



## *A Handbook for Students and their Families*

The Dartmouth Public Schools does not discriminate on the basis of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, homelessness, genetic information, military status, pregnancy or pregnancy related condition in admission to, access to, treatment in or employment in its programs and activities.

*This publication summarizes many laws, policies, regulations, and practices that are important to Dartmouth Public School students and their parents/guardians. It is not intended to be a complete directory of all laws and policies relating to students and parents. Federal and state laws, DPS policies, regulations, and practices at the system-wide and school building levels are subject to change.*

Revised 3.13.2023





# DARTMOUTH PUBLIC SCHOOLS

## Academic Year 2023-2024 Calendar

Administrative Offices

8 Bush Street

Dartmouth, MA 02748

508-997-3391



21 Days

AUGUST/SEPTEMBER 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

8/28 Supt. Welcome/All Staff Orientation (8:30-3:00)

8/29 Professional Development (8:30-3:00)

8/30 First Day of School (All students)

9/4 Labor Day - No School

9/13 Professional Development 1/2 Day

21 Days

OCTOBER 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

4 Professional Development 1/2 Day

9 Columbus Day - No School

18 Days

NOVEMBER 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

10 Veterans' Day Observed - No School

22-24 Thanksgiving Recess - No School

15 Days

DECEMBER 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

4 & 13 Parent Teacher Conferences K-8 (1/2 Day)

4 & 13 Professional Development 9-12 (1/2 Day)

12/22/2022 -1/2/2023 Holiday Recess - No School

95 days

20 Days

JANUARY 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

3 School Resumes

10 Professional Development 1/2 Day

15 Martin Luther King Day - No School

GREEN Dates - No School

YELLOW Dates - 1/2 Days

FEBRUARY 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

16 Days

7 Professional Development 1/2 Day

19 Presidents' Day

19 - 23 Winter Recess - No School

MARCH 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

20 Days

6 Professional Development 1/2 Day

29 Good Friday - No School

APRIL 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

17 Days

3 Professional Development 1/2 Day

15 Patriot's Day

15-19 Spring Recess - No School

MAY 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

22 Days

8 Professional Development 1/2 Day

27 Memorial Day - No School

JUNE 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

10

180 days

14 Last Day of School (1/2 students)

17-24 - Snow/cancellation days, if necessary

19 - Juneteenth



**Dartmouth Public Schools**  
**8 Bush Street – Dartmouth, MA 02748**  
**Telephone: 508-997-3391      Fax: 508-991-4184**  
**www.dartmouth.school**

This handbook has been designed to familiarize you and your family with the policies and procedures of the Dartmouth Public Schools. A complete listing of all policies can be found on the district website under the “Our District” top tab drop down menu labeled School Committee. If you have any questions, comments, or concerns, please contact your child’s principal.

**DISTRICT ADMINISTRATION** (open 8:00-4:00 pm)  
 Superintendent: Dr. June Saba-Maguire  
**Assistant Superintendent for Finance and Operations:** James Kiely  
**Chief Technology Officer:** Jonathan Gallishaw  
**Director of Teaching and Learning-Elementary:** Catherine Pavao  
**Director of Teaching and Learning-Secondary:** Ross Thibault  
 Pupil Support Services Administrator: Laurie Dionisio  
**Asst. Pupil Support Services Administrator:** Lori Jodoin

#### **BUILDING ADMINISTRATION**

Cushman School 746 Dartmouth Street Dartmouth, MA 02748 508-996-3926  <i><b>Dr. Justine Dale, Early Childhood Director</b></i>	Quinn School 529 Hawthorn Street Dartmouth, MA 02747 508-997-3178  <i><b>Kyle Grandfield, Principal</b></i> <i><b>Audra Thomas, Assistant Principal</b></i> <i><b>Stephanie Yermalovich, Assistant Principal</b></i>
DeMello School 654 Dartmouth Street Dartmouth, MA 02748 508-996-6759  <i><b>Elizabeth Correia, Principal</b></i> <i><b>Adam Hall, Assistant Principal</b></i>	Dartmouth Middle School 366 Slocum Road Dartmouth, MA 02747 508-997-9332  <i><b>Peter Rossi, Principal</b></i> <i><b>Sarah Decas, Associate Principal</b></i> <i><b>Charles Hayes, Assistant Principal</b></i> <i><b>William Madden, Assistant Principal</b></i>
Potter School 185 Cross Road Dartmouth, MA 02747 508-996-8259  <i><b>Richard Porter, Principal</b></i> <i><b>Melissa McHenry, Assistant Principal</b></i>	Dartmouth High School 555 Bakerville Road Dartmouth, MA 02747 508-961-2700  <i><b>Ryan Shea, Principal</b></i> <i><b>Rachel Chavier, Associate Principal</b></i> <i><b>Michael Martin, Assistant Principal</b></i> <i><b>Graham Coogan, Assistant Principal</b></i>



**This handbook/agenda book belongs to:**

Name \_\_\_\_\_

School \_\_\_\_\_ Teacher \_\_\_\_\_ Grade \_\_\_\_\_

*If you need this or any other document translated into a different language, please notify the building principal.*

*Si necesita una traduccion de este document u otros documentor, pro favor notifique Ud, al director de la escuela.*

*Se necessita isto, ou qualquer outro document tradiziu numa linguagem kiferente, por favor notifica o director de escola.*



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## WELCOME TO DARTMOUTH PUBLIC SCHOOLS

This handbook is designed to familiarize parents/guardians and students with many aspects of the Dartmouth Public Schools, including district policies, school rules, student resources and performance expectations.

For additional level specific information, Middle/High (MS/HS), beyond the common district handbook, please refer to the level specific appendix.

### MISSION AND VISION

The mission of the Dartmouth Public Schools is to provide a quality education to all learners.

The Dartmouth Public Schools, in partnership with parents and the community, will deliver challenging, standards-based instruction to all students that fosters academic, physical, social and emotional development. Utilizing data analysis to drive instruction, we will implement specific strategies to support every student to think critically, solve problems and become a responsible, contributing citizen. Our high school graduates will possess the required skills and knowledge necessary to thrive in their academic and vocational ambitions.

### DARTMOUTH SYMBOLS

Logo: Dartmouth Indian  
Colors: Green and White  
Song: “Glory To Dartmouth”  
*Glory to Dartmouth loyal we sing.*  
*Now all together,*  
*Let the echoes ring for Dartmouth our team's a winner*  
*We've got the stuff.*  
*We wear the Dartmouth green and that's enough.*



### USE OF DARTMOUTH “INDIANS” SYMBOL

*“Massasoit and Wamsutta sold to William Bradford, Captain Myles Standish, Thomas Southworth, John Winslow, John Cooke and their associates . . . , that land called Dartmouth. March 7, 1652 deed agreement”*

In recognition of the Native American heritage of the South Coast of Massachusetts and out of respect for the Apponagansett-Wampanoag people – the original settlers of this area, the Dartmouth School Committee has adopted the Dartmouth Indians logo as the symbol of the Dartmouth High School sports teams.

This symbol shall be used to signify PRIDE, DIGNITY and RESPECT, which are characteristics of the Apponagansett-Wampanoag people.

It is also recognized that at all times this logo shall be used in a respectful, non-derogatory manner. (Any student/group who wishes to use the Dartmouth Indian logo must have it approved by the Principal and Superintendent.) This recognition shall prohibit dress, gestures and/or any other activities or characterizations that portray the *Dartmouth Indians* in a stereotypical, negative manner.

Furthermore, the Dartmouth Schools, in preserving the integrity and respect for the *Dartmouth Indians* logo, shall be responsible for educating Dartmouth students on the history and important role that the Apponagansett-Wampanoag, part of the Eastern Woodland Native Americans, played in the history of Dartmouth.



## GENERAL INFORMATION

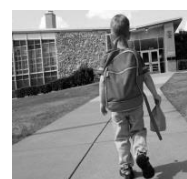
### SCHOOL HOURS

	<u>Regular Day</u>	<u>Arrival</u>	<u>Early Release Days</u>	<u>Office Hours</u>
Preschool	9:05-3:05 pm	8:45-9:05 am	9:05 - 11:35 am (lunch served)	8:00-4:00 pm
Elementary (K-5)	9:05-3:25 pm	8:45-9:05 am	9:05 - 12:55 pm (lunch served)	8:00-4:00 pm
Middle School	7:45-2:08 pm	7:10 – 7:45 am	7:45 – 11:40 am	7:00-3:30 pm
High School	7:30-2:03 pm	7:00 – 7:30 am	7:30 – 11:35 am	7:00-3:00 pm

*\*No student will be allowed to enter the school building prior to the stated arrival time without permission of a staff member and/or be accompanied by a parent or adult.*

### ARRIVAL AND DISMISSAL

Students are expected to arrive on time to school. When students are late for school it interrupts the continuity of their education. Once at school, students should proceed directly to their designated area. Any student arriving after the school start time must report to the main office before reporting to the classroom. Elementary students must be accompanied to the main office by a parent or adult. If a student is late due to a situation at home (medical or other), please notify school personnel.



All requests for changes in transportation arrangements must be made in writing to the school office, including any change to the usual end-of-day plans. The note should include as many details as possible such as names, addresses, bus routes, etc. Please note the requested bus stop must be a designated stop.

If a student is being dismissed early the parent/guardian must provide the school with a signed note or email from the email address in ASPEN. If the student is being picked up by someone other than their parent/guardian, authorization from the parent/guardian must be included in the note and identification at time of dismissal will be required.

All dismissals and tardies are recorded as part of the student's attendance record. Attendance concerns will be referred to the building administrator and/or Attendance Office for support through the development of an attendance plan.

### BUS TRANSPORTATION

Bus transportation is provided at the elementary level for all students. Bus transportation at the secondary level is provided for middle and high school students living more than 1/2 mile radius of the school. Students are assigned to a bus that picks them up and delivers them as close as possible to their home. Each bus has a limit on the number of students that it can carry. For this reason, students are expected to ride their assigned bus. Additionally, parent/guardians are not allowed on school buses.



We treat bus transportation as a privilege; as such all rules in the student handbook pertaining to student conduct apply to students riding the bus. For safety and security reasons, all students must obey the directions of the school bus driver. Any infractions will be forwarded to school building administrators. For a full listing of our school bus transportation policy, please reference policy EEA on our district website under school committee – policies.

Our school district utilizes a smartphone app to assure communication, school bus safety, and efficiency. The Edulog Parent Portal app provides parents/guardians with planned time and location information for their child's bus ride to school. On a daily basis, the app will show the GPS location of the bus and send a push notification when it is nearing an assigned bus stop. This app is free of charge for our parents/guardians, caregivers, and students. In addition to displaying the location of the bus and sending the notifications, families can also receive time-sensitive messages from our transportation department. The Edulog Parent Portal app integrates with our school bus routing system, which is also provided by Education Logistics, Inc. (Edulog), a



premier provider of school bus technology. School bus locations are sent from a GPS device installed on each bus, which not only provides up-to-date information, but also for our school bus maintenance staff who need to know the real-time location of each bus for maintenance and other service requirements. The app can be downloaded from the Google Play Store or the Apple App Store. Security is important - only parents/guardians have access to their student's transportation information through the app via a secure login process. Parents/guardians must know their student's school of attendance, ID number and date of birth in addition to the exact spelling their first name and last name. Please know that the goal is to provide safe and efficient transportation for all Dartmouth Public School children riding the school bus. By improving communication and expanding the information available to you by implementing this app, we are working hard to meet and exceed that goal. Additional information about using Edulog Parent Portal is available on our web site at: [www.dartmouth.school](http://www.dartmouth.school) and click on the Transportation Icon in the top right. If you have additional questions regarding the app, please contact our transportation department at: [Transportation@dartmouthschools.org](mailto:Transportation@dartmouthschools.org)

For any questions about transportation, please call the transportation secretary at our District Administration Office at 508-997-3391 x1106 between 8:00am – 4:00 pm.

#### **WALKERS AND BIKE RIDERS**

Parents/Guardians should ensure that students who walk or ride their bike to school are responsible enough to understand and follow the safety rules while going to and from school. Encourage your child to walk on the sidewalks. If there is no sidewalk, then they should walk on the left side of the road facing any oncoming traffic. Use the crosswalks when crossing streets and intersections, or cross with the help from the traffic supervisor. If a student walks to and from school, we encourage our younger students to walk with a companion for safety reasons. These students should be made aware of the dangers of talking to strangers and entering their vehicles. Students should report any such incident to school personnel immediately.



Students who ride their bikes to school are required to wear bicycle helmets in accordance with Massachusetts state law. All bikes should be locked on our bike racks at all times. Students in grades 3-5 who wish to ride their bike to school must have a signed note from their parent/guardian granting them permission to do so. Skateboards and other similar devices may not be brought to school.

#### **ATTENDANCE**

Every student is expected to be in school on time and to attend all classes every day. It is the responsibility of parents/guardians to ensure the regular attendance of their children. The [Massachusetts General Laws \(Chapter 222\)](#) specifies that a student under sixteen years of age may not be absent more than five (5) unexcused days within a school year. A parent/guardian will be notified in writing if a student has 5 or more unexcused absences. If a student is absent 10 or more days all parties will be required to meet with a school counselor and/or an administrator to develop an attendance plan. Students missing 15 or more days of school unexcused may be referred to the district attendance officer. Students are strongly encouraged to bring in all medical documentation regarding absences. The only staff member that can excuse an absence for medical reasons is the school nurse. The excuse will be granted only after proper documentation from a medical professional is provided.

Parents/Guardians who elect to remove their children from school during non-scheduled vacation weeks are in violation of Massachusetts law. If a student is removed from school during non-scheduled vacation weeks, our teachers do not provide school work and/or prepared lessons in advance. Even if all written work is made up, valuable instructional time has been lost and cannot be recovered. Effective instruction requires discussion, group activities and in-school practice. These learning opportunities cannot be replicated for students who have been absent.

Immediately upon returning, students are responsible for speaking to their teachers about making up missed work, and making whatever arrangements are necessary. The number of days to make up missed work will be equal to the number of days absent, up to a maximum of five days. Please note students not attending school field trips must be in school on that day.

Students may be excused from school attendance for the following reasons:

- Illness or injury that prevents the student from attending school verified by a **physician's note**



- Bereavement in family
- Weather so inclement as to endanger the health of the child (per authorization of the Superintendent of Schools)
- Observance of major religious holidays
- Court appearances
- Nurse dismissals
- Field trips
- College visits (HS w/pre-approval)
- Athletic contests (HS MIAA)
- ISS (In-school suspensions)
- OSS (Out-of-school suspensions)

Coordinating with school-based staff, the Dartmouth Public School attendance officer investigates attendance problems primarily outside the school environment. The officer works in the community, visits homes, and counsels students and their families. When necessary, the attendance officer files and represents chronic cases in Juvenile Court.

*The Dartmouth Public Schools asks all parents to please respect the school calendar when planning family vacations. Parents can visit our website: <http://www.dartmouth.school> to see the calendar or you can request a copy from your building administration. Follow link for - [state testing calendar](#)*

#### REPORTING STUDENT ABSENCES

If a student is ill and unable to come to school, the parent/guardian must notify the school. Kindly note that parental notification of a child's absence is not considered an excused absence (refer to listing of above). Since voicemail is available, parents/guardians may call the school at any time during the night before or prior to the start of school. The message should include the following information: child's name, grade level, teacher's name (ES), and the reason for the absence.

Once the school day begins and classroom attendance has been submitted to the school office, absences that have been called in by parents/guardians will be noted. If a student is listed as absent, and no parent/guardians call has been received prior to the start of school, an automated phone call will be sent to the contact numbers on file.

#### CHANGE OF ADDRESS/PHONE NUMBERS

Please inform Central Office of any changes to your address, including temporary address changes and phone numbers by completing [this packet](#) and returning to the District Secretary at 8 Bush St. The change of address packet may also be found on our website under "For Parents." In the event of an emergency, it is important that the schools have up-to-date information readily available.

#### SCHOOL CANCELLATION



Inclement weather and unusual circumstances sometime occur, causing delays, early dismissals, or school cancellations. Many local radio and television stations broadcast these events. The District's notification system will automatically call all homes in the district to announce changes to the school schedule. This information can also be accessed on the district website, [www.dartmouth.school](http://www.dartmouth.school) and through social media.

*Please refrain from calling school or superintendent's office as lines must be kept clear for emergencies.*



## VISITORS

Visitors are expected to meet the following conditions before entering the building:

- Check in at the main entrance stating the purpose for the visit.
- After receiving permission to enter, sign in, obtain and display a visitor's pass.
- Remain in the lobby until a school staff member arrives to escort them to their destination.
- Upon the conclusion of their visit, sign out and return the visitor's pass.

## STUDENT SHADOWING

Dartmouth Middle School and Dartmouth High School offer transfer and school choice students the opportunity to shadow another student for a day to become familiar with the facilities and course offerings. Dartmouth Middle school students may also shadow a Dartmouth High student when considering their high school choice.

Shadowing students and their hosts must follow the procedure below:

- The parents/guardians of the visiting student must submit a request to shadow to the guidance office. Request forms can be found at Dartmouth High School website under school counseling shadow information. [Shadow Request Form](#)
- Visiting students and their hosts should report to the office upon arrival on the day of shadowing to check in with the school administrator or designee.
- At the high school visiting students must carry a copy of their approved request notice throughout the day.
- Middle School students will get a chance to visit the school during freshman orientation or step up day.

## SCHOOL COUNCILS

Each school has a school council. The Council is co-chaired by the building principal. It includes a parent/guardian representative, teachers, and community members. If anyone is interested in participating in the school council, please call the school directly. The Council is created using a fair and open process.

## CAMPUS RESOURCES

### CAFETERIA

A well-balanced meal is served daily in the cafeteria. Students may also bring meals from home. Students are not allowed to share any food/snacks due to potential food allergies.

School cafeterias are an extension of the classroom and as such all students should exhibit positive behaviors as they would in their classrooms. Students who do not follow the cafeteria expectations may be given an alternative seat in the cafeteria or eat lunch in an alternative setting.

**All food and drinks must be consumed in the cafeteria unless an individual teacher makes an exception in their own classroom.**

To ensure that classes in session are not disrupted, students scheduled for lunch must remain in the dining hall, keeping the hallways and main lobby clear.

### LUNCH PAYMENT

The Dartmouth Public Schools participates in the 'mySchoolBucks' program, which allows parents/guardians to deposit money into an account for their child(ren) to use when purchasing lunch. A card



system is used for meal and a la carte purchases. Students use their ID card which will be scanned at the point of service regardless of meal eligibility status (free, reduced-price or regular price). The funds for their purchase will automatically be withdrawn from the account. Deposits in any amount may be made to a student's personal account at [www.myschoolbucks.com](http://www.myschoolbucks.com). While students will still have the option of paying as they go through the line, advance payment will speed transactions, allow lines to move quickly and afford more time for eating.

As per School Committee Policy (EFD) regarding the payment of food services, the school system shall maintain a process for collection of unpaid charges in food service accounts. Students will be allowed to charge up to five (5) lunches. Once the student reaches the maximum lunches charged, the parent/guardian will be notified to make a payment and/or a submit free/reduced price lunch application. A payment plan can be arranged by calling the District Administration Office at 508-997-3391 ext. 1111.

#### **FREE AND REDUCED-PRICE MEALS**

Free and reduced-price meals are available to students whose families qualify under federal guidelines. You may find instructions on the application process and application form on our [website](#). Applications are also available in each individual building. Students must **re-apply each year** for the free and reduced-price meal program.

#### **LIBRARY MEDIA CENTER (LMC)**

The library media center has books, magazines and computers for student use. Students can attend the library before and after school (MS/HS), during scheduled special area times and with teacher-given media passes (MS/HS). Students are responsible for adhering to library rules and policies regarding behavior and appropriate use of and return of materials.

#### **LOCKERS**

A locker (Quinn gr. 3-5 /MS/HS) and a combination lock (MS/HS) are assigned to each student for their exclusive use. A student is encouraged to safeguard their locker. They should be sure that the locker is secured before leaving it. The same care and concern should be used when using gym lockers. Please note our schools are not responsible for lost or stolen articles.



School lockers are the property of the school and may be searched whenever it is deemed necessary. Lockers must be cleaned out by the last day of school. Any items that remain are disposed of by the school.

#### **LOST AND FOUND**

Items found in and around school are to be turned into the main office. It is advised that students label their belongings with their full name. In the event an item is missing, students should check the lost and found box at the school to see if the item was turned in. Students are responsible for the cost of lost or stolen books, Chromebooks, instruments, etc. and should report missing books to the teacher as soon as possible. Found books will be kept in the office until claimed.

#### **RESTROOMS**

Student restrooms may be used before and after school, or during classes with permission of the teacher and a hall pass. Students are expected to report vandalism, graffiti and health/safety concerns to the administration.



## STUDENT SUPPORT SERVICES

### Guidance Department Services (MS/HS):

Counseling service is available to all students. Each counselor follows their group of students. Guidance services available include assistance with educational planning, interpretation of test scores, occupational information, career information, peer mediation, conflict resolution, wellness, organizational and study skills. Parents/guardians wishing to visit a counselor should arrange for an appointment. Appointments may need to be made a few days in advance.

At the high school level, students work with their assigned counselors to create their 4-year plans and make academic and extra-curricular choices to support them in achieving their goals. This is accomplished through the use of a comprehensive program which integrates technology tools such as Naviance with small group and individual consultation.

Student records are confidential and may be accessed only by parents/guardians and certain school personnel. A student's transcript of high school courses and grades is kept for sixty years after graduation or upon leaving the high school. Any release of official transcript from the high school (for post-secondary purposes) requires a student and/or parent/guardian signature and is available within forty-eight hours from request.

### School Social Workers:

School social workers on staff meet with students who refer themselves or are referred by other members of the school and/or community. They assist students and families in addressing individual social emotional concerns which impact student learning. School social workers also refer students and their families to community agencies and resources that may provide additional support.

### School Psychologists:

School psychologists are trained to support students, staff and the school community in all areas of health and psychoeducational services. School psychologists work toward prevention of health and learning problems in collaboration with other staff. They conduct evaluations and assessments, and are trained in crisis intervention. School psychologists provide staff training on topics of specific interests or needs. They provide individual and group counseling services and social skills training and use research to promote effective educational planning.

### School Resource Officers:

School resource officers (SRO) are Dartmouth police officers assigned to schools to support a safe and secure environment as well as open lines of communication with students. Students and parents are encouraged to seek out the SRO for assistance and guidance.

### School Nurses/Health Office:

School nurses are on duty each school day during school hours. School nurses are responsible for implementing state mandated health screenings. The nurse manages medications, medical conditions, provides emergency care to students who are ill or injured and collaborates with school staff, administrators and outside health care providers. The nurse also monitors compliance of state mandated regulations regarding student immunizations.



*Parents/Guardians should notify the school nurse of any medications and medical conditions relative to their child.*

***To view all of our health-related Policies, please visit our website under Our District - School Committee - Policies.***

If your child needs to be dismissed due to illness, it is your responsibility to provide transportation. If it is deemed necessary that emergency medical attention is needed, the student will be transported to St. Luke's



Hospital. The school will also need information about the person responsible for the child/ren while parents/guardians are on vacation.

We ask that you not send your child to school if the student:

- ✓ is suspected of having or has a contagious illness.
- ✓ has had a fever within the past 24 hours.
- ✓ is vomiting or has diarrhea.
- ✓ has red/pink eyes or drainage from the eyes.

#### **Nut/Other Life-Threatening Allergies**

Dartmouth Public Schools strives to keep all of our students safe and healthy. Throughout the system, we have students who suffer life threatening allergies to nut products and other allergens. Dartmouth Public Schools has an established policy regarding the use of nuts or nut products. Special seating arrangements are made for students with allergies and students are discouraged from food sharing. Students who bring peanut butter or nut products should be mindful of those with allergies and take proper precautions.



Parents/Guardians with any questions about the peanut/peanut product allergy or other life-threatening allergies should contact either the school nurse or the nurse leader at the 508-997-3178 ext. 2.

#### **Dispensing Medications Policy**

No medication will be given to a student and no medication can be taken by a student without written orders from a physician. This includes over the counter medications. In cases where it is necessary for medication to be given during school hours, the physician's order must be accompanied by a parent's written request that it be given. The medication must be brought to school by parent/guardian in a properly labeled container and kept in the nurse's office.

#### **Head Lice**

Lice information can be found on the district website under Departments - Health Services. Please re-educate your child yearly about sharing hats, clothes and brushes and conduct routine head checks at home to help prevent infestation.

#### **Student Insurance**

School insurance (around- the-clock coverage or school-day coverage) is offered at the start of each year and is available on the district web page. This insurance should be considered a supplement to, not a replacement for, other insurance policies. Parents/Guardians must sign a waiver if they wish to decline coverage.

#### **PARENT-SCHOOL COMMUNICATION**

A variety of avenues exist for effective parent-teacher communication. Parents/Guardians will be given the opportunity to access their child's report card electronically. Report cards are issued each trimester (ES/MS) and each quarter (HS) during the year; open houses are held annually and a teacher-initiated parent-teacher conference is held after the first report cards are distributed (ES/MS). The dates of these reports and meetings are contained in the school calendar published on the school website. Emails and telephone calls are frequently exchanged between parents/guardians and teachers regarding the progress of students. Parent meetings with teams or individual teachers can be scheduled by contacting the school and requesting an appointment.



Another avenue of communication is the district and school websites which can be accessed at [www.dartmouth.school](http://www.dartmouth.school). A list of staff, and updated calendars and newsletters can be viewed the individual school sites.



Parents/Guardians may contact the school during school hours. If the party is unavailable the call will be automatically directed to voicemail. In case of emergencies parents/guardians should call the main number to connect with the receptionist, who will direct the call to the appropriate personnel. Every attempt is made to convey emergency messages from parents/guardians.

## ACADEMIC RESOURCES

### STUDENT SUPPORT TEAM MEETING AND RESPONSE TO INTERVENTION (RTI)

The Student Support Team is a team of professionals who work together to identify strategies for assisting students who are struggling academically or behaviorally. RTI refers to the process by which teachers incorporate tiered interventions to assist students in accessing the curriculum and mastering the standards. Upon recommendation by either teachers and/or counselors, the RTI team convenes and tiered interventions are initiated. The RTI process precedes staff referrals for Special Education testing.

### SPECIAL EDUCATION STUDENT SERVICES

Dartmouth Public Schools is mandated to comply with IDEA and Chapter 766 rules and regulations governing identification and servicing of students with disabilities. When parents/guardians are concerned effective academic progress is not being made, they may request a meeting with the teacher/s, principal and/or counselor to discuss their concerns. At any time in the process, the parent/guardian may request an evaluation to identify any suspected disability. Any medical and/or educational evaluations previously conducted are helpful in assisting the school in screening for and identifying a learning disability. Parent/Guardian interested in participating in the Dartmouth SEPAC (Special Education Parent Advisory Council) should contact the Office of Pupil Support Services at 508-997-3391 ext.1112.



### SPECIAL EDUCATION REFERRALS

Some students with disabilities may require specialized instruction and/or supportive services to help them make effective progress in school. Within five (5) school days of a referral for testing, a consent form authorizing an evaluation of the child will be forwarded to the parent/guardian(s). Upon receipt of the parent/guardian(s)' consent, an evaluation will be conducted within thirty (30) school days and a team meeting will be held within forty-five (45) school days to determine if the child is eligible for special education services. If the child is found eligible for special education services, the team will develop an Individualized Education Program (IEP) identifying the necessary services.

### SECTION 504

When a student has a disability identified under the law, the student may require accommodations that will ensure their academic success and access to the learning environment. For more information regarding the services available to students with disabilities please contact the school counselor or the Dartmouth Public Schools' Office of Pupil Support Services. For further information, please visit the [Massachusetts Department of Education website](#).



## POLICIES, PRACTICES AND PROCEDURES

### STATE AND FEDERAL LAWS/REGULATIONS



#### ASBESTOS

The Dartmouth Public Schools is required by the Asbestos Hazard Emergency Response Act (AHERA, 40 CFR Part 763 of Title II of the Toxic Substances Control Act) to notify parents about Asbestos.

Each school has an Asbestos Management Plan. These plans are available at each school and the Administration Building at 8 Bush Street. If you have any questions, please call the Assistant Superintendent of Finance and Operations at 508-997-3391 ext. 1106.

#### HOMELESSNESS

In compliance with the McKinney Vento Act and the Department of Elementary and Secondary Education, the Dartmouth Public Schools acknowledges the following definition of homeless children and youth:

- Students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals.
- Students who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
- Students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children (as defined in section 1309 of the Elementary and Secondary Education Act of 1965, as amended) who qualify as homeless because they are living in circumstances described above.

Students who are considered homeless will be able to attend their school of origin (the school where the child/youth attended when permanently housed or last enrolled), and fully participate in all school activities and services including preschool programs, Title 1, Special Education, summer programming, extra-curricular activities, English Language Learner Program, School Nutritional Programs and all other programs available to resident students.

If you have any questions about McKinney Vento, please contact the, Homeless Liaison at 508-997-3391 x1109. All information is kept confidential.

#### PHYSICAL EDUCATION REQUIREMENTS (MASSACHUSETTS)

In 1996, the Board of Education repealed regulations that had mandated minimum annual hours of instruction for physical education. However, Chapter 71, Section 3 remains the law of the Commonwealth, and it requires physical education to be taught in the public schools as a required subject for all students in all grades. The change that resulted from the repeal of the regulations is that school officials have the authority to determine the hours of instruction for physical education, as they do for all other subjects of instruction.

The Student Learning Time Regulations require public schools to provide a minimum of 900 (ES) and 990 (MS/HS) hours of structured learning time. Both physical education and health education classes are considered to be part of this structured learning time. Students' practice time in a sport, whether it is school sponsored, intramural, extracurricular, or in private lessons, is not considered "structured learning time" for purposes of the regulations.



The Massachusetts Health Curriculum Framework provides guidance on the elements of a sound program in health education and physical education. If you need further assistance, please contact our Athletic Director who oversees the Health and PE curriculum at 508-961-2716.

#### **SCHOOL ADMISSION**

All children of school age who reside in the town will be entitled to attend the public schools, as will certain children who do not reside in the town but who are admitted under School Committee policies relating to nonresident students or by specific action of the School Committee. Students 19 or over may not enroll or re-enroll.

Every student seeking admission to school for the first time must present a birth certificate or equivalent proof of age acceptable to the Registrar and proof of vaccination and immunizations as required by the state and the School Committee. Proof of residency of legal guardianship will also be required by the Registrar at the time of registration. Additionally, per Dartmouth School Committee policy, a resident of Dartmouth may attend kindergarten only if they have attained the age of 5 and 1<sup>st</sup> grade the age of 6 on or before August 31 of the entrance year.

#### **STUDENT ACCEPTABLE USE POLICY**

Through the efforts of the Dartmouth Public Schools, staff and students have access to computers, networks and the Internet. Students are responsible for appropriate behavior when using school computers and networks just as they are in the classroom and/or on the playground. School rules for behavior and communications as defined in the Student Handbook apply; therefore, any action that is disruptive to the educational process will not be tolerated. It is general policy that all computers are to be used in a responsible, efficient, ethical and legal manner. The use of the computer is a privilege, not a right, and maybe revoked if abused. The user shall assume full liability, legal, financial or otherwise for their actions. Students will be required to have parent/guardian permission for Internet use through the signing of the *Student Acceptable Use Policy Statement and Student/Parent Contract* form or online through our yearly student information review. Should a parent/guardian prefer that a student not have independent Internet access, they may have use of the Internet for teacher-directed classroom activities under strict teacher supervision.

Violations of the Acceptable Use Policy carry serious consequences and may result in the loss of the user's privileges, suspension from school and/or compensation for damages. Further disciplinary action may be taken by the Administration of the Dartmouth Public Schools and/or Town, State or Federal authorities in accordance with due process. An individual search will be conducted if there is a reasonable suspicion that the user has violated the law or the Acceptable Use Policy.

For the full Acceptable Use policy (instruction policies IJNDB and IJNDB- E), please reference our [website](#).

A Chromebook or any of its accessories that are lost or intentionally damaged is the financial responsibility of the student and parent involved. It will be at the discretion of Dartmouth Public School Administration to determine who is at fault. The user will not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school. In the event of a intentionally damaged device the following is a price list for repair or replacement

#### **Estimated Costs of Repairs**

- Replacement Cost of the Chromebook \$120
- AC Adapter & Power Cord - \$25
- Screen Replacement - \$50
- Keyboard - \$35



## STUDENT PREGNANCY

In accordance with Title IX: 20 U.S.C. 1681; 34 CFR 106.40 (b), Dartmouth Public Schools follows the following procedure in relation to pregnant teens:

Pregnancy is not treated as an illness at Dartmouth High School. Pregnant students are permitted to remain in regular classes and participate in extracurricular activities with non-pregnant students throughout their pregnancy, and after giving birth are permitted to return to the same academic and extracurricular program they were enrolled in prior to leaving.

The district does not require a pregnant student to obtain certification from a physician stating the student is physically and emotionally able to continue in school. As we require from all students, documentation from a doctor is required for temporary exemption from physical education classes and medical excuse for days absent under the guidelines of the Dartmouth High School attendance policy. In some cases, pregnant/parenting students with medical documentation may receive medical home tutoring through the district.

## VIDEOTAPING AND PHOTOGRAPHING

Occasionally, school events are videotaped for local television (DCTV) and pictures are taken for school/district web/social media pages and/or newspapers about school events or awards given to students. **If you do not wish your child to be photographed or videotaped, complete the required form at the back of the handbook and send it to school. This may also be completed online through our yearly student information review.**



## STUDENT DRESS CODE

The responsibility for the dress and appearance of the students will rest with individual students and parents/guardians. They have the right to determine how the student will dress providing that attire is not destructive to school property, complies with requirements for health and safety, and does not cause disorder or disruption.

The administration is authorized to take action in instances where individual dress does not meet the stated requirements. This does not mean that student, faculty, or parent/guardian groups may not recommend appropriate dress for school or special occasions. It means that students will not be prevented from attending school or a school function, or otherwise be discriminated against, so long as their dress and appearance meet the requirements set forth above.

## STUDENT DISCIPLINE

The School Committee believes that all students deserve every opportunity to achieve academic success in a safe, secure learning environment. Good citizenship in schools is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in such a way that the rights and privileges of others are not violated. They will be required to respect constituted authority, and to conform to school rules and to those provisions of law that apply to their conduct.

Principals and staff shall not use academic punishment of any form as a consequence of inappropriate behaviors/actions by students.

The Principal may, as a disciplinary measure, remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, due to a student's misconduct. Such a removal is not subject to the remainder of this policy, law, or regulation.

## BEHAVIORAL EXPECTATIONS

Dartmouth Public Schools expects all students to respect themselves, and respect the feelings, opinions, and beliefs of others. Relationships are of the utmost importance in our schools. It is our top priority to provide students with a safe and supportive learning environment. We expect students to behave accordingly, to dress properly and to refrain from inappropriate actions.



Students who do not accept their responsibilities or commit infractions of the discipline policy are assessed with the penalties listed below. It should be noted that it is impossible to list all infractions, and the administration retains the right to impose penalties for all acts contrary to proper behavior not expressly stated herein.

The Planning Room (MS)/In-school suspension room (MS/HS) are alternatives for out of school suspension. This is a staff monitored room where students are assigned to reflect on their behavior and have an opportunity to write a plan that will encourage them to make a better choice in the future. A counselor and/or administrator will meet with the student to review and discuss the plan. Students are placed in this room by Administrators and parents/guardians are notified. In accordance with Massachusetts General Laws Chapter 222 students will have access to their work and the curriculum during this time. Appropriate teachers will meet and assist with progress during the day. Students who choose not to follow the rules may be suspended out of school.

The following actions could result in a suspension or expulsion from school. As mandated by the Massachusetts Educational Reform Act of 1993, and in accordance with Massachusetts General Laws, Chapter 71, Section 37H 1/2, there are very serious consequences for certain actions.

- 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 may be subject to expulsion from the school or school district by the principal.
- Any student who assaults a member of the school staff or any student that is charged with or convicted of a felony may also be subject to expulsion from school or school district by the principal
- Any student who is so charged with a violation 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. Students guilty of any of these violations will be suspended pending an expulsion hearing.

*Note: The administration, depending on circumstances, degree of offense committed and previous (student) discipline history, reserves the right to issue penalties for violations of school rules not stated herein and to alter any sanctions*

#### **PROGRESSIVE DISCIPLINE**

Conduct expectations are based on a system of progressive discipline. This means that an Administrator has the discretion to significantly increase penalties in the cases of second and subsequent offenses. In determining the level of consequence, the assistant principals and principal will consider all relevant factors, including but not limited to the following:

- The student's previous disciplinary record,
- The severity of disruption of the educational process,
- The degree of danger to self, others, and the school in general,
- The degree to which the student is willing to change his/her inappropriate behavior.

#### **RESTORATIVE JUSTICE**

In addition to holding students accountable for inappropriate behaviors, the school community believes the discipline policy and practices should serve to teach students about their responsibilities for good citizenship and the effects their behaviors have on other individuals and the school community. Therefore, in some conduct cases, students may be offered the opportunity to participate in a community service project either in or outside of the school building as a means of being held accountable and building skills toward good citizenship.

Students have the right to appeal decisions made by the principal or his/her designee. Appeals must be received in writing within five school days.



## DISCIPLINE OF STUDENTS WITH DISABILITIES

All students are expected to meet the requirements for behavior as set forth in this handbook. Section 504 of the Rehabilitation Act of 1973, the Individuals with Disabilities Education Act (IDEA) and Massachusetts General Law Chapter 76, Section 16-18, and Chapter 71, Section 37H provide eligible students with certain procedural rights and protections in the context of student discipline. The 504 or IEP plan for a student must indicate whether a student cannot be expected to meet the regular discipline code or if the student's disability requires modification of the rules and regulations as outlined in the student handbook. Any modification will be described in the 504 or IEP.

### Suspension of students with disabilities

1. All students, including eligible students with disabilities, receive prior written notice regarding the schools' Code of Conduct.
2. Any eligible student may be suspended up to ten days in any school year.
3. After a student with a disability has been suspended for ten days in any school year, during any subsequent removal, the public school provides sufficient services for the student to continue to receive a free and appropriate public education.
4. The school provides additional procedural safeguards for students with disabilities prior to an suspension beyond ten cumulative days in any school year such as:
  - A. Suspension of longer than ten consecutive days or a series of suspensions that are shorter than ten consecutive days but constitute a pattern are considered to represent a change in placement.
  - B. Prior to a suspension that constitutes a change in placement of a student with disabilities, the Team convenes a manifestation determination meeting:
    1. to determine the relationship between the disability and the behavior. The team will ask the following questions:
      - If there was a behavior plan, was it implemented?
      - Does the student understand impact of consequences of his/her behavior? Can student control behavior?
    2. to develop or review a functional behavioral assessment of student's behavior, to modify a behavior intervention plan or develop an assessment plan;
    3. to identify appropriate alternative education settings; and
  - C. If the team determines that the behavior is NOT a manifestation of the disability, then the district may suspend or expel the student consistent with the policies applied to any student without disabilities, except that the district must still offer all appropriate education programs to the student with disabilities which may be in some other setting.
5. Regardless of the manifestation determination, the district may place the student in an interim alternative education setting for up to 45 days;
  - A. If the behavior involves weapons or illegal drugs or another controlled substance while at school or school function,
  - B. If the district provides evidence that the student is "subsequently likely" to injure him/herself or others and a hearing officer orders the alternative placement; and
  - C. The interim alternative education setting enables the student to continue in the general curriculum, to continue receiving services identified on the 504 or IEP, and provides services to address the problem behavior.
  - D. If the team determines that the behavior is a manifestation of the disability, then the district takes steps with the consent of the parent/guardian/guardian to correct the 504 or IEP, the placement, or the behavior intervention plan.
  - E. The school district provides written notice to a parent/guardian/guardian of all rights to appeal and to an expedited hearing. If the parent/guardian/guardian chooses to appeal, during the appeal, the student stays put in the placement, unless the parent/guardian/guardian and the school district agree otherwise.



6. Procedural requirements applied to students not yet determined to be eligible.
  - A. If prior to the disciplinary action, a district had knowledge that the student may be a student with 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:
    1. parent/guardian/guardian had expressed concern in writing; or
    2. parent/guardian/guardian had requested an evaluation; or
    3. school district staff had expressed concern that the student had a disability.
  - B. If the district had no reason to consider the student disabled, and the school district has developed procedures consistent with the federal requirements to expedite evaluations.

### Suspension

In every case of student misconduct for which suspension may be imposed, a Principal shall consider ways to re-engage the student in learning and avoid using long-term suspension from school as a consequence until alternatives have been tried. Alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

### Notice of Suspension:

Except for emergency removal or an in-school suspension of fewer than 10 days, a Principal must provide the student and the parent oral and written notice, and provide the student an opportunity for a hearing and the parent an opportunity to participate in such hearing before imposing suspension as a consequence for misconduct. The Principal shall provide both oral and written notice to student and parent in English and in the primary language of the home if other than English. The notice shall include the rights enumerated in law and regulation. To conduct a hearing without a parent present, the Principal must be able to document reasonable efforts to include the parent.

### Massachusetts General Law Chapter 71, Section 37H <sup>3</sup>/<sub>4</sub>

Any principal, headmaster, superintendent or person acting as a decision-maker at a student meeting or hearing, when deciding the consequences for the student, shall consider ways to re-engage the student in the learning process; and shall not suspend or expel a student until alternative remedies have been employed and their use and results documented, following and in direct response to a specific incident or incidents, unless specific reasons are documented as to why such alternative remedies are unsuitable or counter-productive, and in cases where the student's continued presence in school would pose a specific, documentable concern about the infliction of serious bodily injury or other serious harm upon another person while in school. Alternative remedies may include, but shall not be limited to: (i) mediation; (ii) conflict resolution; (iii) restorative justice; and (iv) collaborative problem solving. The principal, headmaster, superintendent or person acting as a decision-maker shall also implement school- or district-wide models to re-engage students in the learning process which shall include but not be limited to: (i) positive behavioral interventions and supports models and (ii) trauma sensitive learning models; provided, however, that school- or district-wide models shall not be considered a direct response to a specific incident.

### Emergency Removal

A Principal may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school and, in the Principal's judgment, there is no alternative available to alleviate the danger or disruption.

The Principal shall immediately notify the Superintendent in writing of the removal including a description of the danger presented by the student.

The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the Principal shall: Make immediate and reasonable efforts to orally notify the student and



the student's parent of the emergency removal, the reason for the need for emergency removal, and the other matters required in the notice as referenced in the applicable regulation; Provide written notice to the student and parent as required above; Provide the student an opportunity for a hearing with the Principal that complies with applicable regulations, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the Principal, student, and parent; Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of applicable law and regulation.

A Principal shall also ensure adequate provisions have been made for the student's safety and transportation prior to removal.

#### In School Suspension - not more than 10 days consecutively or cumulatively

The Principal may use in-school suspension as an alternative to short-term suspension for disciplinary offenses.

The Principal may impose an in-school suspension for a disciplinary offense under this provision, provided that the Principal follows the process set forth in regulation and the student has the opportunity to make academic progress as required by law and regulation.

#### Principal's Hearing - Short Term Suspension of up to 10 days

The hearing with the Principal shall be to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

At a minimum, the Principal shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information.

The student shall have an opportunity to present information, including mitigating facts, that the Principal should consider in determining whether other remedies and consequences may be appropriate as set forth in law and regulation.

The Principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

The Principal shall, based on the available information, including mitigating circumstances, determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.

The Principal shall notify the student and parent/guardian of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal, as required by law and regulation. The determination shall be in writing and may be in the form of an update to the original written notice.

If the student is in a public preschool program or in grades K through 3, the Principal shall send a copy of the written determination to the Superintendent and explain the reasons for imposing an out-of-school suspension, before the short-term suspension takes effect.

#### Principal's Hearing - Long Term Suspension of more than 10 days but less than 90 days (consecutive or cumulative)

The hearing with the Principal shall be to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.



At a minimum, in addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following rights: In advance of the hearing, the opportunity to review the student's record and the documents upon which the Principal may rely in making a determination to suspend the student or not; The right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense; The right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; The right to cross-examine witnesses presented by the school district; The right to request that the hearing be recorded by the Principal, and to receive a copy of the audio recording upon request. If the student or parent requests an audio recording, the Principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

The Principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

The Principal shall, based on the evidence, determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension as required by law and regulation, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The Principal shall send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the Principal and the parent.

If the Principal decides to suspend the student, the written determination shall: Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing; Set out the key facts and conclusions reached by the Principal; Identify the length and effective date of the suspension, as well as a date of return to school; Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as required by law and regulation; Inform the student of the right to appeal the Principal's decision to the Superintendent or designee, but only if the Principal has imposed a long-term suspension. Notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate, and shall include the following information: The process for appealing the decision, including that the student or parent must file a written notice of appeal with the Superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the Superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that the long-term suspension will remain in effect unless and until the Superintendent decides to reverse the Principal's determination on appeal.

If the student is in a public preschool program or in grades K through 3, the Principal shall send a copy of the written determination to the Superintendent and explain the reasons for imposing an out-of-school suspension before the suspension takes effect.

#### Superintendent's Hearing

A student who is placed on long-term suspension following a hearing with the Principal shall have the right to appeal the Principal's decision to the Superintendent.

The student or parent shall file a notice of appeal with the Superintendent within the time period noted above (see Principal's hearing - Suspension of more than 10 days). If the appeal is not filed timely, the Superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The Superintendent shall hold the hearing within three (3) school days of the student's request, unless the student or parent/guardian requests an extension of up to seven (7) additional calendar days, in which case the Superintendent shall grant the extension.

The Superintendent shall make a good faith effort to include the parent in the hearing. The Superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and Superintendent to participate. The Superintendent shall send written



notice to the parent of the date, time, and location of the hearing.

The Superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The Superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent/guardian upon request. The Superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent/guardian upon request. The student shall have all the rights afforded the student at the Principal's hearing for long-term suspension.

The Superintendent shall issue a written decision within five (5) calendar days of the hearing which meets the requirements of law and regulation. If the Superintendent determines that the student committed the disciplinary offense, the Superintendent may impose the same or a lesser consequence than the Principal, but shall not impose a suspension greater than that imposed by the Principal's decision. The decision of the Superintendent shall be the final decision of the school district with regard to the suspension.

### Expulsion

Expulsion is defined as the removal of a student from school for more than ninety (90) school days, indefinitely, or permanently as allowed by law for possession of a dangerous weapon; possession of a controlled substance; assault on a member of the educational staff; or a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

Any student expelled from school for such an offense shall be afforded an opportunity to receive educational services and make academic progress.

### Academic Progress

Any student who is suspended or expelled shall have the opportunity to earn credits, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. The Principal shall inform the student and parent of this opportunity in writing, in English and in the primary language of the home, when such suspension or expulsion is imposed.

Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan.

The Principal shall develop a school-wide education service plan describing the education services that the school district will make available to students who are expelled or suspended from school for more than ten

(10) consecutive days. The plan shall include the process for notifying such students and their parents of the services and arranging such services. Education services shall be based on, and be provided in a manner consistent with, the academic standards and curriculum frameworks established for all students under the law.

The Principal shall notify the parent/guardian and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.

For each student expelled or suspended from school for more than ten (10) consecutive days, whether in-school or out-of-school, the school district shall document the student's enrollment in education services. For data reporting purposes, the school shall track and report attendance, academic progress, and such other data



as directed by the Department of Elementary and Secondary Education.

### Reporting

The school district shall collect and annually report data to the DESE regarding in-school suspensions, short- and long-term suspensions, expulsions, emergency removals, access to education services, and such other information as may be required by the DESE.

The Principal of each school shall periodically review discipline data by selected student populations, including but not limited to race and ethnicity, gender, socioeconomic status, English language learner status, and student with a disability status in accordance with law and regulation.

### **PHYSICAL RESTRAINT PREVENTION AND BEHAVIOR SUPPORT POLICY**

The Dartmouth Public School District seeks to promote a safe and productive educational environment and workplace for its students and employees. In accordance with Massachusetts Code of Regulations (603 CMR 46.00), the law governing the use of physical restraint of students in public schools, the Dartmouth Public Schools seeks to ensure that every student in the Dartmouth Public Schools is free from the use of restraint in a manner that is not consistent with these state regulations. It is the policy of the Dartmouth Public Schools that physical restraint shall be used only in emergency situations of last resort, after other lawful and less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution. In all circumstances, the use of medical or mechanical restraints is strictly prohibited.

If physical restraint is necessary, school personnel shall use physical restraint with two goals in mind:

- (a) To administer a physical restraint only when needed to protect a student and/or a member of the school community from assault or imminent, serious, physical harm; and
- (b) To prevent or minimize any harm to the student as a result of the use of physical restraint.

This Physical Restraint Prevention and Behavior Support Policy does not preclude any teacher, employee or agent of a public education program from using reasonable force to protect students, other persons, or themselves from assault or imminent, serious, physical harm.

### **DRUG USE (M.G.L. 71 S 37H)**

A student who is found in possession of a drug in school, at school-sponsored events or activities, or on Dartmouth Public School's property, may be expelled in accordance with M.G.L. c. 71 S37H. The following memorandum between the Dartmouth Public Schools and the Dartmouth Police Department will be followed:

- A. All school staff members are under obligation to report any and all incidents of the use or possession of any drugs by students.
- A1. School personnel, except for licensed social workers, school physicians, school nurses or certified guidance counselors when performing their duties are not protected under the confidentiality statutes of the Commonwealth; and, if called on to testify in court, they would be obligated to reveal any information relating to drugs even if voluntarily confided to them by the students.
- A2. Each and every such incident, suspected incident, or suspected pattern of use, possession or trafficking in drugs is to be immediately reported to the appropriate building principal, other administrator or designee.
- A3. Any student who is suspected of, observed as, or has admitted to being under the influence of a drug is required to report to the office of the principal and the office will be notified immediately.
- A4. Incidents, as described, in items A1-A3 are considered violations of school rules and possibly of the law if they occur in the school building, on school grounds, at school-sponsored events, at activities or of events which may be conducted off school grounds, on school buses, and at or around school bus stops, during loading and unloading procedures.
- B. The principal is the party to whom all such incidents are reported and who will coordinate all procedures in these matters. In the absence of the principal, another administrator or designee shall perform this function.
- B1. Upon a report to the principal of an incident, an investigation is conducted. The parent/guardian is informed as soon as possible. Disciplinary hearings take place when appropriate. The hearing is



- conducted by the principal, another administrator or designee.
- C. To be under the influence of drugs, but not in possession of drugs, is a violation of school rules, but it is not a violation of law. Students in violation of school rules regarding drugs are appropriately disciplined and parent/guardians notified, but police are not ordinarily summoned. Police are summoned in cases of disorderly or dangerous conduct. The names of students who have been under the influence of drugs are, at the discretion of the principal, submitted to the Dartmouth Police Department.
  - C1. Students found to be in possession of drugs, on their persons, or in locations specifically associated with students (school corridor lockers, gymnasium lockers, personal clothing, vehicles on school property, or other locations or items) are considered to be in violation of the law. In such cases, the parent/guardian is notified and the Police are summoned. The case is turned over to the Dartmouth Police Department. Contraband (illicit drugs and paraphernalia usually associated with drug use) is turned over to the Police Department as well.
  - C2. Where appropriate, the Dartmouth Police Department will pursue criminal action against any student found to be in possession of drugs.
  - D. The Dartmouth Police Department's day shift (8:00 a.m. to 4:00 p.m.) commander will coordinate the Department's actions in cases of students found to be in possession of drugs or drug paraphernalia.
  - D1. The school system reports to the Police Department all incidents of students found to be under the influence of drugs. The names of such students may be, at the discretion of the Principal, submitted to the Police Department after notification of parent/guardians. Such incident reports are maintained by the Dartmouth Police Department as well as by the school system.
  - E. The procedure contained in this memorandum is consistent with the codes for student conduct established in each school building.

#### **FELONY CHARGES AGAINST STUDENTS (M.G.L. C. 71 S 37H ½)**

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/guardian or guardian within three calendar days of the 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, including recommending an alternate education program for the student. The superintendent shall render a decision 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.

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 of a school in which the student is enrolled may expel said student if such principal 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/guardian or guardian within three calendar days from the 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 of 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.

Upon expulsion of such student, no school or school district shall be required to provide educational services to such student.

A resident of Dartmouth expelled from a private school is required to attend a legal hearing before the principal to determine eligibility for entrance to Dartmouth High School. The Dartmouth Public Schools believe that the provisions for infractions as specified under Chapter 71: Section 37H.5 relative to expulsion convey the same consequences when occurring in private schools as they do in a public school.

#### **WEAPONS LAW (M.G.L. 269 S 10)**

No knife, weapon, or ammunition is allowed in the school or on school grounds. Possession of these items results in an expulsion hearing.

#### **SEARCHES OF STUDENTS AND SCHOOL PROPERTY**

All parents/guardians and students must understand that:

- Every principal or designee of a public school can conduct a search of a student on school premises if s/he has reason or cause to believe that the student has in his/her possession any item, the possession of which constitutes a criminal offense under Massachusetts General Law. This search will be made in the presence of a third party, all of the same sex as the alleged suspect.
- Every principal, or their designee, may conduct a search of the physical plant of the school, and every personal possession thereof including student lockers, vehicles in parking lots, and all common areas on school property.
- Dartmouth may utilize Police Department canines to search for the presence of drugs periodically during the school year. When canine searches inside the building occur staff will ensure all students are behind classroom doors at all times the dogs are in the building. Although canines would not enter individual classrooms when students are present, the dogs will have access to common areas including main corridors, student lockers and parking lots.

#### **BULLYING PREVENTION POLICY**

Dartmouth Public Schools is committed to making our schools safe and caring places for all students. We will treat each other with respect, and we will refuse to tolerate bullying. In addition, cyberbullying even if it occurs off school grounds, which creates a hostile environment at school for the target, infringes on their rights at school or materially and substantially disrupts the education process or orderly operation of a school will not be tolerated.

Our schools define “bullying” as the repeated use by one or more students or a member of a school staff of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

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

Cyberbullying is bullying through the use of technology or any electronic means, and includes the distribution of electronic communications or the posting of electronic material that may be accessed by one or more persons.

Our schools define “retaliation” as follows: Engaging in acts of bullying toward a person as revenge because he or she reported bullying or provided information during a bullying investigation.



## Reporting Bullying

*Adult receiving a report from a student.* First, assess the child's safety by asking questions about what he or she needs to feel safe now. Second, affirm the student's feelings. Third, ask questions about the suspected bullying. Finally, tell the child that you will be making a report and offer support.

*Adult reporting to administration.* School staff that witness bullying or receive a report of bullying from a student must tell the principal or assistant principal immediately. Be prepared to report on the following information: date and time of incident, who was involved, where the incident occurred, the behaviors witnessed, if there are immediate safety needs, specific concerns for the child who was bullied or the child who did the bullying, and what immediate action was taken. This information must be reported on the school *Bullying Incident Report* form.

*Protecting students who report.* Retaliation against students for reporting bullying is prohibited. Students who retaliate against others will receive appropriate consequences as outlined in our school discipline code. Students may report bullying anonymously. No disciplinary action will be taken solely on the basis of an anonymous report unless substantiated by further investigation. False accusations of bullying against others are not allowed and will result in consequences outlined in our school discipline code. When interviewing the student accused of bullying or other students about the bullying, do not name the student who reported if possible. In some cases, however, the bullying may be too severe to protect confidentiality. In these cases, assure the student that adults will do everything they can do to protect them from retaliation.

## Consequences of Bullying

When a confirmed report of bullying is received the *Bullying Incident Report* must be completed. The student who bullied (aggressor) will face appropriate consequences as outlined in our school discipline code. If a law is believed to have been broken, law enforcement will be notified by the school as well. The target of the bullying will receive additional supports and referrals as necessary.

## Parent Notification

The parents and/or guardians of both the child who was bullied (target) and the child who bullied (aggressor) will be notified of all incidents of bullying that involve their child. The parents and/or guardian of the child who was bullied will also be notified of the action taken by the school to prevent any further acts of bullying or retaliation toward their child.

## Staff Education and Responsibilities

Each year we provide written notice to all school staff of the bullying prevention plan. Staff will be trained annually on the plan and curriculum chosen by the district. The training will cover ways to prevent and intervene in bullying, information about the complex nature of bullying, research on bullying and children who may be more vulnerable to bullying by others, and information on cyber bullying and internet safety.

## Student and Parent Education

Each year, we will provide parents and/or guardians with information about this program and how they can reinforce the curriculum at home and in the community. Parents will also be provided with information describing the dynamics of bullying and cyber bullying and information about Internet safety.

Students will be provided with anti-bullying and bullying prevention instruction annually. This instruction will occur in various settings including:

- Second Step curriculum PreK-5
- Bullying prevention unit K-5
- Health/Wellness curriculum 6-10
- Class/School Assemblies



## Restoring Safety for the Target and Others

The Principal will oversee the restoration of the target's sense of safety in the school environment, as well as the safety of others, and will implement strategies to ensure a sense of safety for a person who reports bullying, provides information during an investigation, witnesses bullying, or provides reliable information about an act of bullying. Such strategies may include providing a safe space for the target and/or the aggressor in classrooms, common spaces, and on the bus; providing a "safe adult" to check in with the student on a consistent basis (daily if warranted); additional supervision during transition times; prearranged seating at lunch or on the bus. If necessary, the principal or designee may make programmatic and/or schedule changes.

### **HAZING**

Dartmouth Public Schools takes a firm stand against the hazing, initiation, etc. of any student by members of any class, group, team or other activity. The term "hazing" 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 the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

**Duty to Report Hazing:** whoever knows that another person is the victim of hazing as defined above and is at the same scene of such crime, to the extent that such person can do so without danger or peril to himself or others, must report such crime to an appropriate law enforcement official as soon as reasonably practical.

### **NOTICE OF DISCRIMINATION/HARASSMENT**

In accordance with all federal laws and regulations, Dartmouth Public Schools does not discriminate on the basis of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, homelessness, genetic information, military status, pregnancy or pregnancy related condition in admission to, access to, treatment in or employment in its programs and activities. Discrimination will not be tolerated.

If anyone feels that they have been discriminated against, they should follow the procedure below. Protection from retaliation, harassment, and intimidation is expressly assured throughout the process:

1. Report the violation to the building administrator. Within one week, the Principal will meet with you and other people who might have information about the issue. They will attempt to resolve the situation. The decision will be issued in writing by Principal.
2. If the issue has not been resolved, it can be appealed to the School Department's Equal Opportunity/Title IX Coordinators: Pupil Support Services Administrator and Assistant Superintendent for Finance and Operations; and/or the Section 504 Coordinator/Pupil Support Services Administrator; at the Administration's Office, 8 Bush Street, Dartmouth, MA 02748. This appeal must be in writing describing the circumstances and the relief you seek. The appeal should be submitted within one week after receipt from the Principal's decision.
3. Within one week, the Equal Opportunity/Title IX/Section 504 Coordinators will meet with you. Following a review of the materials presented to the Principal and any additional investigation required, the Coordinator will make a final determination if a violation has occurred. If there has been a violation, the Coordinator will indicate the steps taken to correct it.

For further inquiries, please contact the Regional Director, Office for Civil Rights, US Dept. of Education, J.W. McCormack POCH, Room 222, Boston, MA 02109. ([www2.ed.gov/about/offices/list/ocr/index.html](http://www2.ed.gov/about/offices/list/ocr/index.html))

### **SEXUAL HARASSMENT**

Sexual harassment is a form of sex discrimination and is illegal according to Title VI of the Civil Rights Act of 1964, which protects the adolescent at work, and Title IX of 1972 which protects the teen from sex discrimination at school.



Definition: Sexual harassment is any unwanted sexual attention on the job or in the school which makes a person uncomfortable, affects their ability to do the work, or interferes with educational or employment opportunities. Specific behavior (that is unwanted and sexual in nature) which could constitute sexual harassment include, but are not limited to: touching, verbal comments, sexual name calling, spreading sexual rumors, gestures, jokes/cartoons/pictures, leers, too personal a conversation, pulling at clothing, students "making out" in the hallway, attempted rape/rape, stalking.

Anyone who experiences sexual harassment should let the offender know immediately and firmly that you do not appreciate the behavior, and you should immediately contact your Counselor or building administrator.

The administrator will notify the Title IX Administrators (Laurie Dionisio, Pupil Support Services Administrator or James Kiely, Assistant Superintendent for Facilities and Operations). The Counselor will work with the student to see that appropriate action is taken.

Depending on the severity of the offense, the range of discipline for sexual harassment includes: participation in (a) session(s) on the problem of sexual harassment in our culture and in our school; detention; research or other academic work on the topic of sexual harassment; apology to the victim; further counseling; suspension (number of days similar to other serious offenses).

Students or staff may then wish to file a formal grievance of sexual harassment in accordance with the policy. The District will carry out a thorough investigation and will protect the rights of both the person making the complaint and the alleged harasser.

The issues and charges will be examined as to: a) nature or conduct - severity/frequency, and b) effect or impact of harassing behavior. The merits of the accusation will be evaluated based upon evidence submitted by the victim and a review or investigation of the incident(s). Findings of discrimination will result in appropriate disciplinary action.

**TITLE IX/CIVIL RIGHTS CONTACT - DISTRICT**  
Laurie Dionisio, Pupil Support Services Administrator & James  
Kiely, Asst. Superintendent for Facilities and Operations  
8 Bush Street, Dartmouth, MA 02748  
(508-997-3391)

**504 CONTACT - DISTRICT**  
Laurie Dionisio, Pupil Support Services  
Administrator  
8 Bush Street, Dartmouth, MA 02748  
(508-997-3391)

#### **COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)**

The Dartmouth Public Schools Comprehensive Emergency Management Plan (CEMP) outlines the district's approach to emergency operations, assigns responsibilities for emergency tasks and enables local and state coordination. The Dartmouth Public School District works with law enforcement, fire services, department of public works and other emergency management agencies. A cooperative working relationship and team approach between these groups for emergency response is seen as key to the development of the CEMP and implementation of action steps during a critical incident. Additionally the CEMP:

- Empowers employees during an incident to act quickly and knowledgeably;
- Informs students, faculty and staff about emergency protocols;
- Provides information to key stakeholders about roles and responsibilities before, during and after an incident;
- Provides other members of the community with the assurances that the School/District has established policies and procedures to respond to incidents/hazards in an effective way;
- Establishes intra-agency mechanisms for involvement in, and coordination of, incident response and recovery operations.

It is the Superintendent or designee that is the responsible authority to direct the response involving an incident occurring on property, or at any Dartmouth Public Schools sponsored or sanctioned event.

The plan and all contents in the CEMP apply to all Dartmouth Public School students, faculty, staff and visitors, and others participating in protection, prevention, mitigation, preparedness, response and recovery efforts.



*Our schools are equipped with digital surveillance in public areas throughout the building.*

### A.L.I.C.E.

Dartmouth Public Schools has adopted and faculty/students receive annual training in the A.L.I.C.E. protocol which addresses how to proactively handle a threat at school.

A.L.I.C.E. is an acronym for non-sequential strategies to be used in the event of an emergency.

**Alert:** When you become aware of a threat, use plain language to alert others.

**Lockdown:** Barricade – the idea is to create a stronghold that nobody can breach.

**Inform:** Make single or collective decisions as to the best option for survival. Be flexible because the situation will be dynamic and fluid, communicate information in real time if possible, and always be clear and direct.

**Counter:** Noise, movement, distance, distractions; strategy of last resort.

**Evacuate:** When safe to do so, remove yourself from the danger zone; avoid harm's way.

### **FIRE PROCEDURES**

Massachusetts state law requires schools to conduct unannounced quarterly fire drills in addition to drills that are deemed necessary by district or building administration. All alarms are to be treated as real. Everyone is to exit following the directions of the teacher. Everyone's responsibility is to exit the building quickly in a safe and orderly manner. Teachers are to take attendance in their assigned area outside of the school. Teachers and students are required to remain in their assigned spots until they have received an "All Clear" announcement from administration. Every classroom has an emergency "Fire Exit" sign designating the appropriate exit to use when the emergency alarm sounds. Students who are not in class when the alarm sounds, will exit by the nearest exterior door and then report to the nearest administrator or individual with a two-way radio. Students with limited mobility who are on the second floor will be evacuated from the building using an evacuation chair with the aid of trained personnel.

### **ACCESS TO STUDENT INFORMATION AND RECRUITING**

Federal Law authorizes U.S. Army Recruiters to "request the names, address and telephone listings of junior and senior class students. If students or parent/guardians do not want the information released to the military service, their desire must be complied with and their names should not be included on the list." Parent/guardians who wish to withhold a child's name from this list must complete and submit the form at the end of this handbook or when the student registers with Dartmouth Public Schools through our registration portal.

### **RELEASE OF STUDENT INFORMATION (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT)**

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Dartmouth Public Schools, with certain exceptions, obtain parents/guardians written consent prior to disclosure of personally identifiable information from their child's education records. These exceptions include designated "directory information" without written consent, unless you have advised the school to the contrary in accordance with the Dartmouth Public Schools procedures.

Directory information that is generally not considered harmful or an invasion of privacy if released can also be disclosed to outside organizations without a parents/guardians prior written consent. If you do not want Dartmouth Public Schools to disclose any directory information from your child's education records, please complete the form at the back of the handbook and return to your child's school.



Dartmouth has designated the following information as directory information:

- Student's name
- Grade level
- Address
- Participation in officially recognized activities and sports
- Telephone
- Weight and height of members of athletic teams
- Degrees, honors and awards received
- Date and place of birth
- Dates of attendance
- Most recent educational agency or institution attended
- Photograph

#### **NON-CUSTODIAL PARENTS**

As required by General Laws, Chapter 71, Section 34H, a non-custodial parent/guardian may have access to student records in accordance with law and Department of Education regulations. The implementation of this policy encourages parents/guardians to be involved in and informed about the education of their children while protecting the rights and safety of all parties.

#### **NOTIFICATION OF RIGHTS UNDER FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

These rights are:

- The right to inspect and review the student's educational records within 45 days of the day the school receives a request for access. Parent/guardians or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.
- The right to request an amendment to the student's education records that the parent/guardian or eligible student believe are inaccurate. Parent/guardians or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent/guardian or eligible student, the school will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
- A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Dartmouth High School to comply with the requirements of FERPA.



## **STUDENT RECORDS**

Pursuant to 603CMR23.06 the student's temporary record, all information not contained in the transcript, shall be destroyed no later than seven (7) years from the date of the student's withdrawal, transfer or graduation. It is the student's right to obtain these records before they are destroyed.

Graduating seniors will have the opportunity to collect their records before leaving the high school. Transcripts will be kept for sixty (60) years. After sixty (60) years, if the transcript is not requested, it will be destroyed.

## **PARENT/GUARDIAN AUTHORIZATION**

As part of our mission to work together to educate each student, we require parents'/guardians' signatures on many forms, dismissal and absentee notes, report cards, etc. to ensure that the parents/guardians are aware of their student's attendance, academic performance, field trip participation, etc. A student eighteen (18) years or older is allowed to sign these forms if we have received a signed letter from the parent/guardian authorizing the student to sign for themselves.

## **RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

PPRA affords parents/guardians and students who are 18 or emancipated minors (eligible students) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

*Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –

- Political affiliations or beliefs of the student or student's parent/guardian;
- Mental or psychological problems of the student or student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- Religious practices affiliations, or beliefs of the student or parent/guardians; or
- Income, other than as required by law to determine program eligibility.

*Receive notice and an opportunity to opt a student out of -*

- Any other protected information survey, regardless of funding;
- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
- Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

*Inspect, upon request and before administration or use -*

- Protected information surveys of students and surveys created by a third party;
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- Instructional material used as part of the educational curriculum.



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Dartmouth Public Schools has developed policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Dartmouth Public Schools will also directly notify parent/guardians and eligible students, specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parent/guardians/eligible students who believe their rights have been violated may file a complaint with:*  
Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW Washington, D.C. 20202-4605



**DARTMOUTH SCHOOL DEPARTMENT  
BULLYING PREVENTION AND INTERVENTION INCIDENT REPORTING  
FORM**

**I. REPORT**

**1. Name of Reporter/Person Filing the Report:** \_\_\_\_\_

(Note: Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report.)

**2. Check whether you are the:** Target of the behavior ☐ Reporter (not the target) ☐

**3. Check whether you are a:** ☐ Student ☐ Staff member (specify role) \_\_\_\_\_  
☐ Parent ☐ Administrator ☐ Other (specify) \_\_\_\_\_

**Your contact information/telephone number:** \_\_\_\_\_

**4. If student, state your school:** \_\_\_\_\_

**5. If staff member, state your school or work site:** \_\_\_\_\_

**6. Information about the incident:**

**Name of Target (of behavior):** \_\_\_\_\_

**Name of Aggressor** (person who engaged in the behavior): \_\_\_\_\_

**Date(s) of Incident(s):** \_\_\_\_\_

**Time When Incident(s) Occurred:** \_\_\_\_\_

**Location of Incident(s)** (Be as specific as possible): \_\_\_\_\_

**7. Witnesses** (List people who saw the incident or have information about it):

**Name:** \_\_\_\_\_ ☐ Student ☐ Staff ☐ Other \_\_\_\_\_

**Name:** \_\_\_\_\_ ☐ Student ☐ Staff ☐ Other \_\_\_\_\_

**Name:** \_\_\_\_\_ ☐ Student ☐ Staff ☐ Other \_\_\_\_\_

**8. Describe the details of the incident (including names of people involved, what occurred, and what each person did and said, including specific words used). Please use additional space on back if necessary.**

**9. Signature of Person Filing this Report:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Note: Reports may be filed anonymously.)

**10. Form Given to:** \_\_\_\_\_ **Position:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## II. INVESTIGATION

1. Investigator(s): \_\_\_\_\_ Positions(s): \_\_\_\_\_

2. Interviews:

Interviewed Aggressor Name: \_\_\_\_\_ Date: \_\_\_\_\_

Interviewed Target Name: \_\_\_\_\_ Date: \_\_\_\_\_

Interviewed Witnesses Name: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

3. Any prior documented incidents by the aggressor? ☐ YES ☐ NO

If yes, have incidents involved target or target group previously? YES ☐ NO ☐

Were there any previous incidents with findings of BULLYING, RETALIATION? ☐ YES ☐ NO

Summary of Investigation: (Use additional paper and attach to this document as needed)

## III. CONCLUSIONS FROM THE INVESTIGATION

1. Finding of bullying or retaliation:

YES Bullying ☐ Retaliation ☐

NO Incident documented as \_\_\_\_\_ Discipline referral only ☐

2. Contacts:

Target's parent/guardian date: \_\_\_\_\_ Aggressor's parent/guardian date: \_\_\_\_\_

Law Enforcement date: \_\_\_\_\_

3. Action Taken:

Loss of Privileges ☐ Detention ☐ Suspension ☐ Community service ☐ Education ☐

Other \_\_\_\_\_

4. Describe Safety Planning:

Follow-up with Target: scheduled for \_\_\_\_\_

Follow-up with Aggressor: scheduled for \_\_\_\_\_

Report forwarded to Principal: (If principal was not the investigator) Date \_\_\_\_\_

Report forwarded to Superintendent: Date \_\_\_\_\_

Signature and Title: \_\_\_\_\_ Date: \_\_\_\_\_





## SUMMARIES & SIGNATURE PAGE

It is important for us to know that you and your child have read and understood the rules and policies of the school. Please take the time to review this handbook, sign this sheet (or complete it online through our [Back to School Gateway](#)), and have your child return it to their homeroom teacher. If you have any questions regarding these summaries and their impact on your child, please contact your building administrators for clarification.

The Dartmouth Public Schools is required to collect signatures to ascertain that parents, guardians and students have read and understand:

1. *Content of the Student Handbook (including Media Release, Directory Information, and Transfer of Records, etc.)*

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### **Pictures, Names, or Quotes in the Media**

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Sometimes pictures of students are taken for school/district web/social media pages and/or newspapers by reporters, photographers or district staff of school events or for recognition of an award. Having a picture published for participating in a program is usually acceptable to parents, but occasionally, for legal reasons, it is not prudent.

The primary purpose is to allow the Dartmouth Public School to recognize the accomplishments of its students by sharing information publicly with the community at large. These announcements may be the form of press releases to the local media, public announcements at School Committee meetings, and the posting of information on website and social media.

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### **Directory Information Notice**

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The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Dartmouth Public Schools obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Dartmouth Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the Dartmouth Public Schools to the contrary in accordance with Dartmouth Public Schools procedures.

The primary purpose of directory information is to allow the Dartmouth Public Schools to include information from your child's education records in certain school publications or organizations that are generally not considered harmful or an invasion of privacy if released.

**The Public Schools of Dartmouth has identified some examples of information used for directory release:**

- Student's name, email address, home address and telephone number
- Honor roll or other recognition/celebration lists
- Honors, and awards received



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- A playbill, showing your student's role in a drama production
  - The annual yearbook and graduation programs
  - Student's district id number (this cannot be used to access education records and is primarily used as an identifier for such things as surveys or library cards)
  - Most recent school attended, grade level, dates of attendance/enrollment

Directory information can also be disclosed to outside organizations without a parents/guardians consent as long as the parents/guardians are given an "opt out" option. Outside organizations include, but are not limited to, parent teacher organizations (PTO), colleges and universities, companies that provide products such as class rings or yearbooks, and scholarship providers. Additionally, the Federal Elementary and Secondary Education Act requires the District to provide all branches of the military with names, addresses, and telephone listings for students unless parents/guardians have advised that they do not want this information disclosed for this purpose.

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### **Notice on Transfer of Records to Another School**

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Pursuant to 603 CMR 23.07 (g), notice is hereby given that the Dartmouth Public Schools forwards the complete school record of a transferring student to another Massachusetts public school in which the student seeks or intends to enroll. Such transfer of records takes place without consent of the parent/guardian or eligible student.

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### **An Act Relative to Sex Education (M.G.L. Ch. 71 §32A)**

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#### ***Parent Notification***

The Health Education and Science programs of Dartmouth Public Schools contain comprehensive K-12 curricula. The goal of the program is to help students acquire appropriate content background to develop the life skills or problem solving, communication, and decision-making abilities to prepare for a healthy and productive future.

Under Massachusetts law and the Dartmouth School Committee policy, you may exempt your child from any portion of a curriculum that primarily involves human sexual education or human sexuality issues.

The Director of Health/Physical Education or your building principal is available to meet with you to review curriculum and materials. To review these materials, please call to make an appointment.

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### **Acceptable Use Policy (AUP): Student Technology**

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#### ***Internet Access Permitted***

A signature permitting Internet access releases the Dartmouth Public Schools, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from a student's use of, or inability to use, the Dartmouth Public Schools Data Network, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

The parent/guardian agrees to instruct his/her child regarding any restrictions against accessing material that are in addition to the restrictions set forth in the AUP which can be found on our district website under the school committee side tab and subsequent drop down menu labeled policies.



## SIGNATURE PAGES FOR STUDENTS AND PARENTS/GUARDIANS

<b>Student Information</b>	
<i>Last Name:</i> _____	<i>First Name:</i> _____
<i>Home Address:</i> _____	
<i>Date of Birth:</i> _____	<i>Age:</i> _____
<i>School/Grade:</i> _____	

### Student Handbook

- ☐ I acknowledge that I have read and we have discussed the preceding rules and regulations of this SCHOOL HANDBOOK.

### Acceptable Use Policy (AUP): Student Technology

I acknowledge that I have read and we have discussed the Acceptable Use Policy.

- ☐ I grant Internet access to my child for instructional purposes.
- ☐ I do not grant Internet access to my child.

### Pictures, Names, or Quotes in the Media

- ☐ I allow my child's name to be used or pictures to be taken for print/digital news and social media specific to Dartmouth Public Schools.
- ☐ I do not allow my child's name to be used or pictures to be taken for print/digital news and social media specific to Dartmouth Public Schools.

### Directory Information Notice

- ☐ I grant permission for the release of directory information for my child.
- ☐ I do not grant permission for the release of directory information for my child.

<b>Student Signature:</b> _____
<b>Date:</b> _____
<b>Parent/Guardian Signature:</b> _____
<b>Parent/Guardian Signature:</b> _____