of the incident and/or team recommendation.

A school bus suspension applies to all bus service. Parents are responsible to transport their child and/or make arrangements for other transportation services during the bus suspension period.

School Committee Approved as Amended: 04-08-13

**Policy File: EEAEC: Student Conduct on School Buses:**

The Attleboro School Committee and its staff share with students and parents the responsibility for student safety during transportation to and from school. The authority for enforcing School Committee requirements of student conduct on buses will rest with the Principal.

To ensure the safety of all students who ride in buses, it may occasionally be necessary to revoke the privilege of transportation from a student who abuses this privilege. Parents of children whose behavior and misconduct on school buses endangers the health, safety, and welfare of other riders will be notified that their children face the loss of transportation privileges in accordance with regulations approved by the School Committee.

School Committee Approved: 07-18-05

**Policy File: EGD: Acceptable Use of the Internet**

The Attleboro Public Schools supports and offers students and staff access to the Internet through instructional practices in classrooms, libraries and school computer labs. To gain access, to the Internet all students and all staff members who are users of the Internet must agree to abide by the guidelines set forth in the Acceptable Use Policy.

The Internet connection is not to be used for any non-educational purposes such as commercial solicitations, product advertisement, political lobbying, etc. or for personal use. This involves accessing social internet community sites such as *MySpace* and *Facebook*. Obtaining computer software illegally, known as pirating, through the provided Internet connection is strictly prohibited.

### **Student Use**

Students will be required to have parental permission for Internet access. Parental permission is not required for emancipated students or students 18 years of age or older. Should a parent prefer that a student not have Internet access during school hours, the student will have use of the computer for standard educational purposes. Parents will be required to inform the school in writing of their decision to disallow Internet access.

Once a person reaches the age of eighteen (18), Massachusetts law holds that he/she is an adult and has reached the age of majority. This means that an eighteen year old is capable of signing legal documents and entering into contracts. Consistent with this definition of "adult" is the ability to sign school related documents including; reports, permission slips, and absence notes. Attleboro High School will continue to inform parents of grades, absences, etc., but will not require the signature of the parent as a condition for accepting these documents.

Students are expected to abide by the rules of the Student Handbook where applicable, and follow accepted network etiquette. Inappropriate behavior such as the use of vulgar, profane or obscene language as well as any threatening or sexually harassing language or any form of cyber-bullying is unacceptable and against the Attleboro Public Schools Anti-Harassment Policy.

## Staff and Employee Use

All staff members will be required to read and acknowledge understanding of the Acceptable Use Policy upon hiring. For current employees, that acknowledgement will occur on an annual basis.

All staff members are expected to abide by the guidelines of this policy as well as all personnel policies particularly the Attleboro Public Schools Anti-Harassment Policy.

## Safety Concerns

For students and staff members safety precautions must be considered at all times.

- Personal information such as home addresses or telephone numbers should not be shared through the Internet nor should the user ever agree to meet with someone contacted through the Internet.
- Providing others with one's individual password or those of others so that access can be gained to files for which the user is authorized or not is unacceptable. Keep password information in a secure location and, if a new password is needed, contact the Network Systems Administrator.
- The downloading of software (Freeware, Shareware), music, multimedia files or documents which may compromise the system by means of a virus or by monopolizing the Internet connection for extended periods of time is not permitted.
- With all the information available to the Internet user, there is a strong temptation to use obtained or un-credited information. The user must agree not to plagiarize the works, ideas or thoughts of others, and abide by the Copyright Infringement Laws

## Legal Concerns

For students and staff members, serious legal ramifications exist in the use of the Internet

- The user agrees to take full responsibility for his/her actions. The Attleboro Public Schools, along with the other organizations sponsoring this Internet link-up, will not be held liable for the actions of any student or staff member that is a result of connecting to the Internet through the Internet link. Therefore, all users shall assume full liability legal, financial, or otherwise for their actions in using the Internet.
- Due to the manner in which information can readily be placed on the Internet, the school district will not be held responsible for the accuracy or the quality of the information obtained by the user through the Internet. District and school facilitators will make reasonable efforts to maintain reliable service and user privacy, but an absolute guarantee that the Internet system will always be available cannot be made nor that files will always be saved, and that privacy will be always be guaranteed

## Summary

The manner in which information is placed on or accessed through the Internet allows for the possibility of the user to encounter inappropriate material. The user agrees not to access material that is obscene, that which advocates illegal acts or discriminates toward others; and that which involves personal use of the Internet including such social internet community sites as *MySpace* or *Facebook* or other such non-educational websites.

Should a user encounter an unacceptable or inappropriate website, the user must immediately close the connection to the site and refrain from downloading any material. Student users will report the access of that particular site to the classroom teacher who will then inform the Principal. Staff members will report such issues to their immediate supervisor. In both cases, the site will be examined thoroughly by the Network Systems Administrator or his/her designee.

The Attleboro Public Schools reserve the right to periodically review websites accessed by individual student and staff/employee users. These reviews will help assure that the instructional purposes for which the Internet connection is provided for are being met.

Violations of the Acceptable Use Policy carry serious consequences and will result in the immediate suspension of the users' Internet privileges. Further disciplinary actions may be taken by the Superintendent of the Attleboro Public Schools and/or City,

State, or Federal authorities. Any questions or allegations concerning adherence to the Acceptable Use of the Internet Policy should be brought to the attention of the Principal or immediate supervisor immediately.

#### Exhibit A

**Notice of Confidentiality:** This transmission is intended only for the person or persons to whom it is addressed and may contain privileged and/or confidential material. Any retransmission, dissemination, review, or other use of, or taking any action in reliance upon, this information by person other than the intended recipient is prohibited. If you receive this transmission in error, please contact the sender, destroy this message, and delete the material from your computer, computer storage, or other media. Information in this message that does not relate to the official business of Attleboro Public Schools shall be understood as neither given nor endorsed by Attleboro Public Schools.

SCHOOL COMMITTEE APPROVED 01/05/09

#### **Policy File: IHAMABA: Health Education Program-Parent Notification**

It is the policy of the Attleboro School Committee that parents or guardians of public school students shall be notified of all curriculums which primarily involves human sexual education or human sexuality issues.

The School Committee strongly recommends that all students participate in the curriculum specified by the Health Advisory Committee and approved by the School Committee. Nevertheless, parents or guardians may exempt their children from any portion of said curriculum through *written* notification to the principal. No child so exempted shall be penalized by reason of such exemption.

Notice to parents or guardians regarding said curriculum shall be in the form of a general letter or through publication in the school handbook.

Also, to the extent practicable, instructional materials for said curriculum shall be made reasonably accessible to parents, guardians, educators, school administrators, and others for inspection and review.

Human sexuality curriculum is defined here as teaching about human reproductive anatomy and physiology and sexually-transmitted diseases, including AIDS. Notification shall be given, not only for health classes, but also for other classes such as science, biology, or social science where such human sexuality may be taught. This policy, however, does *not* pertain to student generated topics, questions, or lessons where human sexuality issues are discussed peripherally such as in an English class on The Scarlet Letter.

Any disputes regarding the implementation of this policy shall be referred in writing to the Health Coordinator. If not resolved, the dispute shall be brought to the Principal, next to the Director for Teaching and Learning Excellence, and then to the Superintendent, the School Committee, and the Massachusetts Department of Education.

Legal Ref.: M.G.L. Chapter 71, Section 32A

Policy Updated and School Committee Approved as Amended – APRIL 2007

#### **Policy File: IKB Homework Policy**

The Attleboro Public Schools believe that homework is an important and useful component to ensure student learning. Purposeful homework extends and adds value to school-based learning. In addition to supporting classroom instruction, homework promotes student independence and helps develop effective study habits in setting priorities, managing time, and meeting short and long-term goals.

School Committee Approved: 4-28-08

#### **Policy IKB-E: Homework Guidelines:**

Four types of homework are generally assigned based upon curriculum goals and objectives:

- **Practice** - to review skills and study material learned during class time in preparation for tests and quizzes
- **Preparation** - to ready students to learn new concepts and skills presented in the next day's lesson
- **Extension** - to apply skills and material learned to new situations such as in original projects and research
- **Integration** - to combine material and skills learned in different areas to create new understanding

The Student's Role\*

- Take responsibility for his or her individual learning
- Complete and submit assignments on time
- Learn to budget time, thus balancing extra-curricular and non-school responsibilities around the learning process
- Plan the completion of tasks for long-term projects

The Teacher's Role:

- Give clear information as to the purpose of the homework assignment(s) and its outcome.
- Choose or design assignments which closely align to the state standards, course objectives, and student needs
- Provide timely and appropriate feedback to the student

\*The Parent's Role:

- Create an environment that promotes good study habits
- Provide encouragement and support to complete homework.
- Remain actively engaged in their child's progress by understanding how homework supports their child's learning in school (by grade and by subject area and course content)

\* Parents are encouraged to speak to their child's teacher if homework is taking an inordinate amount of time or if s/he needs to do more than oversee their child's homework.

Time Commitment: Homework assigned by the teacher/team should be done after school hours and is expected to be completed when assigned. Some examples of homework assignments may include reading or writing assignments, practice of skills learned in class, tasks leading to a long-range project, and studying for tests and quizzes. In addition to assigned homework, it is expected that EVERY student read every night. All students become better readers by reading and reading often.

Elementary and Middle School AVERAGE time allotments for homework:

|         |            |
|---------|------------|
| Grade 1 | 10 minutes |
| Grade 2 | 20 minutes |
| Grade 3 | 30 minutes |
| Grade 4 | 40 minutes |
| Grade 5 | 50 minutes |
| Grade 6 | 60 minutes |
| Grade 7 | 70 minutes |
| Grade 8 | 80 minutes |

A high school student's homework may vary from one semester to the next depending on the level and the number of core classes taken within the block schedule. Students can expect to receive a minimum of 30 minutes of homework per class per night with the understanding that many courses demand more time and effort to master the material.

EXHIBIT APPROVED BY SCHOOL COMMITTEE – APRIL 28, 2008

**Policy File: JEB: Elementary School Age:**

The Attleboro School Committee establishes the following policy on age to permit children to enter kindergarten and first grade at the most appropriate time.

Admission into school involves consideration of both chronological age and readiness to approach the challenge of a school program. The School Committee has established the following chronological minimum age requirement for entry.

Children who will be five (5) years of age on or before September 1 of the school year during which they wish to enroll will be eligible to enter kindergarten.

Children who will be six (6) years of age on or before September 1 of the school year are eligible for initial entry in grade one.

Exceptions to this policy may be considered only in the following cases:

1. The student has successfully completed kindergarten in a public or other accredited/certified school system *and* who shall be six (6) years of age on or before October 1.
2. A student transferring into the Attleboro Schools from another public or other accredited/certified school system, currently attending first grade, who shall be six (6) years of age on or before October 1.
3. A student who turns five (5) years of age on September 2<sup>nd</sup> through September 30<sup>th</sup> may apply to the superintendent for admission to Kindergarten, provided that the application for admission is received by the superintendent by May 1<sup>st</sup> of the previous school year. The superintendent's decision, which shall not be subject to appeal to the School Committee, will be based on the following criteria:
  - o A determination by the APS central administration of academic, social, and emotional readiness for Kindergarten.
  - o Previous schooling in an accredited educational program.
  - o The capacity of the receiving school to enroll additional Kindergarten students.
  - o The age of the student.

No student enrolled under Exception # 3 of this policy in a school other than a school whose district encompasses the student's residence shall be entitled to district-funded transportation.

LEGAL REF: M.G.L. 15:1G, Board of Education Regulation for Entrance to First Grade and Kindergarten, adopted September 1, 1972.  
603 CMR 8.02

School Committee Approved as amended: 07-21-15

#### **Policy File JE: Student Attendance Policy**

Regular daily attendance is essential for success in school. The Attleboro Public Schools (APS) recognizes that attendance is a shared responsibility among students, parents, and educators. The Attleboro School Committee acknowledges that parents/guardians of children attending our schools have special rights as well as responsibilities to ensure that their children attend school regularly in accordance with state law. Massachusetts General Law Chapter 76 minimally requires that every child regularly attend a public or private school. APS believes every student, PK-12+, should attend school every day to maximally benefit from the designed learning opportunities. Absenteeism, which includes tardiness and dismissals, interrupts the learning process, negatively impacts student achievement, and jeopardizes promotion and graduation status.

Students will be excused temporarily from school attendance for the following reasons:

1. student illness or medical reasons
2. a death in the immediate family
3. observance of major religious holidays
4. appearance in court
5. temporary relocation due to extreme emergencies (e.g. fire, flood, or parent hospitalization)

Official documentation for the above reasons is required. Absences will otherwise be unexcused.

In addition, student absences may be excused at the discretion of the school administration up to three (3) times per trimester, never to exceed more than seven (7) absences in any given six-month period. Accordingly, parents/guardians will notify the school of all absences, tardies, or dismissals. This will be required in advance for all types of absences where prior notice is possible.

A student's understanding of the importance of day-to-day school work is an important factor in the shaping of his/her character and the fostering of good habits that support meeting the Massachusetts' Competency Determination standard for high school graduation. Parents contribute to the academic success of their children by expecting them to attend school whenever possible.

In instances of chronic, irregular, or unlawful absence, the school administration will request a physician's statement certifying such absences to be justifiable and/or refer the parent to the court system for appropriate action.



Student absences for family or personal vacations will always be deemed unexcused absences. The school will not be responsible for providing student work prior to an unexcused absence. As with any absence from school, students are encouraged to meet with their teachers upon their return to address the missed work.

The intent of the APS Attendance Policy is to encourage and support exemplary attendance by clearly defining expectations and offering grade-appropriate school level interventions when necessary.

Legal references: M.G.L. 76:1; 76:16; 76:20  
Ref: APS Handbooks

SCHOOL COMMITTEE Approved: 07-21-15

**Policy File: JF: Residency:**

The Attleboro School Committee has adopted the following policy regarding the residency and enrollment of students. This policy has been adopted to ensure that only families who actually reside in the City of Attleboro have full access to a comprehensive education. Therefore, the Attleboro Public Schools has established specific requirements for proof of residency.

Pursuant to M.G.L. c. 76 §5, all children of school age who reside in the City of Attleboro are entitled to attend the Attleboro Public Schools. When a student enrolls in the Attleboro Public Schools, the parent/guardian must provide documentation to the administration that establishes the residency of the student and/or parent. The Attleboro Public Schools may conduct an investigation into the residency of any student, either upon enrollment or thereafter, if any questions arise about the student's residency.

In order to attend Attleboro Public Schools, a student must actually reside in the City of Attleboro. The only exceptions are listed below. The residence of a minor child is ordinarily presumed to be the legal residence of the child's parent or legal guardian having physical custody of the child. A person's "residence" is the place where the person dwells currently, with an intention to remain, and is in the town that is the core of his/her domestic, social, and civil life. In determining residency, Attleboro Public Schools retains the right to require verifiable documentation and to investigate where a student actually resides. (Legal Reference: M.G.L. Chapter 76, Section 5).

The principal at each school will verify the telephone number and home address of all students at least annually. Verification of residency, including updated documentation, will be required when students enter the School District, move from Kindergarten to Grade 1, from Grade 4 to Grade 5, from Grade 8 to Grade 9. If there is any change in residency status, the parent(s)/guardian(s) will be required to notify the building principal in the school where their child is enrolled within five (5) business days of the change of address. The Attleboro Public Schools reserves the right to request additional documents and/or to conduct an investigation; therefore, the district may enlist the services of a Residency Officer/Investigator to verify a family's residency. If a determination is made that the student does not actually reside in the City of Attleboro, the student's enrollment will be terminated immediately (Legal Reference: M.G.L. Chapter 76, Section 5). A parent, legal guardian, or student who has reached the age of majority (18), may appeal this determination of ineligibility for enrollment to the Superintendent of Schools, whose decision shall be final.

**Pursuant to M.G.L. c. 71 §37L, the parent/guardian or the student him/herself are required to bring a copy of the student's complete school record from previous school districts. The administration will assist the parent/guardian or the student in obtaining a complete school record.**

Age of Admittance:

In an effort to provide reasonable consistency of maturity levels among student in the Attleboro High School program, no student shall be permitted to attend the regular high school program after age 19. Students who turn 19 years old by September 30 of the year for which placement is being requested must be on track to graduate that year. Such students shall be afforded an opportunity to pursue a high school diploma through the Attleboro Community Academy. This provision shall not be automatically applied to students eligible for special education services and/or served by the District's Special Education Programs for students with disabilities.

Exceptions:

The Residency Requirements shall be waived under the following conditions:

- Students who fall under the McKinney-Vento Homeless Assistance Act. A homeless student temporarily residing in Attleboro may be immediately enrolled, even without records typically required for enrollment.
- Students whose parents divorce or separate and share physical custody, provided one custodial parent remains a resident of the City of Attleboro and the student resides with the parent who resides in the City of Attleboro. Investigation of residency in these circumstances may include consideration of the number of nights the student spends in Attleboro,

analysis of where the student resides pursuant to any custody arrangement, and the center of the student's domestic, social, and civic life. (\*Legal documentation must be provided to school office.)

- Students who move to another town or district on June 1<sup>st</sup> of any given school year or thereafter, shall be allowed to complete the school year with the prior approval of the building principal and Superintendent. The parents will be responsible for providing transportation to and from school.
- Students qualifying for admission under School Committee Policy JFA

Legal Counsel Review/Approved  
School Committee Approved: 06-13-16

**Policy File: JICFB: Anti-Bullying**

The Attleboro Public Schools is committed to providing a safe, positive and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying, or cyberbullying within the school community.

"Bullying" is the repeated use by one or more students or by a member of school staff (as later defined) of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target that:

- causes physical or emotional harm to the target or damage to the target's property;
- places the target in reasonable fear of harm to himself/herself, or of damage to his/her property;
- creates a hostile environment at school for the target;
- infringes on the rights of the target at school; or
- materially and substantially disrupts the education process or the orderly operation of a school.

"Cyber-bullying" means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Cyber-bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

Bullying and cyberbullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyberbullying are alleged, the full cooperation and assistance of parents and families are expected.

Definitions at the end of this policy are provided to give clarity in regard to terminology used throughout this policy.

For the purpose of this policy, whenever the term bullying is used it is to denote either bullying, or cyber-bullying.

Bullying shall be prohibited:

- on school grounds;
- on property immediately adjacent to school grounds;
- at a school-sponsored or school-related activity, function or program whether on or off school grounds;
- at a school bus stop;
- on a school bus or other vehicles owned, leased or used by the Attleboro school district; or,
- through the use of technology or an electronic device owned, leased or used by the Attleboro public schools.

Bullying and cyberbullying are prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the Attleboro School district if the bullying:

- creates a hostile environment at school for the target;
- infringes on the rights of the target at school; or

- materially and substantially disrupts the education process or the orderly operation of a school.

### Prevention and Intervention Plan

The Superintendent and/or his/her designee shall oversee the development, monitoring and updating of a prevention and intervention plan, in consultation with all district stakeholders, which may include teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians, consistent with the requirements of this policy, as well as state and federal laws. The bullying prevention and intervention plan shall be updated at least biennially.

The Principal is responsible for the implementation and oversight of the bullying prevention and implementation plan within his or her school.

### Reporting

Students, who believe that they are a target of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, are obligated to report incidents to a member of the school staff or administration. The target shall, however, not be subject to discipline for failing to report bullying.

Each school shall have a means for anonymous reporting by students of incidents of bullying. No formal disciplinary action shall be taken solely on the basis of an anonymous report.

Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action.

Parents or guardians, or members of the community, are encouraged to report an incident of bullying as soon as possible.

A member of a school staff shall immediately report any instance of bullying the staff member has witnessed or become aware of to the school principal or their designee.

### Investigation Procedures

The Principal or their designee, upon receipt of a viable report, shall promptly contact the parents or guardians of a student who has been the alleged target or alleged aggressor of bullying. The actions being taken to prevent further acts of bullying shall be discussed.

The school Principal or his/her designee shall promptly investigate the report of bullying, using a Bullying/Cyberbullying Report Form (Policy File: JICFB-E1) which may include interviewing the alleged target, alleged aggressor, staff members, students and/or witnesses.

Support staff shall assess an alleged target's needs for protection and create and implement a safety plan that shall restore a sense of safety for that student.

Confidentiality shall be used to protect a person who reports bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying.

If the school Principal or his/her designee determines that bullying has occurred he/she shall take appropriate disciplinary action and if it is believed that criminal charges may be pursued against the aggressor, consult with the school's Resource Officer to determine if criminal charges are warranted. If it is determined that criminal charges are warranted, the local law enforcement agency shall be notified.

The investigation shall be completed within fourteen (14) school days from the date of the report. The parents or guardians shall be contacted upon completion of the investigation and informed of the results, including whether the allegations were found to be factual, whether a violation of this policy was found, and whether disciplinary action has or shall be taken. At a minimum the Principal or their designee shall contact the parents or guardians as to the status of the investigation on a weekly basis.

Disciplinary actions for students who have committed an act of bullying or retaliation shall be in accordance with district disciplinary procedures as prescribed in the student handbook.

Each school shall document any incident of bullying that is reported per this policy and a file shall be maintained by the Principal or his/her designee. A monthly report shall be provided to the Superintendent.

Confidentiality shall be maintained to the extent consistent with the school's obligations under law.

#### Retaliation

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying shall be prohibited.

#### Counseling and Referral

The Attleboro Public Schools shall provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to students, both targets and aggressors, affected by bullying, as necessary.

#### Training and Assessment

Annual training shall be provided for school employees and volunteers who have significant contact with students in preventing, identifying, responding to, and reporting incidents of bullying.

Age-appropriate, evidence-based instruction on bullying prevention shall be incorporated into the curriculum for all K to 12 students.

#### Publication and Notice

Annual written notice of the relevant sections of the bullying prevention and intervention plan shall be provided to students and their parents or guardians, in age-appropriate terms, by way of the student handbook.

Annual written notice of the bullying prevention and intervention plan shall be provided to all school staff. The faculty and staff at each school shall be trained annually on the bullying prevention and intervention plan applicable to the school.

Relevant sections of the bullying prevention and intervention plan relating to the duties of faculty and staff shall be included in the school employee handbook.

The bullying prevention and intervention plan shall be posted on the Attleboro Public Schools website.

#### Definitions

"Hostile environment" - a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student's education.

"Aggressor" - a student who engages in bullying or retaliation.

"School grounds" - property on which a school building or facility is located or property that is owned, leased or used by the Attleboro Public Schools for a school-sponsored activity, function, program, instruction or training.

"Target" - a student against whom bullying or retaliation has been perpetrated.

"School staff" - not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, and paraprofessional.

"Retaliation" - any form of intimidation, reprisal, or harassment by a student directed against any student, staff or other individual for reporting or filing a complaint, for aiding or encouraging the filing of a report or complaint, for cooperating in an investigation or for taking action consistent with this policy.

Nothing in this policy shall be construed to abridge the rights of students that are protected by the First Amendment to the Constitution of the United States or by Article XVI, as amended, of the Constitution of the Commonwealth.

Nothing in this policy shall supersede or replace existing rights or remedies under any other general or special law, nor shall this section create a private right of action.

## LEGAL REFS:

Title VII, Section 703, Civil Rights Act of 1964 as amended  
Federal Regulation 74676 issued by EEO Commission  
Title IX of the Education Amendments of 1972  
Board of Education 603 CMR 26.00

School Committee Approved as Amended: 03-28-16

Attleboro's Bullying Prevention and Intervention Plan can be found on the Attleboro Public Schools' website at this address:  
[http://www.attleboroschools.com/apssite/sc\\_policies.html](http://www.attleboroschools.com/apssite/sc_policies.html).

### **Policy File: JICH: Drug and Alcohol Use by Students:**

The Attleboro Public Schools is committed to achieving a drug- and alcohol-free learning environment. Use or possession or intent to distribute at school or in any connection with any school-sponsored activities on or off school grounds threatens the health and safety of our students and our employees and adversely affects the mission of the school system. The use, possession, or intent to distribute illicit drugs or alcohol is both illegal and harmful.

It is the policy of the Attleboro Public Schools that no person may use, possess, sell, or distribute alcohol or a controlled substance or prescription medication, nor may use or possess drug paraphernalia nor may conspire to distribute, on school grounds or at school-sponsored events. The terms "alcohol and controlled substances" will be construed throughout the policy to refer to the use of all substances including, but not limited to: alcohol, inhalants, marijuana, cocaine, designer drugs, LSD, PCP, amphetamines, heroin, steroids, and look-a-likes, including any unauthorized use of prescription medication, as well as non-prescription medication. Additionally, any person exhibiting behavior, conduct, or personal and physical characteristics indicative of having used such substances will be prohibited from entering school grounds and will be subject to disciplinary action.

Students are not permitted to sell (or represent that they are selling), dispense (or represent that they are dispensing), possess, use, abuse, or be under the influence of alcohol or controlled substances on school property, on their way to and/or from school, at school-sponsored events, or within 1,000 feet of school property, which is the "drug free zone" established by state law (M.G.L. chapter 94C, section 32J) and federal law (21 USC section 860 (a)). Students in violation of this policy will be subject to suspension or expulsion in accordance with the student handbook and with state law.

The district will endeavor to prevent substances use/abuse through communication, dissemination of information, community awareness, curriculum development, staff development, intervention and discipline as appropriate and as needed.

Compliance with this policy is made a condition of school attendance. Disciplinary sanctions, up to and including exclusion from school and referral for prosecution, will be imposed on students who violate this standard of conduct. Satisfactory completion of an appropriate rehabilitation program may be made a condition for withholding or terminating sanctions.

### Exceptions to the Policy

Any medication to be given/taken in school, including prescription and/or over the counter medications, must follow Massachusetts Department of Public Health Guidelines (105CMR 210.00) and requires clearance from the school nurse according to the Administration of Medication Policy (M-JLCD). This requires/but is not limited to: a signed medication order from a licensed prescriber and signed consent by the parent or guardian to give the medication. Medication must be in a pharmacy or manufacturer-labeled container to be delivered by a responsible adult.

SOURCE: MASC Policy  
LEGAL REF: M.G.L. 272:40A, Chapter 71, Section 37H, Section 37H ½, Chapter 387 Acts of 2008  
MDPH Guidelines 105 CMR 210.00

School Committee Approved with Format Changes 3-8-10

### **Policy File JKAA: Physical Restraint**

It is the policy of the Attleboro Public Schools that, in the event physical restraint is required to protect the safety of school community members, the following policy and procedures will be enacted to ensure the proper use of restraint and to prevent or minimize any harm to the student as a result of the use of restraint.

Physical restraint is defined as direct physical contact that prevents or significantly restricts a student's freedom of movement\*. Physical restraint shall only be used as a last resort when student's behavior poses a threat of assault, or imminent, serious, physical harm to self and others.

These procedures shall be annually reviewed, provided to school staff, and made available to parents of enrolled students.

\*Physical escort is defined as a temporary touching or holding, without the use of force, of the hand, wrist, arm shoulder, or back for the purpose of inducing a student who is agitated to walk to a safe location; and/or the touching or holding a student without the use of force for the purpose of directing the student. Physical escort is not physical restraint and is not covered by this policy/procedures.

N.B. None of the foregoing paragraph or the policy/procedures which follow, precludes any teacher, employee or agent of the Attleboro Public Schools from using reasonable force to protect students, other persons, or themselves from assault or imminent, serious harm.

Legal Ref: CMR 603 46.00

School Committee Approved: 01-25-16

**Policy File: JRA: Student Records:**

In order to provide students with appropriate instruction and educational services, it is necessary for the school system to maintain extensive and sometimes personal information about them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardian and/or the student in accordance with law, and yet be guarded as confidential information.

The Superintendent will provide for the proper administration of student records in keeping with state and federal requirements, and shall obtain a copy of the state student records regulations (603 CMR 23.00). The temporary record of each student enrolled on or after June 2002 will be destroyed no later than seven years after the student transfers, graduates, or withdraws from the school district. Written notice to the eligible student and his/her parent of the approximate date of destruction of the temporary record and their right to receive the information in whole or in part, shall be made at the time of such transfer, graduation, or withdrawal. The student's transcript may only be destroyed 60 years following his/her graduation, transfer, or withdrawal from the school system.

The Attleboro School Committee wishes to make clear that all individual student records of the school system are confidential. This extends to giving out individual addresses and telephone numbers.

SOURCE: MASC Policy

LEGAL REFS: Family Educational Rights and Privacy Act of 1974,  
P.L. 93-380 Amended; P.L. 103-382, 1994  
M.G.L. 66:10; 71:34A, B, D, E, H  
Board of Education Student Record Regulations adopted 2/10/77,  
June 1995, *as amended June 2002*  
603 CMR: Department of Education 23:00 through 23:12, also

Mass Department of Education publication Students Records; Questions, Answers and Guidelines, September 1995

School Committee Approved: 12-09-02

**Policy File: KBBA: Noncustodial Parents' Rights**

It is the policy of the Attleboro School Committee that, as required by General Laws Chapter 71, Section 34H, a non-custodial parent may have access to the student record in accordance with law and Department of Elementary and Secondary Education Regulations. The school district will follow the law and the attachments recommended by the Massachusetts Department of Elementary and Secondary Education to standardize the process by which public schools provide student records to parents who do not have physical custody of their children ("non-custodial parents"). The implementation of this policy will hopefully encourage parents to be involved in and informed about the education of their children, while protecting the rights and safety of all parties.

Non-custodial parents are encouraged to contact the building principal for clarification and more information about the policy and procedures to be followed.

School Committee Approved: 06-09-03

Policy File: KE: Problem Resolution:

POLICY

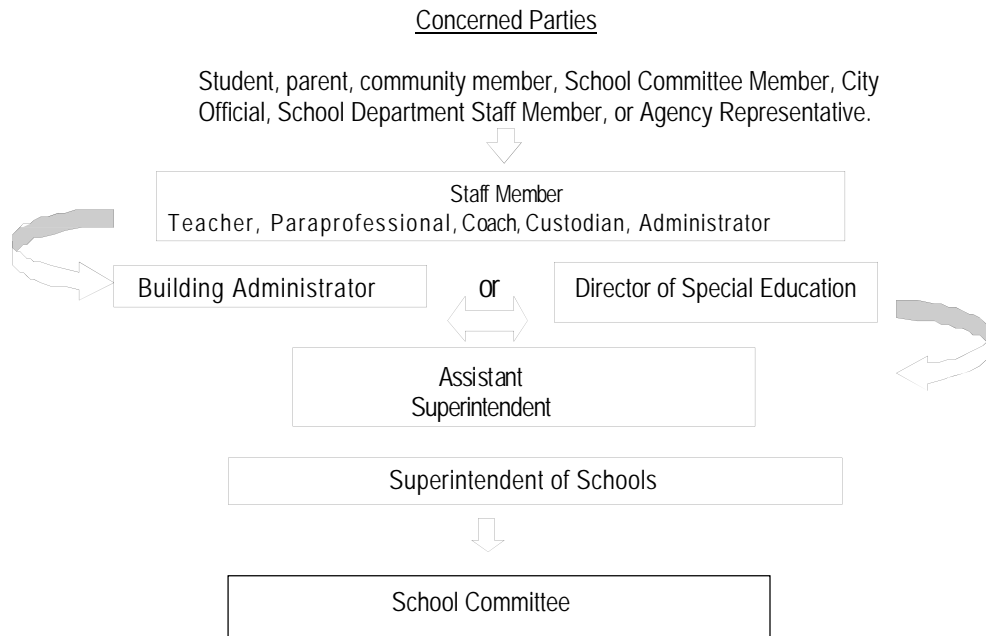
It is the policy of the Attleboro School Committee to assist any concerned party to quickly and equitably resolve concerns with the individuals who are closest to the issue or problem. Attempts to resolve a problem at an inappropriate level is contrary to the purpose of these guidelines. Resolution with the individuals closest to the problem must be consistently followed.

PROCESS

Any concerned party's first contact should be to the staff member (Teacher, Paraprofessional, Coach, Custodian, or Administrator) directly related to the issue. In those instances when an individual is unsure of whom to approach, a School Committee member can be consulted to aid in direction or identification of the appropriate staff member. This does not preclude the School Committee member from proactively advising the School Administration (Principal and/or Superintendent) of a pending issue.

If there is no resolution, the concerned parties are encouraged to proceed to the next appropriate level (Building Administrator, Principal, or Director of Special Education). Directors, Supervisors, and Coordinators may be involved at the discretion of the Building Administrator and may be asked to assist in the resolution. Successive levels of authority (Assistant Superintendent, Superintendent, School Committee) would represent the desired resolution path.

If informal attempts at resolution are not successful, parties may be asked to state the concerns in writing. If a concerned party refuses to consult with the appropriate level as outlined (skipping a level), the matter should be referred back to the appropriate level.



School Committee Approved: 04-14-14

Policy File KI: School Visitors:

While the Attleboro Public Schools encourage the involvement of parents and community members in the education of district students, Attleboro has a duty to ensure that the educational process is not unnecessarily disrupted, as well as to protect the safety and confidentiality of its students. As a result, certain rules and procedures must be followed to ensure that visits are not harmful to the students or the educational process.

Parents, guardians, and caretakers will be allowed to enter school buildings for quick visits for the purpose of dismissing a student, bringing in medications, dropping off forgotten lunches, gym clothes, etc. Such "quick visits" need not be prearranged; however, such visitors may not be allowed beyond the main office, depending on circumstances.

Visitors will be allowed to enter school buildings for purposes of prearranged meetings, visits, or observations. All visitors to the Attleboro Public Schools must report to the main office immediately upon entrance into a school building. All visitors whose destinations are other than the main office must sign in, noting the time of their arrival and identifying the location and purpose of their visit. These visitors must wear a visitor badge at all times while in the school building. The building principal will designate a staff member to escort visitors to their appropriate destination.

Upon completion of their pre-arranged meetings, visits, or observations, all visitors shall proceed directly to the main office. They must sign out, noting the time of their departures, and return their visitor's badges. Visitors may not proceed to any areas of the building other than the designated locations of their meetings, visits, or observations, without first returning to the main office and obtaining express administrative approval to access other areas of the building.

If you have any questions about this policy, please contact the principal.

School Committee Approved: 07-18-05



## **DISCRIMINATION / HARASSMENT COORDINATORS AND OFFICERS**

### **Titles VI, VII, IX, Chapter 622, and Age and Sex Discrimination Coordinator**

Assistant Superintendent  
Attleboro Public Schools  
100 Rathbun Willard Drive, Attleboro, Massachusetts 02703-2799  
(508) 222-0012, ext. 1166

### **Section 504 / Americans with Disabilities Act (ADA)**

Director of Special Education and Student Support Services  
Attleboro Public Schools  
100 Rathbun Willard Drive, Attleboro, Massachusetts 02703-2799  
(508) 222-0012, ext. 1403

### **Titles VI, VII, IX, Chapter 622, Section 504/ADA, Age, Sex Discrimination Appeals Officer**

Assistant Superintendent  
Attleboro Public Schools  
100 Rathbun Willard Drive, Attleboro, Massachusetts 02703-2799  
(508) 222-0012, ext. 1166

### **U. S. Department of Education Office of Civil Rights**

Five Post Office Square – 8<sup>th</sup> Floor  
Boston, MA 02109-3921  
Phone: (617) 289-0111  
FAX: (617) 289-0150

If one of the discrimination/harassment officials is the person alleged to be engaged in discrimination/harassment, the complaint shall be filed with one of alternate officials or any other school employee the student or employee chooses.

### **TITLE VI OF THE CIVIL RIGHTS ACT OF 1964**

Title VI prohibits discrimination based on race, color, and national origin.

### **TITLE VII OF THE CIVIL RIGHTS ACT OF 1964**

Title VII prohibits employment discrimination based on race, color, religion, sex and national origin.

### **TITLE IX**

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. Students will also receive training for leadership roles as they work collaboratively with their peers, educators and parents in monitoring, evaluating and changing school policy and curriculum in keeping with the provisions of Chapter 622 and Title IX.

### **CHAPTER 622**

No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantage, privileges, and courses of study of such public school on account of race, color, sex, religion, or national origin.

### **THE AMERICANS WITH DISABILITIES ACT OF 1990**

The ADA prohibits discrimination by any public entity against persons with disabilities.

### **SECTION 504 OF THE REHABILITATION ACT OF 1973**

Section 504 prohibits discrimination on the basis of disability.

### **THE AGE DISCRIMINATION ACT OF 1975**

The Age Act prohibits discrimination on the basis of age.

## APPENDIX B

### LEGAL ISSUES

*The following Federal Regulations and Massachusetts General Laws were used as guidelines in the development of this handbook.*

|                                    |                                             |
|------------------------------------|---------------------------------------------|
| Chapter 51.....                    | Protective Eye Devices                      |
| Chapter 71, Section 6A .....       | Tobacco Use                                 |
| Chapter 71, Section 32A .....      | Parental Notification Act                   |
| Chapter 71, Section 34E .....      | Laws Governing 18 Year Olds                 |
| Chapter 71, Section 34H.....       | Non-Custodial Parent Rights                 |
| Chapter 71, Section 37H.....       | Expulsion: Weapons/Assault                  |
| Chapter 71, Section 37H-1/2.....   | Suspension/Expulsion: Felony                |
| Chapter 71, Section 37H-3/4.....   | Suspension/Expulsion for All Other Students |
| Chapter 119, Section 51A .....     | Child Abuse                                 |
| Chapter 266, Section 102A-1/2..... | Hoax Devices                                |
| Chapter 269, Section 10.....       | Firearms                                    |
| Chapter 269, Section 17-19 .....   | Hazing                                      |
| Chapter 622 & Title IX             |                                             |
| Title IX .....                     | Sex Discrimination                          |
| Chapter 622.....                   | Discrimination in Public Schools            |
| MGL 151C, Chapter 622 .....        | Harassment                                  |
| Chapter 272, Section 99.....       | Audio, Video Taping                         |

#### **LEGAL ISSUES: Massachusetts General Laws**

**CHAPTER 51: PROTECTIVE EYE DEVICES:** An act requiring pupils and teachers to wear eye protective devices when attending certain classes in public schools:

"The School Committee of each city or town shall require each pupil and teacher in a public school to wear industrial quality eye protective devices, approved by the Department of Public Safety, while attending classes in vocational or industrial art shops or laboratories, in which caustic or explosives are used or in which welding of any type, repair or servicing of vehicles, heat treatment or tempering of metals, of the milling, sawing, stamping or cutting of solid materials or any similar dangerous process is taught, exposure to which might have a tendency to cause damage to the eyes. Visitors to such classrooms or laboratories shall also be required to wear protective devices."

**CHAPTER 71, Section 6A: TOBACCO USE:** According to Massachusetts General Laws Chapter 71, there is to be no use of any tobacco products by any student in SCHOOL, on SCHOOL GROUNDS, or in a SCHOOL BUS (subject to disciplinary code.) Additionally: Attleboro Health Department Regulation 23, Section 6A, makes it unlawful for any person to smoke on public and private school grounds. Such violation shall be subject to fines and penalties. Attleboro Health Department Regulation 23, Section 10 prohibits a minor from possession of a tobacco product in any public place, and or open public place within the City of Attleboro. Any minor found in possession of any tobacco product shall have the product confiscated and be subject to fine and penalty.

**CHAPTER 71, Section 32A: PARENTAL NOTIFICATION ACT:** General Laws Chapter 71, Section 32A, commonly referred to as the Parental Notification Act, requires schools to notify parents / guardians of public school students of all curriculum which primarily involves human sexual education or human sexuality issues. The Attleboro School District has a comprehensive health education program which includes developmentally appropriate instruction in personal growth, human sexuality, and HIV / AIDS prevention which builds sequentially from the elementary through the high school years.

Where education on sexuality issues is a *primary* focus of a course or unit, such as in puberty education in the elementary schools, or Personal Development and Human Sexuality courses in the middle and high schools, parents will be sent a letter of notification, with the option of exempting their child from the course or unit.

Where sexuality issues are peripherally related to the intent of the instruction, such as in courses or units in Biology, Anatomy and Physiology, current events, HIV awareness or assault prevention as part of a comprehensive health program, there will be no further notification.

The School Department strongly recommends that all students participate in the curriculum specified by the Health Advisory Committee and approved by the School Committee.

If, however, parents or guardians wish to exempt their children from any portion of the curriculum which involves human sexuality issues, they may do so through written notification to the Principal. No child so exempted shall be penalized by reason of such exemption.

Curricular materials related to human sexuality courses or units are available for review at parents' nights or by appointment by contacting the Health Coordinator.

**CHAPTER 71, Section 34E: Laws Governing 18 Year Olds:** "Once a person reaches the age of eighteen (18), Massachusetts law holds that he/she is an adult and has reached the age of majority. This means that an eighteen year old is capable of signing legal documents and entering into contracts. Consistent with this definition of "adult" is the ability to sign school related documents including reports, permission slips and absence notes. Attleboro High School will continue to inform parents of grades, absences, etc., but will not require the signature of the parent as a condition for accepting these documents.

In addition, it should be noted that parents do retain the right to access the school records of their children, regardless of age, pursuant to G.L. c.71, s.34E. (This must be done in person)

This policy does not mean that the dismissal letters, tardy notes and other such requests will be honored without question. The appropriateness of the request will always be the determining factor on whether or not it will be granted.

**CHAPTER 71, Section 34H: NON-CUSTODIAL PARENTS' RIGHTS:** General Laws Chapter 71, Section 34H, commonly referred to as the Non-Custodial Parents' Rights. It is the policy of the Attleboro School Committee that, as required by General Laws Chapter 71, section 34H, a non-custodial parent may have access to the student record in accordance with law and Department of Elementary and Secondary Education Regulations. The school District will follow the law and the attachments recommended by the Massachusetts Department of Elementary and Secondary Education to standardize the process by which public schools provide student record to parents who do not have physical custody of their children ("non-custodial parents"). The implementation of this policy will hopefully encourage parents to be involved in and informed about the education of their children, while protecting the rights and safety of all parties. (File KBBA)

**CHAPTER 71, Section 37H: EXPULSION FOR POSSESSION OF A DANGEROUS WEAPON OR A CONTROLLED SUBSTANCE OR ASSAULT OF EDUCATIONAL PERSONNEL:** The superintendent of every school district shall publish the district's policies pertaining to the conduct of teachers and students. Said policies shall prohibit the use of any tobacco products within the school buildings, the school facilities or on the school grounds or on school buses by any individual, including school personnel. Said policies shall further restrict operators of school buses and personal motor vehicles, including students, faculty, staff and visitors, from idling such vehicles on school grounds, consistent with section 16B of chapter 90 and regulations adopted pursuant thereto and by the department. The policies shall also prohibit bullying as defined in section 37O and shall include the student-related sections of the bullying prevention and intervention plan required by said section 37O. Copies of these policies shall be provided to any person upon request and without cost by the principal of every school within the district.

Each school district's policies pertaining to the conduct of students shall include the following: disciplinary proceedings, including procedures assuring due process; standards and procedures for suspension and expulsion of students; procedures pertaining to discipline of students with special needs; standards and procedures to assure school building security and safety of students and school personnel; and the disciplinary measures to be taken in cases involving the possession or use of illegal substances or weapons, the use of force, vandalism, or violation of a student's civil rights. Codes of discipline, as well as procedures used to develop such codes shall be filed with the department of education for informational purposes only.

In each school building containing the grades nine to twelve, inclusive, the principal, in consultation with the school council, shall prepare and distribute to each student a student handbook setting forth the rules pertaining to the conduct of students. The student handbook shall include an age-appropriate summary of the student-related sections of the bullying prevention and intervention plan required by section 370. The school council shall review the student handbook each spring to consider changes in disciplinary policy to take effect in September of the following school year, but may consider policy changes at any time. The annual review shall cover all areas of student conduct, including but not limited to those outlined in this section.

Notwithstanding any general or special law to the contrary, all student handbooks shall contain the following provisions:

(a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.

(b) Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.

(c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

(d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

(e) Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under section 21 of chapter 76.

(f) Districts shall report to the department of elementary and secondary education the specific reasons for all suspensions and expulsions, regardless of duration or type, in a manner and form established by the commissioner. The department of elementary and secondary education shall use its existing data collection tools to obtain this information from districts and shall modify those tools, as necessary, to obtain the information. On an annual basis, the department of elementary and secondary education shall make district level de-identified data and analysis, including the total number of days each student is excluded during the school year, available to the public online in a machine readable format. This report shall include district level data disaggregated by student status and categories established by the commissioner.

(g) Under the regulations promulgated by the department, for each school that suspends or expels a significant number of students for more than 10 cumulative days in a school year, the commissioner shall investigate and, as appropriate, shall recommend models that incorporate intermediary steps prior to the use of suspension or expulsion. The results of the analysis shall be publicly reported at the school district level.

**CHAPTER 71, Section 37H1/2: SUSPENSION/EXPULSION FOR A FELONY CHARGE OR CONVICTION:** Notwithstanding the provisions of section eighty-four and sections sixteen and seventeen of chapter seventy-six:

(1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student

for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

(2) Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student under an education service plan, under section 21 of chapter 76.

#### **CHAPTER 71, Section 37H3/4: SUSPENSION/EXPULSION FOR ALL OTHER STUDENTS**

(a) This section shall govern the suspension and expulsion of students enrolled in a public school in the commonwealth who are not charged with a violation of subsections (a) or (b) of section 37H or with a felony under section 37H1/2.

(b) Any principal, headmaster, superintendent or other person acting as a decision-maker at a student meeting or hearing, when deciding the consequences for the student, shall exercise discretion; consider ways to re-engage the student in the learning process; and avoid using expulsion as a consequence until other remedies and consequences have been employed.

(c) For any suspension or expulsion under this section, the principal or headmaster of a school in which the student is enrolled, or a designee, shall provide, to the student and to the parent or guardian of the student, notice of the charges and the reason for the suspension or expulsion in English and in the primary language spoken in the home of the student. The student shall receive the written notification and shall have the opportunity to meet with the principal or headmaster, or a designee, to discuss the charges and reasons for the suspension or expulsion prior to the suspension or expulsion taking effect. The principal or headmaster, or a designee, shall ensure that the parent or guardian of the student is included in the meeting, provided that such meeting may take place without the parent or guardian only if the principal or headmaster, or a designee, can document

reasonable efforts to include the parent or guardian in that meeting. The department shall promulgate rules and regulations that address a principal's duties under this subsection and procedures for including parents in student exclusion meetings, hearings or interviews under this subsection.

(d) If a decision is made to suspend or expel the student after the meeting, the principal or headmaster, or a designee, shall update the notification for the suspension or expulsion to reflect the meeting with the student. If a student has been suspended or expelled for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year, the student and the parent or guardian of the student shall also receive, at the time of the suspension or expulsion decision, written notification of a right to appeal and the process for appealing the suspension or expulsion in English and in the primary language spoken in the home of the student; provided, however, that the suspension or expulsion shall remain in effect prior to any appeal hearing. The principal or headmaster or a designee shall notify the superintendent in writing, including, but not limited to, by electronic means, of any out-of-school suspension imposed on a student enrolled in kindergarten through grade 3 prior to such suspension taking effect. That notification shall describe the student's alleged misconduct and the reasons for suspending the student out-of-school. For the purposes of this section, the term "out-of-school suspension" shall mean a disciplinary action imposed by school officials to remove a student from participation in school activities for 1 day or more.

(e) A student who has been suspended or expelled from school for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year shall have the right to appeal the suspension or expulsion to the superintendent. The student or a parent or guardian of the student shall notify the superintendent in writing of a request for an appeal not later than 5 calendar days following the effective date of the suspension or expulsion; provided, that a student and a parent or guardian of the student may request, and if so requested, shall be granted an extension of up to 7 calendar days. The superintendent or a designee shall hold a hearing with the student and the parent or guardian of the student within 3 school days of the student's request for an appeal; provided that a student or a parent or guardian of the student may request and, if so requested, shall be granted an extension of up to 7 calendar days; provided further, that the superintendent, or a designee, may proceed with a hearing without a parent or guardian of the student if the superintendent, or a designee, makes a good faith effort to include the parent or guardian. At the hearing, the student shall have the right to present oral and written testimony, cross-examine witnesses and shall have the right to counsel. The superintendent shall render a decision on the appeal in writing within 5 calendar days of the hearing. That decision shall be the final decision of the school district with regard to the suspension or expulsion.

(f) No student shall be suspended or expelled from a school or school district for a time period that exceeds 90 school days, beginning the first day the student is removed from an assigned school building.

**CHAPTER 119, Section 51A: CHILD ABUSE LAW:** Under Massachusetts General Laws Chapter 119, Section 51A, any public or private school teacher, educational administrator, guidance or family counselor, nurse or social worker, as well as certain other professionals, who in his/her professional capacity believes that a child under eighteen is suffering serious physical or emotional injury resulting from abuse or neglect, must immediately report such cases to the Department of Children & Families.

**CHAPTER 266, Section 102A-1/2: HOAX DEVICES:** The new statute establishes that it is a felony for any person to possess, transport, use, or place, or cause another to possess, transport, use, or place, a fake bomb or "hoax device" with the intent to cause anxiety, unrest, fear, or personal discomfort to any person or group of persons. The statute defines a "hoax device" as any device that would cause a person reasonably to believe that it places in danger life or property by fire or explosion. A person convicted under this statute may be fined up to \$5,000 and/or sentenced up to two and one-half years in a house of correction or five years in a state prison.

**CHAPTER 269, Section 10: FIREARMS:** Whoever not being a law enforcement officer, and not withstanding any license obtained by him under the provisions of chapter one hundred and forty, carries on his person a firearms hereinafter defined, loaded or unloaded, in any building or on the grounds of any secondary school, college or university shall be punished by a fine of not more than one thousand dollars or by imprisonment for not more than one year, or both. For the purpose of this paragraph, "firearm" shall mean any

pistol, revolver, rifle, or smoothbore arm from which a shot, bullet, or pellet can be discharged by whatever means.

**CHAPTER 269, Section 17: HAZING:** This law was amended in 1985 to include the following sections on prohibiting the practice of hazing:

Whoever is Principal organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than one thousand dollars or by imprisonment in a house of correction for not more than one hundred days, or by both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen (not presented here), shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption of any food, liquor, beverage, drug or other substance, or any brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

#### **Section 18**

Whoever knows that another is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than five hundred dollars.

#### **Section 19**

Statement of Compliance and Discipline Policy Required from the Hazing Section of State Law.

Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, pledges or applicant for membership in such group or organization, a copy of this section and sections seventeen and eighteen. An officer of each such group or organization, and each individual receiving a copy of said sections seventeen and eighteen shall sign an acknowledgment stating that such group, organization or individual has received a copy of said sections seventeen and eighteen. Each secondary school and each public or private school or college shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the board of education, certifying that such institution has complied with the provisions of this section and also certifying that said school has adopted a disciplinary policy with regards to the organizers and participants of hazing. The board of regents in the case of secondary schools, then the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such a report. Added at St. 1985, c.536.

**TITLE IX AND CHAPTER 622:** Two important pieces of legislation affecting the public schools have been implemented at the federal and state levels respectively. Title IX of the Educational Amendments of 1972, the federal law, prohibits discrimination in school on the basis of sex. Chapter 622 of the General laws, Acts of 1971, the state law, prohibits discrimination in schools on the basis of race, color, sex, religion, national origin, or sexual orientation. These are somewhat different in scope and coverage and are explained separately below:

**TITLE IX – Prohibits Sex Discrimination:** Congress passed Title IX of the Educational Amendments of 1972, which prohibits sex discrimination in federally assisted educational programs. On May 27, 1972, President Ford signed the final version of the regulations which govern legislation. The governing regulations effective July 21, 1972, cover all aspects of sex discrimination in schools with regard to admissions, treatment of students and employment. Specifically, Title IX states: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or subjected to discrimination under an education program or activity receiving Federal Financial Assistance.

Copies of Title IX may be obtained from the U. S. Department of Elementary and Secondary Education Office of Civil Rights, US Department of Education, Five Post Office Square, 8<sup>th</sup> Floor, Boston, MA 02109-3921, 617-289-0111.

**CHAPTER 622 – “An Act to Prohibit Discrimination in the Public Schools”**

Passed in August 1971, Chapter 622 of the General Laws, Acts of 1971, is referred to as "An Act to Prohibit Discrimination in the Public Schools."

The Law reads as follows:

No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, religion, national origin, or sexual orientation.

This law makes it clear that all aspects of public school education must be fully open and available to members of both sexes and of minority groups. No school may exclude a child from that public school on account of race, color, sex, religion, national origin, or sexual orientation of such child.

On June 24, 1975, the State Board of Education approved regulations for Chapter 622. These regulations address five areas of school policy: school admissions, admission to courses of study, guidance, course content and extra-curricular and athletic activities.

Copies of the law and the regulations pertaining to Chapter 622 can be obtained from the Office of the Civil Rights, US Department of Education, Five Post Office Square, 8<sup>th</sup> Floor, Boston, MA 02109-3921, 617-289-0111.

The Attleboro School Committee supports Title IX and Chapter 622 and discriminates neither in employment nor educational programs and activities on the basis of race, color, sex, religion, national origin, or sexual orientation. Any questions or grievances regarding Chapter 622 may be directed to the local coordinator, the Director of Student Services.

## **HARASSMENT, SEXUAL HARASSMENT, AND BULLYING**

**Massachusetts General Laws: MGL 151C Chapter 622:** Attleboro High School will provide to all an environment free from harassment. It is committed to courteous and considerate treatment of students and employees at all times as an accepted standard of behavior. Attleboro High School will have an atmosphere free of tension caused by demeaning or inappropriate religious, racial, sexual or ethnic comments. It is the policy of Attleboro High School to prohibit harassment by any of its agents, officers, employees or students and has set forth a process by which allegations of harassment may be filed, investigated and resolved.

### **Responsibility:**

It is the obligation of each person to report any conduct which violates the harassment policy at Attleboro High regardless of whether or not the person is a victim; whether the violator is a student, agent or staff member; and regardless of the sex of the offender. This policy also applies equally to all individuals at Attleboro High, and covers all relationships including, but not limited to, peer relationships, student/staff and student/teacher. Everyone at Attleboro High School is responsible for ensuring that their behavior is free from sexual harassment or any form of harassment and no individual should engage in, condone, or encourage harassing behavior.

### **Definitions:**

**Harassment** includes communications such as gestures, jokes, comments, innuendoes, notes, display of pictures or symbols, communicated in any form, including orally, in writing, or electronically via the Internet cell phones, text messaging, or in any other way, that shows disrespect to others based upon race, color sex, religion, national origin, sexual orientation, age, or disability.

**Sexual harassment** includes sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature. Sexual harassment has the purpose or effect of interfering with a person's work or educational performance by creating an intimidating, hostile, or offensive working or learning environment. Sexual harassment may take many forms, including but not limited to the following:

- 1) Verbal harassment or abuse;
- 2) Subtle pressure or requests for sexual activity;
- 3) Assault, inappropriate touching, impeding movement, comments or gestures, written documents or a suggestive or derogatory nature;
- 4) Continuing to express sexual interests after being informed that the interest is unwelcome.



- 5) Leering or voyeurism;
- 6) Displaying sexually explicit, lewd or pornographic photographs or materials.

The act of **bullying** may accompany harassment. Bullying is defined as the severe or repeated use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at another student, that has the effect of causing physical or emotional harm to the other student or damage to the other student's property and creating a hostile environment at school for the other student.

**PROCEDURES:** Any individual who believes he or she has been harassed, or who has witnessed or learned about the harassment of another person in the school environment, should inform the School Principal or appropriate discrimination/harassment complaint official as soon as possible. If the individual does not address the problem in an effective manner, the individual should inform the appropriate discrimination/ harassment complaint official. The discrimination/harassment complaint officials for the Attleboro Public Schools are:

Section 504 / Americans with Disabilities Act (ADA)  
Director of Special Education and Student Support Services  
Attleboro Public Schools  
100 Rathbun Willard Drive, Attleboro, Massachusetts 02703-2799  
(508) 222-0012, ext. 1403

Titles VI, VII, IX, Chapter 622, Section 504/ADA and Age Discrimination Appeals Officer  
Assistant Superintendent  
Attleboro Public Schools  
100 Rathbun Willard Drive, Attleboro, Massachusetts 02703-2799  
(508) 222-0012, ext. 1166

U. S. Department of Elementary and Secondary Education Office of Civil Rights  
US Department of Education, Five Post Office Square, 8<sup>th</sup> Floor, Boston, MA 02109-3921, 617-289-0111.

The Attleboro Public Schools will promptly investigate every complaint of harassment. If it determines that harassment has occurred, it will take appropriate action to end the harassment and to ensure that it is not repeated. Confidentiality will be maintained to the extent consistent with the school's obligations under law and under applicable collective bargaining agreements.

Complaints between the alleged victim and the alleged harasser may be handled two ways: through an Informal or Formal Procedure.

- A. A student who has a complaint against another student may choose to use the Informal Procedure.
- B. An employee who has a complaint against another employee may choose to use the Informal Procedure.
- C. A student who has a complaint against an employee shall be handled only through the Formal Procedure.

In certain cases, the harassment of a student may constitute child abuse under state law. The Attleboro Public Schools will comply with all legal requirements governing the reporting of suspected cases of child abuse and will report suspected criminal activity to the appropriate authorities.

Please note that if the student or employee who is the alleged victim or the alleged harasser chooses not to utilize the Informal Procedure, or feels that the Informal Procedure is inadequate or has been unsuccessful, s/he may proceed to the Formal Procedure.

**INFORMAL PROCEDURE:** (May be chosen in complaints between students and in complaints between employees.)

It may be possible to resolve a complaint through the voluntary conversation between the alleged victim and the alleged harasser which is facilitated by a school employee or by a designated discrimination/harassment complaint official. If the alleged victim or alleged harasser is a student under the age of eighteen (18), the School Principal or the discrimination/harassment complaint official **will** notify the student's parent(s)/ guardian(s) if, after initial consultation with the student, it is determined to be in the best interest of the student. Both the alleged victim and the alleged harasser may be accompanied by a person of their choice for support and guidance. If the alleged victim and the alleged harasser feel that a resolution has been achieved, then the conversation remains confidential and no further action needs to be taken. The results of an informal resolution shall be reported by the facilitator, in writing, to the School Principal if the complaint has been resolved through a staff member or to the Superintendent if the complaint has been resolved through the School Principal.

**FORMAL PROCEDURE:** (Must be chosen for complaints between students and employees.)

### **Step 1:**

The discrimination/harassment complaint official shall complete a discrimination/ harassment complaint form based on the written or verbal allegations of the alleged victim. The complaint form shall be filed with the Assistant Superintendent and kept in a centralized and secure location. (ACAB-E-1: Non-discrimination/Anti-Harassment Procedures)

- a. The complaint form shall detail the facts and circumstances of the incident or pattern of behavior. If a student under eighteen (18) years of age is involved, his/her parents shall be notified immediately unless, after consultation with the student, it is determined not to be in the best interests of the student.
- b. An investigation shall be completed by the discrimination/harassment complaint official within fourteen (14) workdays from the date of the complaint or report.

### **Step 2:**

The investigation may consist of personal interviews with the alleged victim, the alleged harasser, and any other individuals who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The complainant and/or the alleged victim may be accompanied by a person of their choice. In determining whether the alleged conduct constitutes a violation of this policy, the discrimination/harassment complaint official shall consider the surrounding circumstances, any relevant documents, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances.

In addition, the Attleboro Public Schools may take immediate steps, at its discretion, to protect the alleged victim, alleged harasser, witnesses, and school employees pending completion of an investigation of the alleged discrimination and may make any appropriate referrals for assistance, including but not limited to counseling, rape crisis intervention, etc. Police may also be notified when deemed appropriate.

The investigation will be completed as soon as practicable and, if possible, within fourteen (14) workdays from the complaint or report. The discrimination/harassment complaint official shall make a written report to the School Principal and the Superintendent upon completion of the investigation. The report shall include a determination as to whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

### **Step 3**

The discrimination/harassment complaint official shall recommend to the School Principal and/or Superintendent what action, if any, is required. The Attleboro Public Schools shall take appropriate action in all cases where the discrimination/harassment complaint official concludes that this policy has been violated. Any person who is determined to have violated this policy shall be subject to action, including but not limited to reprimand, suspension, termination/expulsion, or other sanctions as determined by the school District administration.

Action taken for violation of this policy shall be consistent with state and federal law, including but not limited to the due process protection for students with disabilities, Attleboro School District policy, the requirements of and any applicable collective bargaining agreement.

#### Step 4

The Superintendent shall receive a copy of the investigation report and results. The School Principal and/or Superintendent shall maintain the written report of the investigation and results in his/her office. The alleged victim and the alleged harasser shall be informed of the results of the investigation, including whether the allegations were found to be factual, whether there was a violation of the policy, and whether disciplinary action was or will be taken.

**APPEALS:** A party may appeal the decision of the school Principal or the discrimination/harassment complaint official in writing to the Superintendent within fifteen (15) workdays of receipt of the findings of the formal procedure. The Superintendent will review the adequacy of the investigations and the conclusions. Parties will be given an opportunity to present their case to the Superintendent.

#### REPORTING OF POTENTIAL PHYSICAL AND/OR SEXUAL ABUSE

Several behaviors listed as sexual harassment may also constitute physical or sexual abuse. Sexual abuse is defined as any act or acts by any person involving sexual molestation or exploitation of a child, including but not limited to incest, prostitution, rape, sodomy, or any lewd or lascivious conduct involving a child. Thus, under certain circumstances, alleged harassment may also be possible physical and/or sexual abuse under Massachusetts law. Such harassment or abuse is subject to the duties of mandatory reporting and must be reported to the Department of Social Services within 24 hours of the time the educator becomes aware of the suspected abuse.

#### Confidentiality:

Any investigation into allegations of harassment must be conducted in as confidential a manner as possible. Only those individuals with a need to know should be informed of a complaint. Witnesses identified by the complainant should be interviewed individually in circumstances that will encourage candid comments. The employee or student should be aware that Attleboro High School is obligated to investigate each and every report of harassment and will do its best to maintain total confidentiality as long as possible.

**PUBLICATION RELEASES:** Under Department of Elementary and Secondary Education regulation, the school may release for publication certain information concerning your child without first obtaining your consent. The information which may be released for publication includes only the student's name, class, participation in officially recognized activities and sports, degrees, honors, awards and post high school plans. If you do not wish this information concerning your child to be released for publication without consent during the school year, please notify your child's Dean in writing.



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tear here and return to your child's school

**Attleboro Public Schools  
Parent Acknowledgement**

I have reviewed and I understand the regulations and policies contained in the Attleboro Public Schools High School Handbook as they pertain to my son/daughter.

I understand that my son/daughter is responsible for following the regulations and policies of the High School.

I am aware of the parental role regarding attendance, tardiness, dismissal, emergency information, publications releases, family vacations, general information, medical information, transportation policy, Student Code of Conduct, disciplinary policy, district policy, and legal issues.

I understand that Attleboro Public School Policy Book is available on the district website and individual school websites as well as in the Superintendent's Office. I may call and make an appointment to review it.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent Permission:**

I give permission for my child to participate in all educational activities, including walking field trips, local trips, or trips involving a bus. I understand there will be proper adult supervision.

I will be notified ahead of time of any out-of-town trips, so that I may be able to contact the teacher for additional information regarding the proposed field trip.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*The Attleboro Public School System does not discriminate on the basis of age, color, disability, national origin, race, gender identity, religion, sex, or sexual orientation.*