GREENFIELD PUBLIC SCHOOLS

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Elizabeth Pratt, Assistant Superintendent
Howard Barber, Business Manager
Dianne Ellis, Director of Pupil Services
Carol Holzberg, Director of Technology

Academy of Early Learning – 1 Place Terrace
413-772-1390
Staff
Valorie Miller, Principal
Ashley Walsh, Receptionist/Tuition Coordinator

Newton School – 70 Shelburne Road
413-772-1370
Staff
Melodie Goodwin, Principal
Tami Silk, Administrative Assistant

Federal Street School – 125 Federal Street
413-772-1380
Staff
Nancy Putnam, Principal
Sandy Bevacqua, Administrative Assistant

Discovery School @ Four Corners
772-1375
Staff
Jacob Toomey, Principal
Penny Sniarowski, Administrative Assistant
Greenfield Middle School
413-772-1360
Staff
Gary Tashjian, Principal
Angela Ruggeri, Associate Principal
Bonnie Baldwin, Administrative Assistant
Michelle Rehorka, Administrative Assistant

Math & Science Academy
413-772-1385
Staff
Gina Fasoli, Associate Principal
Lori Provencal, Administrative Assistant

Greenfield High School
413-772-1350
Staff
Donna Woodcock, Principal
Thomas Gaffigan, Associate Principal
Karin Patenaude, Associate Principal
Brenda Lively, Administrative Assistant
Rebecca Tower, Administrative Assistant
Student/Parent Handbook Acknowledgement

August 25, 2014

Dear Students and Parents:

Please sign below as acknowledgement that you have read and understand the policies and information stated in the 2014–2015 Student/Parent Handbook. This form must be returned to the attention of the homeroom teacher by October 6, 2014.

Sincerely,

Jordana Harper,
Superintendent of Schools

___We have read, discussed, and will abide by the contents of the Student/Parent Handbook.

STUDENT NAME______________________________________________________________

HOMEROOM/TEACHER_______________________________________________________

STUDENT SIGNATURE________________________________________________________

PARENT SIGNATURE_________________________________________________________
1. **General School Rules**

Civility Policy
Civility/Conduct of Parents, Other Visitors, and School Employees
It is the intent of the Greenfield Public Schools to promote respect, civility, and orderly conduct among students, school employees, parents, and the public. It is not the school's intent to deprive any person of his or her right to freedom of expression. The intent of this policy is to maintain, to the greatest extent reasonably possible, a safe, harassment-free workplace for teachers, students, administrators, staff, parents, and other member of the community. The School encourages positive communication and discourages volatile, hostile, or aggressive communications or actions.

1. **Expected Level of Behavior:**
   - School personnel will treat parents and other members of the public with courtesy and respect.
   - Parents and other visitors will treat teachers, administrators, and other school employees with courtesy and respect.
   - School personnel and visitors shall follow all traffic laws on public and private ways while traveling to and from Schools.

2. **Unacceptable and Disruptive Behavior:**
   - Using loud or offensive language, swearing, cursing, or displays of temper.
   - Threatening to do physical harm to a teacher, school administrator, school employee, or student.
   - Any other behavior that disrupts the orderly operation of a school, classroom, administrative functions and a safe school environment.
   - Abusive, threatening, or obscene letters, e-mail, or voice mail messages.
   - Violations of traffic laws/directives on public, private and school ways.

3. **Parent Recourse:**
   - Any parent who believes he or she was subject to unacceptable or disruptive behavior on the part of any staff member should bring such behavior to the attention of the staff member's immediate supervisor, appropriate administrator, and/or the Superintendent.

4. **Authority of School Personnel:**

Any individual who acts as follows may be directed to leave the school premises by any school administrator, including the Superintendent, and school security personnel. If the person refuses to leave the premises as directed, the administrator or other authorized personnel shall seek the assistance of law enforcement personnel to take such action as is deemed necessary:
   - Disrupts or threatens to disrupt school operations;
   - Threatens or attempts to do or does physical harm to school personnel, students or others
unlawfully on school premises;
• Threatens the health or safety of students, school personnel, or others unlawfully on school premises;
• Fails to follow school / public / private way traffic and safety directives;
• Intentionally causes damage to school property or the property of others unlawfully on school premises;
• Uses loud or offensive language;
• Comes onto school premises without authorization; or
• Engages in unauthorized audio/vidcotaping or still photography.

In the event that there is a serious threat of harm to a student/students or school personnel, the school may obtain an Order of No Trespass prohibiting the individual making said threat from entering on school property.

Authority to Deal with Persons who are Verbally Abusive:

• If any member of the public uses obscenities or speaks in a loud demanding, insulting and/or demeaning manner, the employee to whom the remarks are addressed shall calmly and politely warn the speaker to communicate civilly.
• If the verbal abuse continues, the employee may, after giving appropriate notice to the speaker, terminate the meeting, conference, or telephone conversation.
• If the meeting or conference is on school premises, any employee may request that an administrator or other authorized person direct the speaker to promptly leave the premises.
• If the person refuses to leave, the administrator or other authorized personnel shall seek the assistance of law enforcement personnel to take such action as is deemed necessary. If the employee is threatened with personal harm, he or she may contact law enforcement.

Should an individual persist in violating the terms of this policy, the school may limit and restrict the methods of communication that may be used by said individual. Such restrictions shall not apply in the event of emergencies or administrative functions such as TEAM meetings or disciplinary hearings.

Safe and Secure Building Policy
In order to maintain safe and secure school buildings and grounds, the Greenfield Public Schools require that all visitors report to the Main Office to secure guest identification badges. All visitors must properly wear to display guest credentials for all school appointments/visits. All visitors are required to legibly print their names, their arrival time, their departure time and their destination when signing into the building. Visitors must be announced before receiving directions to their destinations.

• All District employees, students, parents, and visitors by entering onto the Greenfield Public Schools’ property impliedly consent to videotaping for safety and security purposes.
• Impromptu parent visits for faculty conferencing are discouraged.
• Any or all audio/vidcotaping or still photography must be pre-approved by administration.
• Cafeteria visits by parents with food from outside vendors for their children are by
approval of the Principal or designee.
• All parents/guardians are directed to drop off all students in respective school lobby areas,
and refrain from walking students to their rooms or cafeterias.
• All canines must be appropriately secured with a leash.

Visitation privileges may be revoked for any reason at the discretion of the Superintendent or
designee. Persons trespassing upon school properties will be reported to the Greenfield Police
Department.

Safety and Security Plan
Mission Statement: The care and protection of students and staff of the Greenfield Public Schools is of
primary concern to the School administration. Therefore, the School is determined to establish and
to maintain a comprehensive safety and security plan.

Goal: To enhance existing school safety and security procedures through on-going practice and plan
development.

A.) Needs Assessment
There shall be a needs assessment by the Principal and Security personnel. The assessment
should review the School and grounds’ vulnerability to outsiders and review emergency
procedures, safety and security equipment and materials, internal security, bus
transportation safety, and other safety concerns. The assessment shall include a physical
survey of the property, including but not limited to:
Doors and windows (inclusive of all locking devices),
Roof access,
Building and classroom access,
Lighting,
Intrusion devices (alarms),
Closed circuit video surveillance equipment,
Current staff,
Internal security,
Emergency notification systems,
Communication systems,
Warning signs,
Safety equipment and materials,
Evacuation plan in case of emergency,
Access/Egress Routes on public and private ways.

B) Employee Identification Cards and Classroom Keys
In order to promote a safer and more secure school environment, all Greenfield employees
shall clearly and conspicuously display their photograph identification card at all times
during school hours on school property. In addition, all personnel shall carry at all times
during school hours their keys to secure and lock all classrooms for emergency lockdown
situations.
C) **Control of Visitors**
Notices will be posted at all building entrances that all visitors shall upon entering the School report to the Main Office to sign in. They will receive visitor badges that must be properly displayed throughout the school visits. All staff members and students shall immediately report any strangers to an administrator. During the school day, the security personnel should monitor school entryways. Impromptu parent visits for faculty conferencing or for cafeteria visits with food from outside vendors for their children subject to approval by the Principal. All parents/guardians are directed to drop off all students in respective school lobby areas, and refrain from walking students to their rooms or cafeteria. Visitation privileges may be revoked for any reason at the discretion of the Superintendent or designee. All visitors must follow all municipal traffic laws. Violators of these laws/directives and persons trespassing upon school property will be reported to the Greenfield Police Department.

D) **School Crisis Team**
There shall remain a building-based Crisis Team consisting of administrators, security personnel, guidance counselors, school nurses, and maintenance personnel. Representatives from the Greenfield Police, Fire, Bus Transportation and Emergency Preparedness personnel will advise school personnel on a collaborative basis.

The purpose of the Crisis Team is to formulate safety and security plans within the School to ensure and promote a safe and secure school environment, develop specific protocols in response to emergencies, and to disseminate safety advisory updates and information to students, staff, parents, and the community. The Crisis Team shall meet throughout the School year.

E) **Building Evacuation/Lockdown Plans**
The School possesses written building evacuation/lockdown plans to be employed in the event of emergency situations.

F) **Emergency School Closings and Delayed Openings**
The Superintendent of Greenfield Public Schools is responsible for the closing of public schools once the School day begins. Area radio and television stations will be notified by the Superintendent’s office of school closings, early dismissal or delayed opening information for public broadcast.

G) **Written Reports**
The Principal shall document in writing all critical incidents including, but not limited to, misdemeanors which affect the health, safety, and welfare of students and/or staff, the outbreak of contagious diseases or illnesses, the intrusion of uninvited and/or unwelcome visitors, and all accidents and injuries, vandalism, felonies, and dangerous incidents involving weapons and controlled substances.

H) **Drug Free School Zone**
Pursuant to M.G.L.A. Chapter 94C, Section 32J, any person who violates the provisions of the law pertaining to the unauthorized manufacturing, distribution, dispensing or possession with intent to distribute a controlled substance while in or on, or within one thousand feet of the real property comprising a public or private elementary, vocational or secondary school, whether or not in session, shall be punished by a term of imprisonment in the state prison for not less
than two and one-half nor more than fifteen (15) years or by imprisonment in a jail or house of correction for not less than two nor more than two and one-half years. No sentence imposed under the provisions of this section shall be for less than a mandatory minimum term of imprisonment of two years. A fine of not less than one thousand nor more than ten thousand dollars may be imposed but not in lieu of the mandatory minimum two year term of imprisonment as established herein.

Lack of knowledge of school boundaries shall not be a defense to any person who violates the provisions of this section.

**Video Surveillance Policy**

1. **Policy:** It is the policy of the Greenfield Public Schools to utilize video surveillance on school property to promote the health, safety, and welfare of students, staff and lawful visitors, to deter theft, vandalism, and other negative behavior, to safeguard school buildings, grounds, and equipment, and to monitor unauthorized individuals on school property.

2. **Definitions:** For the purpose of this policy and corresponding procedures:
   a. Personally identifying information will be collected and disclosed consistent with confidentiality protections under Massachusetts and federal laws.
   b. Video surveillance system refers to a video, physical, or other mechanical electronic digital surveillance system or device that enables continuous or period recording, observing or monitoring of individuals in school buildings or on school premises.
   c. Record means any information, however recorded, whether in printed form, on film, by electronic means or otherwise, and includes: a photograph, a film, a microfilm, a videotape, a digital record and any visual image that is capable of being produced from a machine-readable source.

3. **Guiding Principles**
   Cameras will only be used when necessary. In determining the need for surveillance, Administration will consider:
   - a history of incidents;
   - the physical circumstances of the school property;
   - the effectiveness of surveillance in preventing negative incidents; and
   - the use of less intrusive means to address the issue of school safety and security.

   Cameras will only be used for the following intended reasons:
   - Cameras will only be used to promote the safety of staff and students.
   - Cameras will be used to deter destructive acts and safeguard school property.
   - Video surveillance records may be used as evidence in any disciplinary action brought against a student arising from conduct in violation of school rules.
   - Video surveillance records may be provided to law enforcement officials.
   - All students, parents, and visitors by entering onto the Greenfield Public Schools' property impliedly consent to videotaping for safety and security purposes.
4. **Retention and Disposal**
   1. The Administration shall ensure that proper procedures are followed regarding disclosure, retention, disposal and security of video surveillance records in accordance with applicable laws and regulations.
   2. All video records or surveillance equipment not in use shall be stored in a second location.
   3. Any video records that have been viewed will be stored noting the dates, times, and areas that were recorded.
   4. When recorded information has been viewed for law enforcement, school or public safety purposes, the information must be retained and securely stored for a minimum of one year unless the Superintendent determines that earlier disposal is warranted and the individual to whom the information relates consents to earlier disposal.
   5. The Administration will be responsible for ensuring the proper retention of records. Records will not be disposed of in a manner such that personal information can be reconstructed or retrieved.

5. **Security**
   1. Monitors for ‘real time’ viewing of video surveillance information should be placed in an area out of view from the public.
   2. Monitors shall only be viewed by Administration and their designees.
   3. Video surveillance information shall only be viewed where an incident has been reported or observed, or to investigate a potential crime or school rules violation.
   4. The Administration will be responsible for securing video surveillance information and ensuring confidentiality in accordance with applicable laws and regulations.

6. **Other Considerations**
   1. Camera locations will be authorized by the Administration.
   2. Cameras will be installed in areas where there is a need for surveillance (i.e. hallways, stairwells, entryways, outside areas, and other areas open to public view).
   3. Cameras will be installed in such a way that only the identified area(s) can be monitored.
   4. Video surveillance cameras will not monitor insides of lavatories or locker rooms.
   5. The Administration shall maintain control of and responsibility for the video surveillance at all times.
   6. Any agreements between the School and service providers will state that records dealt with or created while delivering a video surveillance system are under the School’s control and are subject to this Policy.
   7. If a service provider fails to abide by this Policy, it will be considered a material breach of contract and dealt with accordingly.
   8. Individuals who deliberately breach this Policy may be subject to discipline.
   9. The School will notify parents, staff, and students of the existence/augmentation of the video surveillance system. Such notice will include publication in the Student/Parent Handbook, as well as appropriate signage posted at all major entrances into the school building.
   10. Requests by parent / and/or students to view a video recording must be in writing to the Superintendent. The Superintendent’s decision to honor or deny the request is not appealable.

7. **Covert Surveillance**
Signage will be placed prominently along the perimeter of the surveillance area, as well as at major school entrances, indicating that video surveillance is in use. Any exception to this, such as specific investigation into criminal conduct, as much as possible, must be authorized by the Superintendent. It must be demonstrated that covert surveillance is necessary to promote the safety and security of the school community and the need for such surveillance outweighs the privacy interest of the person(s) likely to be observed. Covert surveillance should only occur for limited period(s) of time.

**Personal Belongings**
The School will attempt to create an environment, which will prevent personal items from being lost or stolen. However, **Greenfield cannot be responsible for lost or stolen property. Students bring personal belongings at their own risk.** The best protection against loss or theft is to clearly mark all clothing and equipment with the student’s name. There is a “Lost and Found” box located in each school.

Large/loose jewelry, large/loose key / wallet chains, spike bracelets or collars, sunglasses, bandanas, nylon caps, or any other accessories that may be dangerous or distracting are prohibited. The following items **may not be brought** to school:

- Cellular telephones
- Cameras, recording devices, CD players, iPods, MP3 players or electronic games
- Playing/trading cards
- Laser pointers
- Toys
- Skateboards
- Athletic equipment other than for school athletic teams
- Wallet chains
- Electronic cigarettes
- Powdered caffeine

**Prohibited articles / property** will be confiscated by school administrators and will require parental pickup for the first offense. Subsequent offenses may result in the school keeping prohibited item for an extended period of time. After a reasonable period of time, unclaimed property will be disposed of or donated to charity.

**Telephone Use/Student Messages**
Telephone messages will only be delivered through the respective administrative offices from a parent to a student on an emergency basis. Please remember that the Greenfield Public Schools serve in excess of 1500 students, and students should make certain that they have all necessary instructions before leaving for school. **Parents should only telephone with messages for students on an emergency basis.**

**Cellular telephones** are prohibited on school property and on school buses.

School administrators may conduct a search of cell phones or electronic/digital devices for pictures,
text messages, video, audio, uploaded and downloaded online materials if they have reasonable suspicion that a violation of the Greenfield Public School’s **CODE OF CONDUCT** has occurred. Acceptable searches may include, but are not limited to:

- Video and pictures of threats, assaults, and fighting;
- Evidence of academic dishonesty;
- Evidence of harassment/intimidation/bullying;
- Evidence of graffiti/destruction of property; and
- Evidence of possession, use, or distribution of controlled substances, illegal drugs, or alcohol.

If a search of an electronic device is found to contain evidence pertinent to a school-based investigation, the school administration has the sole discretion to hold on to the device, download the evidence, notify the police, and/or give the device to law enforcement officials.

With administrative permission, students may use the Main Office telephones to make calls during school hours. If a student has an emergency, he or she may report to the front office where a staff person will assist the student.

**Attendance Policy**

Massachusetts General Laws and the Greenfield Public Schools require children to attend school regularly from the ages of six to sixteen. The law provides various penalties for persons who obstruct or prevent children from attending school. Parents are subject to court action and a fine, should their child be absent in excess of seven days or fourteen half day sessions within a six month period. (M.G.L. 76:2) Parents and guardians are essential to good attendance and are responsible for ensuring that children attend school regularly and on time. The Greenfield Public Schools expect students to attend school daily in order to receive the maximum benefits of instruction. Students who regularly miss school may be at risk for other problems.

The Greenfield Public Schools do not follow an open campus policy. Therefore, **all students are expected to remain on campus for their entire school day**.

**Definitions:**

- **School absence:** To be considered present in school, a student must be in attendance for a minimum of four (4) academic periods in a given school day.

- **Class absence:** To be considered present in class, a student must be in attendance for more than twenty-five (25) minutes in a given class period.

*All absences will be counted and considered accruing toward Greenfield academic consequences and truancy as defined in the Massachusetts statutes.*

A parental note is required indicating the reason for the absence. The note must include the date(s) absent, the reason for the absence, a telephone number where a parent or guardian can be reached, and the parent or guardian’s signature. Absences may be legitimate, but in excess, they undermine student performance and continuity. Students will be provided with the opportunity to make up work for absences. Make up work give after return to school.
It is the responsibility of the parent/guardian to notify the school when a student is absent. In instances of chronic or irregular absence reportedly due to illness, the school may request a physician’s statement certifying such absences to be justifiable. Illnesses that contribute to a medical absence that exceeds five (5) consecutive days must have a doctor or health care provider’s notice of explanation. The Greenfield administration shall review and maintain records of all absences. When a student is absent, the parent shall notify school before 10:00 A.M. If a parent does not call the School, the School will attempt to contact the parent about the recorded absence. Consistent patterns of tardiness or absences from individual classes or whole day truancy will prompt contact of parents and guardians and appropriate intervention and consequences.

It is the responsibility of parent(s)/legal guardian(s) and students, whenever possible, to make personal appointments that do not conflict with regularly scheduled classes or school activities.

The Greenfield Public Schools will not tolerate “skip days.” Absence from school “with parent permission” is not an acceptable excuse and disciplinary action will occur. Parents can help their children by refusing to allow them to miss school needlessly.

Attendance Procedures
Attendance will be taken in each homeroom pursuant to the respective bell schedules. Students MUST report to homeroom to be recorded as present in school and to avoid absence recordings. Students arriving late must be recorded as tardy by office administration. Before reporting to their respective classrooms, all tardy students must sign in at the Main Office.

Any student leaving the building for early dismissal must sign out at the Main Office.

At the start of each class, teachers will take classroom attendance.
Records of missed classes due to absences, late arrivals, early dismissals or disciplinary referrals, will be referenced for course failure deliberations and/or disciplinary consequences.

Attendance Intervention Measures and Consequences
After five (5) consecutive days of absences, an administrator or school counselor may conduct parental conferences. Reports of these conferences or of home visits will be forwarded to the Superintendent or designee for deliberation and appropriate intervention.

Children Requiring Assistance (CRA) report to the Trial Court and a 51 A report of Educational Neglect to the Department of Children and Families may be filed for students who are chronically absent and/or tardy and whose parents have failed to fulfill their responsibility to ensure their child’s attendance in school.

Pursuant to M.G.L. Ch. 76, Section 18, students 16 years of age or older who have 15 consecutive absences may be un-enrolled from school.

If a Special Education student is chronically absent, the IEP team should convene and rewrite the student IEP to reflect this issue.

Excessive Absenteeism-Term Failure/Appeal Procedure
Any student possessing six (6) or more recorded absences may fail any course in a given term.
Parents will be informed of the student’s course failure due to absenteeism and will be given the opportunity to appeal the determination of the School. The appeal shall be made in writing to the Superintendent or designee within five (5) school days of receipt of the parental notice. Upon receipt of the written appeal and documentation, a meeting shall be promptly held with parents, appropriate school administrators, counselors, and faculty. A final decision on an appeal with the reasons will be given to the student and parent/guardian.

The following reasons for absences may be excusable and considered as part of the appeal process:

- A doctor, school nurse, or independent medical practitioner-verified illness, injury or disability that prevents the student from attending school.
- A death in the immediate family.
- Court appearances, DYS confinement, or suspension from school.
- Religious holy days.
- Displacement by natural disasters.
- School sponsored/approved activities (including field trips, athletic contests, etc.).
- Psychological, Physical Testing and Evaluations, Medical Assessments:
  Under certain circumstances psychological and medical assessments may be required (e.g. IDEA, Chapter 766 etc.) and testing schedule can only be arranged during school hours.

**Family vacations are not considered to be excused absences.**

**Dismissal Policy Procedures**
For safety and security purposes, the Greenfield Public Schools require that parents/legal guardians make all requests for early dismissal of students in writing on the day of such request. Parents/guardians are discouraged from picking up their children for early dismissal without prior written notice. Phone calls to dismiss students early will not be honored except for an emergency.

All parental requests for early dismissal of Lower School students must be given to the homeroom teacher for administrative review and processing. Lower School students will receive an approved dismissal request from their homeroom teacher. Upper School students must bring parental notes, when they arrive at school, to the main office for processing. A contact number should be provided on all notes for verification.

All early dismissal students must record their dismissal time in the main administrative office logbook.

The Greenfield Public Schools require that parents/guardians provide written notice if other individuals are providing for their child’s early dismissal and transportation. Those individuals will be required to show identification.

**We will not disturb any class for early dismissal requests during examination and testing times.**

**Transportation Policies**
**Campus / Neighborhood Traffic Control:**
In order to control vehicular traffic and to provide for student and neighborhood safety, visitors must
follow posted speed limits and park in the designated campus parking areas. Violators of neighborhood / campus traffic control or parking directives will be reported to the Greenfield Police Department.

**Bus Transportation**

Bus transportation is provided by the Greenfield Public Schools Transportation Department, directed by (name of company). The company contracted to provide all transportation services is (name of company).

Due to transportation budget issues and bus safety concerns, all 2014-2015 Greenfield school transportation service will be TO and FROM the DESIGNATED A.M. / P.M. bus stop which is closest to the student’s permanent residence.

**NO BUS CHANGE REQUESTS WILL BE PERMITTED AT ANY TIME FOR ANY PURPOSE.** A change of bus assignment will occur only if a family changes its residence.

**NO STUDENTS ARE TO BOARD ANOTHER SCHOOL BUS FOR ANY ALTERNATIVE TRANSPORTATION PURPOSE.** VIOLATIONS OF THIS POLICY MAY RESULT IN THE LOSS OF BUS TRANSPORTATION PRIVILEGES.

Students may get off only at their scheduled afternoon bus stop or at an established afternoon daycare facility on a designated bus route. Parents with work commitments should contact the Greenfield Extended Day Program if they require afternoon daycare services.

**An adult must meet all kindergarten students at designated afternoon bus stops.** If an adult is not present to meet the kindergarten student, the child will be returned to ________ after completion of the full bus route. All returning students will be supervised at this location. Identification credentials must be presented at this location for student pick-up. Students must be secured before 6:00 PM or the Greenfield Police and Department of Children and Families will be contacted. **Information** about such students at ________ (School) can be secured by telephoning ________.

**Riding the bus is a privilege and demands HIGH STANDARDS OF BEHAVIOR.** If bus rules are broken, students may be removed from the bus and progressive disciplinary consequences will occur.

**In all bus suspensions, parents are responsible for their child’s morning and afternoon transportation to and from school.** Chronic disregard for bus rules will prompt indefinite suspension from bus privileges.

**Proper Conduct on Bus:**

1. Students must fully cooperate with bus drivers/monitors and follow all adult instructions.
2. Stand back until the bus door opens, then board single file.
3. Take your seat promptly and REMAIN seated.
4. Do not expose any parts of your body outside the windows.
5. Do not throw objects from or at the bus.
6. Do not smoke, use alcohol, or use drugs on the bus.
7. No eating or drinking is allowed on the bus.
8. Do not push, fight, harass, or engage in “horseplay.”
9. CD/iPods players, sporting equipment (i.e. footballs, basketballs), laser pointers, or electronic game articles will not be permitted on the bus.
10. Vandalism to bus property will result in suspension of privileges and financial restitution.
11. Before leaving your seat to exit the bus, the bus must come to a complete stop.
12. After exiting the bus, exercise caution when crossing the street.

**Student Parking Policy**
The school parking lot is a private lot open to the public. Consequently, the school is not responsible for damage done to personal property and/or vehicles when parked in the lot. Parking permits are a privilege, not a right. Parking privileges will be honored only to those students that are academically and behaviorally accepted. Parking permits may be revoked at any time at the discretion of our Director or Student Management Coordinator. Greenfield students in grades eleven and twelve have the privilege to park on a permit basis only. The number of permits is based upon the number of available student parking spaces and are distributed on a space available basis, with seniors first followed by the juniors. An assembly will be held the first week of school with grades eleven and twelve and applications will be distributed at this time. Any car found parked on school property during the school day that is not registered will be towed at the owner’s expense.

**Students are permitted to drive and park under the following conditions:**

- A student parking application must be obtained, completed with a copy of proof of insurance and returned to the main office.
- Students must present their student I.D., car registration, and a valid driver’s license, to receive a parking application prior to a parking permit being submitted. During the course of the year, any vehicle change must be reported to the main office.
- The parking permit must be displayed at all times. There are no exceptions.
- Students may not sell, loan, duplicate, or give their permit to any other student.
- Any student driving in a careless or negligent manner likely to endanger any person or property will be subject to criminal prosecution and/or loss of parking privilege.
- All vehicle accidents should be reported immediately to the Greenfield Police Department, Traffic Division.
- Greenfield assumes no responsibility for the student’s vehicle; including but not limited to, damages, theft, injuries, and vandalism.
- Upon arrival, students must enter the building immediately. Loitering or gathering in the parking lot will not be permitted. Students cannot return to their vehicles until dismissed from school for the day or have permission from the Student Management Coordinator’s Office. Automobiles not registered, without a permit properly displayed, or parked in an improper area shall be towed at the owner’s expense. Subsequent violations may result in loss of parking privileges.

12th grade students in good academic and behavioral standing will be eligible to apply for parking privileges on campus at the start of each academic year. Students who are tardy to school for unexcused reasons more than 3 times per term will lose their parking permit for the remainder of the term. They will be eligible to reapply for parking privileges at the beginning of the next term. **Due to neighborhood and public safety concerns, the parking of any student motor vehicle on**
adjacent public or private ways is prohibited. Student motor vehicles are not allowed in the faculty/staff visitor parking lot.

**Excessive speed or disregard of traffic signs in our neighborhood or on our campus will prompt the revocation of parking privileges.** It is mandatory that student drivers strictly adhere to all city, neighborhood, and campus traffic and speed limit signs.

**Bicycle Policy**
If a student fails to observe responsible bicycle riding standards, he/she may face the loss of this privilege to ride a bicycle to school. Since the Commonwealth of Massachusetts adopted a mandatory bicycle helmet law in May 1994, all students are required to wear a helmet on rides to and from school.

**Student Employment**
Employment of students under the age of 18 is restricted to before and after school and days when school is not in session. Students between the ages of 12 and 16 may sell or distribute newspapers. Students ages 14 and 15 with working permits may engage in certain non-hazardous work, but may not work before 6:30AM or after 6PM. Students 16 and 17 years of age may engage in certain specified non-hazardous work, but they may not work before 6AM or after 10PM except if employed in restaurants until, but not after, 12:00 in the evening on Fridays and Saturdays and during school vacation periods.

Work permits may be obtained through the central office building. Whenever possible, the Greenfield Public Schools will offer a limited number of students the opportunity for employment in their educational setting.

**Student Speech**
Students have a right to express their thoughts and opinions at reasonable times and places. The Greenfield Public Schools expressly reserves the right to exercise pre-publication review of both school sponsored publications and speech, and non-school sponsored publications and speech when such publication or speech is disseminated in or through our school district. Greenfield also reserves the right to impose reasonable restrictions on the time, place, and manner of dissemination of any type of publication or speech which is disseminated through the school district. School sponsored publications include but are not limited to student newspapers, periodicals, yearbooks, or theatrical productions, which the school lends its resources or name or publication or speech which is included as part of the curriculum or other activities which the public might perceive to bear the imprimatur of the Greenfield Public Schools.

With regard to such publication or speech, Greenfield reserves the right to exercise editorial control, including pre-publication review and restraint, in an effort to insure that:

1. Participants learn whatever lessons the activity is designed to teach.
2. Readers or listeners are not exposed to materials that may be inappropriate for their level of maturity.
3. The views of the speaker are not erroneously attributed to Greenfield. If for example, the speech is ungrammatical, poorly written, inadequately researched, biased, prejudiced, profane, or vulgar.
4. The speech will not be reasonably perceived to advocate drugs or alcohol use, irresponsible sex, or conduct inconsistent with the shared values of a civilized order.

With regard to non-school sponsored publications or speech which is sought to be disseminated
through the Greenfield Public Schools, approval of the administration must be obtained prior to dissemination. Such approval may be withheld and distribution may be halted and/or disciplinary action may be initiated if:

1. The speech has the propensity to materially disrupt class work or involve substantial disorder or the invasion of the rights of others.
2. The speech is potentially libelous, i.e. if it involves a false and unprivileged statement about a specific individual, which injures the individual’s reputation in the community.
3. The speech involves fighting, abusive words or slurs, (i.e. words spoken to injure or harass other people such as threat of violence, defamation of character, or of a person’s race, religion, gender, sexual orientation, or ethnic origin).
4. The speech is “obscene” meaning that the average person, applying contemporary community standards, would find that the publication, taken as a whole, appeals to a minor’s prurient interest in sex (“minor” means any person under the age of 18).
5. The speech depicts or describes in a patently offensive way sexual conduct/acts (normal or perverted) excretory functions or lewd exhibition of anatomical parts.
6. The work, taken as a whole, lacks serious literary, artistic, political or social value.

Students, parents, or legal guardians should immediately report to administrators any incident of improper fraternization or inappropriate postings or e-contacts by staff members to students or students towards staff.

If the student is dissatisfied with the decision of the administration of a non-school sponsored publication, the student may appeal the decision to the Superintendent within five (5) school days after the date of the administrative decision. The student shall have the right to appeal and to present the student’s case, supported by relevant witnesses and material, as to why the distribution of the publication is appropriate.

Privacy Rights, Searches, And School Property Policy

Application
Students are protected by the guarantees of the Fourth Amendment of the United States Constitution, and are subject to reasonable searches and seizures of the person and/or property when there is reasonable suspicion to believe that a student may be in possession of drugs, weapons, alcohol, or other materials in violation of school policy or state law. School property shall remain under the control of school officials, and shall be subject to a search for any reason at all times.

Student Searches
The legality of a search of a student, his/her clothing and/or possessions depends simply on the reasonableness, under all circumstances, of the search. The search by a school official is “justified at its inception” when there are reasonable grounds for suspecting that the search will turn up evidence that a student or students have violated either the law or school rules. Such a search is permissible in its scope when measures adopted are reasonably related to the objectives of the search and are not excessively intrusive in light of the age and sex of the student(s) and the nature of the infraction.

A particular student’s effects are also subject to being searched by school officials and are subject to the same rules. Effects may include automobiles located on school property.
School Property
Student lockers, desks, computers, etc. are for the use of students but remain the property of the Greenfield Public Schools. The School exercises exclusive control over school property, and a student should not have an expectation of privacy regarding items placed in school property.

STUDENTS SHOULD HAVE NO EXPECTATION OF PRIVACY IN THEIR SCHOOL LOCKERS, DESKS, COMPUTERS, CELL PHONES, IPODS, BACKPACKS, DUFFLE BAGS, AND POCKETBOOKS, LIKE ARTICLES OR POSSESSIONS, ETC.

GREENFIELD ADVISES ALL STUDENTS THAT SCHOOL ADMINISTRATORS INTEND TO CONDUCT PERIODIC, UNANNOUNCED LOCKER, BACKPACK, AND DESK INSPECTIONS TO INSURE CLEANLINESS, SAFETY, ADHERENCE TO FEDERAL, STATE, AND LOCAL LAWS AND REGULATIONS, AND ADHERENCE TO SCHOOL RULES.

IF THERE ARE REASONABLE GROUNDS FOR SUSPECTING THAT A SEARCH WILL LEAD TO EVIDENCE THAT A GREENFIELD PUBLIC SCHOOL’S STUDENT HAS VIOLATED THE LAW OR CODE OF CONDUCT, ADMINISTRATORS MAY SEARCH THE CONTENTS, INCLUDING TEXTS, PICTURES, AND VIDEOS, OF CELL PHONES, TABLETS, LAPTOPS, MP3 PLAYERS, OR SOCIAL NETWORK INTERNET SITES SUCH AS MYSPACE, FACEBOOK, YOUTUBE, FLICKR, GOOGLE+, AND TWITTER.
SCHOOL ADMINISTRATORS MAY CONDUCT A SEARCH OF CELL PHONES OR ELECTRONIC/DIGITAL DEVICES FOR PICTURES, TEXT MESSAGES, VIDEO, UPLOADED AND DOWNLOADED ONLINE MATERIALS IF THEY HAVE REASONABLE SUSPICION THAT A VIOLATION OF THE GREENFIELD PUBLIC SCHOOL’S CODE OF CONDUCT HAS OCCURRED.

Acceptable searches may include, but are not limited to:
- Video and pictures of threats, assaults, and fighting;
- Evidence of academic dishonesty;
- Evidence of harassment/intimidation/bullying;
- Evidence of graffiti/destruction of property; and
- Evidence of possession, use, or distribution of controlled substances, illegal drugs, or alcohol.

If a search of an electronic device is found to contain evidence pertinent to a school-based investigation, the school administration has the sole discretion to hold on to the device, download the evidence, notify the police, and/or give the device to law enforcement officials.

Use of Student Photographs
Children’s photographs may be taken, reproduced, and used for various purpose, including but not limited to temporary student records, school publications, yearbooks, classroom pictures, television news, newspapers, periodicals, and school functions, etc. With the exception of photographs for individual student records, if a parent/guardian does not want their child’s photograph and/or picture used in any manner the School must be notified each year in writing of such a request.

Greenfield Facebook Page
The Greenfield Public School’s will establish a Facebook page to disseminate newsworthy school
information including, but not limited to student interviews, school performances, athletic contests, academic accomplishments and award ceremonies and commencement exercises. The Facebook page will be exclusively controlled by school administration. No one other than administrators may alter content or post comments.

Students identified on and/or those participating in these productions must execute the Facebook Consent/Release Form found in Appendix ( ) on page ( ).

**Student Conduct**
The following matters are taken very seriously. Rules apply anywhere on site, and at any off site school-sponsored functions. Consequences for violating rules are outlined in the next chapter, “Code of Conduct.”

**Classroom Expectations:**
1. Students are expected to be respectful of teachers, staff, classmates, and themselves at all times.
   Following the classroom rules will help create an environment intended to maximize learning. Each teacher will discuss classroom policies and expectations.
2. No violence will be tolerated at the School. Violent or destructive acts will result in severe consequences determined by the Administration, depending upon the severity of the act.
3. Racial slurs, verbally abusive language, or bullying will not be tolerated.
4. Dishonesty (such as cheating, plagiarism, and stealing) will be handled with severe consequences.
   Plagiarism—taking ideas or writings from another person and offering them as original ideas, will not be tolerated. Repeated offenses of academic dishonesty shall prompt full scrutiny of all student grades and may result in re-testing of previous examinations.
5. Students are expected to be in homeroom and in class on time. Repeated tardiness will prompt disciplinary consequences.
6. Students must be fully prepared for all classes. Repeated instances of unpreparedness will prompt disciplinary consequences.
7. All lockers should remain tidy, and able to be closed for proper storage of school materials, and personal belongings.
8. Littering of any kind is not allowed.
9. Older students are expected to model good behavior for younger students.
10. No tobacco products are allowed on school property. Alcohol and chemical substances are strictly forbidden. Students in possession of illegal items may be excluded from school. Students found under the influence of alcohol or chemical substances while at school must be picked up by parents or guardians and will be suspended or possibly expelled. Law enforcement officials may also be notified of such conduct.

**Hallway Expectations**
As in every part of the Greenfield Public Schools, students are expected to behave in the halls. Everyone in the school should make an effort to control noise. Students should not shout or slam lockers. When classes are in session, students, teachers, and parents passing in the hallway are expected to keep their voices low. Running in the hallway is prohibited. Safety for all students is important at school. Students are asked to *stay to the right* when traveling through the hallways or on the stairs.
Student Locker Policy
Students will be issued assigned lockers, with or without school issue combination locks, at the opening of the School. **No sharing or swapping of assigned lockers is permitted.** All student lockers must remain tidy, and be able to be closed for proper storage of materials and belongings. For safety issues, **only unframed, collapsible bookbags will be permitted to be stored in school lockers.**

For security purposes, **no outside locks will be permitted at any time.** At all times, student locks must remain affixed to school lockers.

The Student Management Coordinators will assign school issue combination locks to students in grades 6-12 for their lockers. Lost locks can be replaced for a $5.00 fee.

**The Greenfield Public Schools are not responsible for lost or stolen personal belongings.**

Disciplinary Procedures

Safe and Secure Environment Policy
In order to maintain a safe and secure environment, the Greenfield Public Schools reserves the right to immediately suspend and remove a student from the School property when the student's behavior jeopardizes the safety of students, faculty, or staff.

Office referrals
An “office referral” is the consequence for inappropriate behavior. Office referrals document behavior that is a violation of school rules, and provide information after the matter has been referred to the Deputy Student Management Coordinators (S.M.C.).

If a student is disrupting a class, teachers may provide one warning before issuing an office referral. If the student continues to misbehave, he or she will be given an office referral and is sent to the S.M.C.’s office for a review of the referral with the student. Parental contact and notice of appropriate disciplinary action is then taken. At a minimum, the student will remain out of the class for the balance of the period. He or she will remain in the office or be placed in the In House Alternative Program (IHAP) room, which is staffed by a certified teacher and/or by a proctor. The student will be expected to complete all work assigned by classroom and IHAP staff. The student will be subject to the Attendance policies and consequences.

If a student commits a serious offense (e.g., physical violence), office referrals can be issued immediately without going through the warning process.

**Students who receive two or more academic, disciplinary or bus behavior referrals within 20 school days before a field trip may not be permitted to attend.**

In the case of an educationally-based field trip, a child may be permitted to attend if the parent assumes full transportation and personal chaperone responsibilities for their child. Siblings of school children will not be permitted to accompany chaperones on school field trips.
After-school Detention
After-school detention is given to students in grades 5 – 12 for a variety of disciplinary reasons. When a student receives after-school detention, the S.M.C. contacts the student’s parent/guardian to inform them of the detention. Once the student receives notification of a detention, attendance at school events or participation in extracurricular activities is prohibited until the detention is served.

Detention for Grades 5-7 is from 4:00 to 5:00 P.M. and Grades 8-12 is from 2:30 to 3:30 P.M.

Failure to attend after school detention assignments will result in an automatic two days of detention.

Consistent failure to attend detention assignments may result in external suspension from school.

It is the sole responsibility of the parent to pick up their child immediately following the detention. Students with detention may not take a later bus departing from the School, or remain unsupervised in the School or on the campus property.

2. Code of Conduct

Greenfield Public Schools expect all students to conduct themselves in a responsible manner. Disciplinary measures are used to maintain a safe and stable school environment. We incorporate all provisions of the Mass. General Laws, Chapter 71, Section 37H, 37H½, and 37H¾ in our Code of Conduct.

Disciplinary action affecting a student with a disability must comply with the prescribed procedures under state and federal law. Greenfield incorporates all of the provisions of 20 U.S.C. 1415(k) (disciplining students with disabilities), as well as 603 CMR 28.08 (dispute resolution before the Bureau of Special Education Appeals), in the Student/Parent Handbook.

Options and Procedures
Each discipline case will carry its own merit and will be decided according to the facts accompanying the case. Effort will be made to discipline students while maintaining them in regular school programs. Parents are encouraged to become actively involved in the disciplinary process. In many cases, however, the following discipline procedures may take place:

1. Students may be given detention or one of several other disciplinary options, including a warning. If after school detention is given, parents must make arrangements for safe student transport home. (Scheduling arrangements for detention can be requested for a parent to provide transportation).
2. Bus privileges may be revoked for acts of misbehavior.
3. Students may have campus-driving privileges revoked.
4. Students may be excluded from extra-curricular activities.
5. Students may be placed in the In-House Alternative Program.
6. Students may be externally suspended from school when they are a danger to themselves or others, or when they demonstrate a chronic inability or unwillingness to abide by school
regulations. The Principal will decide the length of each suspension.

7. Students may be required to perform school-based community service.
8. Students may be required to pay restitution, write letters or apology, or be assigned special projects.
9. Students may be referred for counseling, risk assessments or psycho-educational evaluations.
10. Greenfield may order a change in placement to an interim alternative educational setting for up to forty-five (45) school days.
11. A student may be excluded from school.

Students who do not abide by the rules of the In-House Alternative Program or who do not modify their behavior will be referred to the administration for external suspension.

**During the period of suspension, a student may not appear on school property or at school-related activities or events either as a spectator or participant. A violation of this policy will be considered a trespass resulting in immediate notification of the Greenfield Police Department.**

Depending upon the reason for suspension, a student may be prohibited from attending extra-curricular activities beyond the suspension period. Suspensions that carry over a weekend or vacation period will also eliminate a student’s participation from any extra-curricular events that take place on those weekends or vacation periods.

**GROUND FOR SHORT-TERM SUSPENSION:**
1. Leaving school during school hours without permission.
2. Unauthorized absence(s) from school (truancy) or from class.
3. Repeated unexcused tardiness to school, class and homeroom.
4. Unexcused absence from detention assignments.
5. Gambling in any form.
6. Use of or possession of contraband items such as matches, lighters, non-prescribed hypodermic needles, pipes, roach clips, rolling papers, fireworks, stink bombs, laser pens or pointers.
7. Use of or possession of beepers.
8. Smoking on school property, in a school bus, or at school functions.
9. Exhibitionism, lewd, wanton and lascivious behavior, sexual contact, disorderly conduct including, but not limited to excessive, distracting and/or inappropriate public displays of affection between students. (M.G.L.A. Ch.272, s.16 & s.53.)
10. The possession, dissemination, or use of obscenity in any form, especially, speech writing or explicit sexual pictures or drawings. (M.G.L.A. Ch. 272, s. 29 & 31.)
11. Intentional acts threatening the health and safety of self and/or others on school property, at school sponsored or related events, and to and from school. If warranted, a determination as to referral to law enforcement may be recommended.
12. Lack of respect for faculty, staff, and visitors, including, but not limited to, insubordination, disobedience, use of insulting and/or profane language or gestures, the willful disregard of express or implied directions from a teacher, administrator, or staff member, including but not limited to, the refusal to follow the directions of mandated tests, assessments, or exams, academic dishonesty/cheating, and/or the refusal to follow a mandated program.
13. Theft or vandalism to school property or the property of others in the school setting, whether during or after school hours or at any school activity. Reasonable proof of the offender is necessary. Restitution by the offender is required. If warranted, a determination as to referral to law enforcement may be recommended. (M.G.L.A. Ch. 266, s. 30, 98,100,127A, etc.)
14. Chronic school offender: The student who repeatedly disturbs or interrupts the educational process, refuses to work, who falsifies signatures on reports, who refuses to return signed papers to teachers or administrators, who refuses to report to appropriate school personnel, who exhibits offensive behavior on an ongoing basis, and/or who repeatedly violates the code of conduct.

15. Organizing or participating in hazing or bullying behavior.

16. Violation of Civil Rights: Students have the right to be free from discrimination based upon race, color, religious creed, national origin, ancestry, gender, sexual orientation, disability, or handicap. Such discrimination includes, but is not limited to, verbal and physical attacks on students directed at their racial, ethnic, or religious background, or their disability, and at any form of sexual harassment.

17. Violation of federal or Massachusetts law.

18. Bullying in any form, including verbal abuse, harassment, taunting, name-calling, threats in any form, extortion, intimidation, slander, defamatory statements, whether verbal or written, pushing, shoving, and tripping. This includes asking anyone to verbally abuse, threaten, or intimidate another student on one’s behalf.

19. Any school related act, on or off school property, which interferes with or restricts another student’s ability to enjoy the educational benefits afforded or offered within, and outside of, the School setting. Such acts include, but are not limited to incidents that interfere with or threaten the well-being or order of the School or its staff, students, or the general public.

In assigning short-term suspensions, administrators are:

1) aiming to improve a student’s behavior;

2) maintaining a safe and orderly school environment; and

3) providing for necessary communication between the parent/guardian and the School personnel.

Students under suspension remain responsible for completion of all schoolwork and will receive credit accordingly. Suspended students will have the opportunity to take tests and exams given during the suspension period during after school hours or upon their return to school. Teachers are under no obligation to provide help to a student while he or she is under suspension other than to provide notice of assignments.

**GROUNDS FOR LONG-TERM SUSPENSION/EXPULSION UNDER SECTIONS 37H AND 37H½:**

A. Possession of a firearm on school premises, at school-sponsored or school related events, including field trips, and athletic games, and to and from school (United States Code, Section 921 of Title 18);

B. Possession of a dangerous weapon, other than a firearm, on school premises, at school-sponsored or school-related events, including field trips and athletic games, and to and from school (M.G.L.A. Ch.269, Section 10);

C. Assault/assault and battery upon an administrator, teacher, teacher aide, or other school staff member on school premises, at school-sponsored or school-related events, including field trips and athletic games, and to and from school. (M.G.L.A. Ch. 265, sections 13A and 13D);

D. Possession, use and/or distribution of an illegal drug or controlled substance as defined in M.G.L.A. Ch. 94C, including, but not limited to, marijuana, cocaine, crack and heroin on school premises, at school-sponsored or school-related events, including field trips and athletic games, and to and from school;

E. Use or possession of a bomb or any other explosive or incendiary device;
F. Pursuant to M.G.L.A. Chapter 71, Section 37H ½, a student charged with a felony or the subject of a felony delinquency complaint may be suspended, or a student convicted, adjudicated, or admitting guilt with respect to a felony or felony delinquency may be expelled, provided that the Superintendent determines, after hearing, that the student’s continued presence poses a substantial detrimental effect on the general welfare of the School.

**GROUND FOR LONG-TERM SUSPENSION UNDER SECTION 37½**

A. Possession of a paint gun, BB gun, air rifle, pellet gun, or imitation weapon of any kind;
B. Assault/assault and battery by means of a dangerous weapon on school premises, at school-sponsored or school-related events, including field trips and athletic games, and to and from school. (M.G.L.A. Ch. 265, Section 15A & 15B);
C. Possession or misuse of inhalants, glue, synthetic drugs, or any other substance, on school premises, at school-sponsored or school-related events, including field trips and athletic events, and to and from school;
D. Academic dishonesty/cheating;
E. Making a bomb threat by any means, including, but not limited to, verbally, electronically, or in writing;
G. Possession, use and/or distribution of alcohol on school premises, at school-sponsored or school-related events, including field trips and athletic games, and to and from school;
H. Serious offenses as defined in Grounds for S
I. Bullying, harassment, or hate crimes; and
J. Use or possession of an object that appears to be a firearm, bomb, or dangerous weapon.

**PROCEDURES FOR SUSPENSION/EXPULSION**

Please read this section carefully as the Procedures for Suspension/Expulsion have been amended to reflect recent changes in state law.

The purpose of the new Massachusetts Student Discipline Regulations, effective July 1, 2014, is:

- For those discipline offenses subject to G.L. 71, §37H¾, to limit the use of long-term suspension as a consequence for student misconduct until the other consequences have been considered and tried as appropriate;
- To promote engagement of a student’s parent in discussion of the student’s misconduct, and options for responding to it;
- To assure that every student who is expelled or suspended, regardless of the reason for suspension or expulsion, has the opportunity to receive education services to make academic progress during the period of suspension or expulsion; and
- To keep schools safe and supportive for all students while ensuring fair and effective disciplinary practices.

**DEFINITIONS**
Disciplinary Offense
Any alleged or determined disciplinary infraction by a student, except for: a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) 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, as provided in G.L. c.71, §§37H or 37H½. A disciplinary offense, as defined, is subject to the provisions of G.L. c.71, §37H½.

Disciplinary offense under G.L. c.71, §§37H or 37H½ means one or more of the following alleged or determined disciplinary infractions: a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; and d) 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, as provided in G.L. c.71, §§37H or 37H½.

Expulsion
The removal of a student from the school premises, regular classroom activities, and school activities for more than ninety (90) school days, indefinitely, or permanently, as permitted under G.L. c.71, §§37H or 37H½ for: a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) 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, as provided in G.L. c.71, §§37H or 37H½.

In-School Suspension
Removal of a student from regular classroom activities, but not from the school premises, for no more than ten (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions during the school year. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days. In-school suspension for ten (10) days or less, consecutively or cumulatively during a school year, shall not be considered a short-term suspension. If a student is placed in in-school suspension for more than ten (10) days, consecutively or cumulatively during a school year, such suspension shall be deemed a long-term suspension for due process, appeal, and reporting purposes.

Long-Term Suspension
The removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. A principal may, in his or her discretion, allow a student to serve a long-term suspension in school. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days. Except for students who are charged with a disciplinary offense set forth in subsections (a) or (b) of §§37H, or in section 37H½ of G.L. c.71, no student may be placed on long-term suspension for one (1) or more disciplinary offenses for more than ninety (90) school days in a school year beginning with the first day that the student is removed from school. No long-term suspension shall extend beyond the end of the school year in which such suspension is imposed.
Parent
A student's father, mother, or legal guardian, or person or agency legally authorized to act on behalf of the student in place of or in conjunction with the father, mother, or legal guardian.

Principal
Principal of a public school, or his or her designee, for purposes of school disciplinary matters.

School-Wide Education Service Plan
The document developed by a principal, in accordance with G.L. c.76, §21, that includes a list of education services available to students who are expelled or suspended from school for more than ten (10) consecutive days.

Short-Term Suspension
The removal of a student from the school premises and regular classroom activities for ten (10) consecutive school days or less. A principal may, in his or her discretion, all a student to serve a short-term suspension in school. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

Superintendent
The chief executive officer employed by a school committee or board of trustees to administer a school system or charter school.

Suspension
Short-term suspension and long-term suspension unless otherwise stated.

INVESTIGATION OF DISCIPLINARY INCIDENTS

Nothing shall prevent a school administrator from conducting an investigation, including student interviews, of a school-related disciplinary incident.

ALTERNATIVES TO SUSPENSION UNDER SECTION 37H½

In every case of a student misconduct for which suspension may be imposed, the principal shall exercise discretion in deciding the consequence for the offense and consider ways to re-engage the student in learning.

NOTICE OF SUSPENSION AND HEARING UNDER SECTION 37H½

The principal may not impose a suspension as a consequence for a disciplinary offense without first providing the student and the parent oral and written notice, and providing the student an opportunity for a hearing on the charge and the parent an opportunity to participate in such hearing.

The principal shall provide oral and written notice to the student and the parent in English and in the primary language of the home if other than English, or other means of communication where appropriate. The notice shall set forth in plain language:
a) the disciplinary offense;
b) the basis for the charge;
c) the potential consequences, including the potential length of the student’s suspension;
d) the opportunity for the students to have a hearing with the principal concerning the proposed suspension, including the opportunity to dispute the charges and to present the student’s explanation of the alleged incident, and for the parent to attend the hearing;
e) the date, time, and location of the hearing;
f) the right of the student and the student’s parent to interpreter services at the hearing if needed to participate;
g) if the student may be placed on long-term suspension following:

1. the rights set forth in 603 CMR 53.08 (3)(b); and
2. the right to appeal the principal’s decision to the superintendent.

The principal shall make reasonable efforts to notify the parent orally of the opportunity to attend the hearing. Without the parent present, the principal must be able to document reasonable efforts to include the parent. The principal is presumed to have made reasonable efforts if the principal has sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification. Written notice to the parent may be made by hand delivery, first-class mail, certified mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the principal and parent.

EMERGENCY REMOVAL UNDER SECTION 37H½

Nothing in these regulations shall prevent the principal from removing 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 temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the principal shall:

a) 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 set forth in 603 CMR 53.06(2);
b) Provide written notice to the student and parent as provided in 603 CMR 53.06(2);
c) Provide the student an opportunity for a hearing with the principal that complies with 603 CMR 53.08(2) or 53.08(3) 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;
d) 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.

An administrator may not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student’s safety and transportation.

PRINCIPAL’S HEARING UNDER SECTION 37H½
The principal shall determine the extent of the rights to be afforded the student at a disciplinary hearing based on the anticipated consequences for the disciplinary offense. If the consequences may be long-term suspension from school, the principal shall afford the student, at a minimum, all the rights set forth, in addition to those rights afforded to students who may face a short-term suspension from school.

Principal Hearing – Short-Term Suspension:

a) The purpose of the hearing with the principal is 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 also 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 603 CMR 53.05. 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.

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

c. The principal shall notify the student and parent 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. The determination shall be in writing and may be in the form of an update to the original written notice.

d. If the student is 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 Hearing – Long-Term Suspension

a) The purpose of the hearing is the same as the purpose of a short-term suspension hearing.

b) At a minimum, in addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following rights:

1. 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;
2. the right to be represented by counsel or a lay person of the student’s choice, at the student’s/parent’s expense;
3. 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;
4. the right to cross-examine witnesses presented by the school district;
5. 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.

c) 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.

d) Based on the evidence, the principal shall determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension, 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:
   1. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
   2. Set out the key facts and conclusions reached by the principal;
   3. Identify the length and effective date of the suspension, as well as a date of return to school;
   4. Include notice of the student’s opportunity to receive education services to make academic progress during the period of removal from school;
   5. 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:

   a) 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 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
   b) the long-term suspension will remain in effect unless and until the Superintendent decides to reverse the principal’s determination on appeal.

e) If the student is in a public preschool program or in grades K through 4, the principal shall send a copy of the written determination to the Superintendent and explain the reasons for imposing an out-of-school suspension, whether short-term or long-term, before the suspension takes effect.
SUPERINTENDENT'S HEARING UNDER SECTION 37H 4

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 set forth. If the appeal is not timely filed, 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 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 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 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. 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.

IN-SCHOOL SUSPENSION UNDER SECTION 37H 4

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.

The principal shall inform the student of the disciplinary offense charged and the basis for the charge, and provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident. If the principal determines that the student committed the disciplinary offense, the principal shall inform the student of the length of the student’s in-school
suspension, which shall not exceed ten (10) days, cumulatively or consecutively, in a school year.

On the same day as the in-school suspension decision, the principal shall make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The principal shall also invite the parent to a meeting to discuss the student’s academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting shall be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the principal is unable to reach the parent after making and documenting at least two (2) attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.

The principal shall send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent to a meeting with the principal for the purpose set forth, if such meeting has not already occurred. The principal shall deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or by other method of delivery agreed to by the principal and the parent.

**EMERGENCY REMOVAL UNDER SECTION 37H½**

The principal may remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on the student’s misconduct. Such a removal is not subject to the procedures in G.L. c.71, §37h½.

**DISCIPLINARY OFFENSES UNDER SECTION 37H OR 37H½**

The principal may remove a student who has committed a disciplinary offense under G.L. c. 71, §§37H or 37H½ from school for more than ninety (90) days in a school year. Any student who is removed from school for a disciplinary offense under G.L. c.71, §37H or §37H½ shall have an opportunity to receive education services and make academic progress during the period of removal.

**EDUCATION SERVICES AND ACADEMIC PROGRESS UNDER SECTION 37H, 37H½, AND 37H½**

Any student who is serving an in-school suspension, short-term suspension, long-term suspension, or expulsion shall have the opportunity to earn credits, as applicable, 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 Superintendent or principal shall inform the student and parent of this opportunity in writing 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 Superintendent 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.

The Superintendent or Principal shall notify the parent 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 of 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.

Due Process
Under Goss v. Lopez, 419 U.S. 565 (1975), the United States Supreme court held that students have
the right to certain minimal due process protections when school officials seek to impose short-term
suspensions. The Court stated that in such cases, the student is entitled to oral or written notice of
the charge(s) against him/her, and explanation of the basis for the accusation(s), an opportunity to
present his/her version of the facts. This “informal hearing” must be provided in advance of the
suspension except where the student’s continued presence endangers persons or property or
“threatens disruption of the academic process.” In the exceptional cases where immediate suspension
is justified the notice and hearing must follow as soon as practicable. Finally, the United States
Supreme Court indicated that where school officials seek to suspend a student for more than ten (10)
days (long-term suspension), depending on the length of the exclusion, greater due process
protections might be required.

Prior to the informal hearing, oral or written notice of the charges shall be given to the student by the
Principal.
The informal hearing with the student will then proceed in the following manner:
1. The evidence against the student will be reviewed with the student.
2. The student will be given the opportunity to explain or to make statements in defense of his/her
   action or in mitigation of his/her conduct.
3. The Principal shall record a summary of the facts and disputed evidence.
4. The Principal shall have the discretion to investigate and to clarify facts, but the student should
   be informed of all such actions.
5. After the informal hearing, the student will be notified of the decision of the Principal.

When a student is suspended:
1. Parent/guardian should be immediately notified that their child is being suspended. In the case of
   an emergency, they will be asked to come to school and take the child home. (Arrangements for
   school assignments/tests will be provided as practicable).
   In emergencies, if the conduct of a student is severely disruptive, the student will be immediately
   removed from the building by the police if necessary or by the parent/guardian. Formal charges
   will follow. All suspension paperwork will follow the emergency action.

If the attempts to reach the parent(s)/guardian(s) are unsuccessful, the student will remain in the
building until regular dismissal time. After reasonable efforts to contact the parent(s) or
guardian(s) have been made by the administration, the suspension shall take effect and not be
stayed. Externally suspended students will not be allowed to return to school during the period of the suspension even if the administration is unable to reach the parent(s) or legal guardian(s).

2. The Principal must follow this oral presentation with a letter to the parent/guardian summarizing reasons for suspension, and indicating the number of days of suspension and the reinstatement date—the date the student may return to school.

3. Parent(s) and guardian(s) should be presented all reasons for suspension and, if so requested, be given an administrative hearing date with the principal. The following provisions also apply:

   a. The hearing must be held within two days of the suspension and before reinstatement to school.
   b. The reinstatement date could, as a result of the hearing, be sooner depending upon evidence, student history, and extenuating circumstances.
   c. A suspension review decision from the principal will be forwarded to parent(s)/guardian(s). There is no right to further review.

In addition to the minimal protections afforded to a student where a short-term suspension is imposed, additional due process hearing rights arise under federal and Massachusetts law when a long-term suspension is sought. Prior to the imposition of a long-term suspension placement in an interim alternative educational setting or an expulsion, the principal shall ensure that the parent(s) or legal guardian(s) (or student, if he/she is eighteen (18) years old or older) receive(s) timely written notice, in the language of the home, by certified and first-class mail, postage prepaid, of the following:

- That a hearing will be held to determine whether or not to impose a long-term suspension, placement in an interim alternative educational setting, or expulsion;
- The date/time/place of the hearing;
- A description of the nature of the evidence supporting the allegation(s) against the student;
- The specific sections of the Handbook alleged to have been violated;
- A list of witnesses who will appear on behalf of the School;
- A summary of the procedures to be followed and the rights afforded to the student at the hearing; to wit:

During the course of the hearing, the School will first present direct and corroborative evidence from the above named individual(s). After presentation of any rebuttal evidence, you will be able to present any evidence related to the above-alleged acts on behalf of your son/daughter. You will then be able to present an argument concerning the information presented followed by a brief argument by the School.

At the hearing, your son/daughter has the right to be represented by counsel or an advocate of your choice.

Depending upon the nature of the individual, you may have the right to cross-examine school witnesses (note: in some cases the need to protect an individual may outweigh a student’s right to cross-examine a witness, for example, another student.)
In addition, you may present witnesses on behalf of your son/daughter, and have your son/daughter, if you choose, testify in his/her own behalf if you so desire.

You are entitled to a copy of the tape recording of the hearing.

In addition, you or your counsel or advocate may review any and all statements by proposed school witnesses prior to said hearing. Arrangements for such review can be made by contacting the principal.

Arrangements for the translation of witness statements or other school documents will be provided upon request.

Finally, you have the right to a reasonably prompt written decision, including the specific grounds for the decision, after the hearing is concluded.

Please be advised that all reasonable efforts will be made to protect the confidentiality of the hearing.

Please also note that the allegations against the student must be supported by a preponderance of evidence before a long-term suspension/expulsion is imposed.

Please note further that this is not a court proceeding. Evidence which is relevant, though hearsay, may be admitted.

If the student has an Individualized Education Plan (IEP) or Section 504 Accommodation Plan, additional rights are enumerated in “Disciplinary Action Relative to Special Needs Students” below;

- The right to appeal the Superintendent’s decision to the Disciplinary Subcommittee of the School Committee within ten (10) days; and
- The telephone number of the principal should the parent(s) / guardian(s) have any questions or concerns.

PROCEDURES FOR THE EXCLUSION OF STUDENTS WITH DISABILITIES PURSUANT TO FEDERAL AND MASSACHUSETTS REGULATIONS:

Eligible students with disabilities, as defined by the Individuals with Disabilities Education Act and Massachusetts General Laws, Chapter 71B (Chapter 766), shall be subject to the provisions of this Discipline Policy except as otherwise provided in this section.

Federal and Massachusetts laws, regulations and policies do not prohibit the exclusion of students with disabilities in all cases. However, when it is permitted, the long-term removal of a student from the program which is prescribed in his/her Individualized Educational Plan (IEP) or Section 504 Accommodation Plan must be preceded by a more deliberate review of the causes and reasons for the proposed suspension and the development of an alternative program, consistent with federal and state law.

With respect to the exclusion of students with disabilities for more than ten (10) consecutive days, or a cumulative pattern of exclusions resulting in a change of placement, federal law (see 20 United
States Code, Section 1415(k)) requires parental consent, or where the parent(s)/legal guardian(s) does not consent, the securing of an administrative or judicial order authorizing the exclusion, except for violations involving dangerous weapons, controlled illegal substances, or fighting resulting in serious injury.

With respect to the removal of students with disabilities from public schools, Massachusetts follows federal laws and regulations.

**Disciplining Students with Disabilities: Procedures Applicable for Exclusions of More than Ten (10) Consecutive School Days or a Pattern of Exclusions Resulting in a Change of Placement:**

The following provisions shall apply whenever a school administrator proposes to suspend a student with disabilities for more than ten school (10) days or when the suspension results in a pattern of exclusions resulting in a change of placement:

**Definition of Suspension**

Suspension shall be defined as any action which results in the removal of a student from the program prescribed in his/her Individualized Education Program (IEP) or Section 504 Accommodation Plan. The term includes in-school suspension as well as any exclusion from transportation services which prohibits the student’s participation in his/her prescribed program.

**General Requirements**

Each school shall ensure that:

a. Its Code of Conduct is on file with the Department of Education and all student handbooks contain the specific procedures in these regulations for the exclusion of a student with disabilities;

b. It has an appropriate procedure to notify the Special Education Coordinator of the misconduct for which exclusion of a student with disabilities for more than ten (10) school days is proposed so that the procedures required can be implemented consistently;

c. The number and duration of exclusions of students with disabilities is recorded and maintained by school administrators;

d. The IEP or Section 504 Accommodation Plan of every student with disabilities indicates whether the student is or is not expected to meet the school’s discipline code, and, if not, describes modifications of the code; and

e. No student with disabilities may be excluded for more than ten (10) school days or be subject to a pattern of exclusions resulting in a change of placement except as provided hereunder.

**Meeting to review IEP**

When it is known that the exclusion(s) of a student with disabilities will approach ten (10) school days, a review of the IEP will be conducted. Participants in the meeting shall include, but not be limited to, individuals who are trained in the area of the student’s special needs, as well as the parent(s). At that review, the review TEAM will determine whether the student’s misconduct is a direct manifestation of the student’s disabilities, or results from an inappropriate special education program/placement or an IEP that was not fully implemented. Depending on the result of that determination, exclusion may or may not be implemented.

**Circumstances under which the student may not be suspended for more than ten (10) school days:**

Subject to the authority of school officials to place a student with disabilities who commits an offense involving a dangerous weapon or illegal drugs/controlled substances, or an assault that
results in serious bodily injury, in an interim alternative education setting for up to forty-five (45) school days:

a. If the TEAM concludes that the student's misconduct is directly related to the student's disabilities or results from an inappropriate special education program or placement or an IEP that was not fully implemented, the student shall not be excluded. Instead, the student’s IEP shall be revised to reflect a new program or placement designed to meet the student’s needs more effectively, or, if the misconduct resulted from an appropriate IEP that was not fully implemented, all necessary steps shall be taken by the school to ensure that the IEP is fully implemented. If revision of the student’s IEP is required, development of an amended or new IEP shall occur;

b. If a new program or placement is designed for the student as a result of the review, the program or placement shall be implemented immediately following parental approval of the IEP. If the parent(s)/legal guardian(s) refuses consent to the IEP, the school or parent(s)/legal guardian(s) may request a hearing to determine the appropriateness of the program. Alternatively, the parties may seek mediation to resolve the dispute. If a hearing is requested, during the pendency of the hearing, the student shall remain in the last agreed upon educational placement (the placement in effect when the dispute arose), unless another placement is agreed upon by the school and the student’s parent(s)/legal guardian(s), or a court or hearing officer’s order permits the school to change the student’s placement based on a showing that the student’s continued presence in school presents a substantial likelihood of injury to the student or to others.

Circumstances under which exclusion may be imposed for more than ten (10) school days:

a. If the school wishes to impose a suspension/expulsion which results in more than ten (10) school days, and the TEAM concludes that: the student’s misconduct is not a manifestation of the student’s disabilities; is not the result of an inappropriate special education program/placement, and the current IEP was fully implemented, the school shall:

1. Conduct a functional behavioral assessment and develop a positive behavioral intervention plan;
2. Provide an appropriate interim alternative educational plan for the delivery of services to the student during the period of the exclusion; and
3. Present the interim alternative plan to the student’s parent(s)/legal guardian(s).
4. A copy of the interim alternative educational plan must be included in the student’s file, which shall also include documentation which demonstrates that:

   a. The school has complied with procedures required by Goss v. Lopez and by the school’s Code of Conduct;
   b. The school has complied with procedures required by Section 615(k) of the IDEA;
   c. The disciplinary action is for a stated number of days;
   d. The action is necessary in light of the needs of the student and others;
   e. The school administrators have conferred with appropriate special education staff as to the disciplinary action and have followed all the procedures outlined herein including notice to the parent(s) or guardian(s) of their right of appeal.

PLEASE NOTE THE FOLLOWING STATUTORY REQUIREMENTS:
Section 615(k) of the Individuals with Disabilities Education Act ("IDEA") sets forth the following procedures with respect to disciplining students with disabilities, as well as protections for those students who have not yet been found eligible for special education services. The IDEA was amended by Congress in 2004 and became effective July 01, 2005.

Massachusetts law defers to Section 615(k) of IDEA 2004 with regard to disciplining students with disabilities. In addition, students who fall under Section 504 of the Rehabilitation Act of 1973 also have a right to almost all of the procedural protections enumerated in Section 615(k), which follows in its entirety:

(k) PLACEMENT IN ALTERNATIVE EDUCATIONAL SETTING
(l) AUTHORITY OF SCHOOL PERSONNEL-
(A) CASE-BY-CASE DETERMINATION- School personnel may consider any unique circumstances on a case-by-case basis when determining whether to order a change in placement for a child with a disability who violates a code of student conduct.
(B) AUTHORITY- School personnel under this subsection may remove a child with a disability who violates a code of student conduct from their current placement to an appropriate interim alternative educational setting, another setting, or suspension, for not more than 10 school days (to the extent such alternatives are applied to children without disabilities).
(C) ADDITIONAL AUTHORITY- If school personnel seek to order a change in placement that would exceed 10 school days and the behavior that gave rise to the violation of the school code is determined not to be a manifestation of the child’s disability pursuant to subparagraph (E), the relevant disciplinary procedures applicable to children without disabilities may be applied to the child in the same manner and for the same duration in which the procedures would be applied to children without disabilities, except as provided in section 612(a)(1) although it may be provided in an interim alternative educational setting.
(D) SERVICES- A child with a disability who is removed from the child’s current placement under subparagraph (G) (irrespective of whether the behavior is determined to be a manifestation of the child’s disability) or subparagraph (C) shall—
(i) continue to receive educational services, as provided in section 612(a)(1), so as to enable the child to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child’s IEP; and
(ii) receive, as appropriate, a functional behavioral assessment, behavioral intervention services and modifications, that are designed to address the behavior violation so that it does not recur.
(E) MANIFESTATION DETERMINATION-
(i) IN GENERAL- Except as provided in subparagraph (B), within 10 school days of any decision to change the placement of a child with a disability because of a violation of a code of student conduct, the local educational agency, the parent, and relevant members of the IEP Team (as determined by the parent and the local educational agency) shall review all relevant information in the student’s file, including the child’s IEP, any teacher observations, and any relevant information provided by the parents to determine—
(I) if the conduct in question was caused by, or had a direct and substantial relationship to, the child’s disability; or
(II) if the conduct in question was the direct result of the local educational agency’s failure to implement the IEP.
(ii) MANIFESTATION- If the local educational agency, the parent, and relevant members of the
IEP Team determine that either subclause (I) or (II) of clause (i) is applicable for the child, the conduct shall be determined to be a manifestation of the child’s disability.

(F) DETERMINATION THAT BEHAVIOR WAS A MANIFESTATION- If the local educational agency, the parent, and relevant members of the IEP Team make the determination that the conduct was a manifestation of the child’s disability, the IEP Team shall—

(i) conduct a functional behavioral assessment, and implement a behavioral intervention plan for such child, provided that the local educational agency had not conducted such assessment prior to such determination before the behavior that resulted in a change of placement described in subparagraph (C) or (G);

(ii) in the situation where a behavioral intervention plan has been developed, review the behavioral intervention plan if the child already has such a behavioral intervention plan, and modify it, as necessary, to address the behavior; and

(iii) except as provided in subparagraph (G), return the child to the placement from which the child was removed, unless the parent and the local educational agency agree to a change of placement as part of the modification of the behavioral intervention plan.

(G) SPECIAL CIRCUMSTANCES- School personnel may remove a student to an interim alternative educational setting for not more than forty-five (45) school days without regard to whether the behavior is determined to be a manifestation of the child’s disability, in cases where a child—

(i) carries or possesses a weapon to or at school, on school premises, or to or at a school function under the jurisdiction of a State or local educational agency;

(ii) knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of a State or local educational agency; or

(iii) has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of a State or local educational agency.

(H) NOTIFICATION- Not later than the date on which the decision to take disciplinary action is made, the local educational agency shall notify the parents of that decision, and of all procedural safeguards accorded under this section.

(2) DETERMINATION OF SETTING- The interim alternative educational setting in subparagraphs (C) and (G) of paragraph (1) shall be determined by the IEP Team.

(3) APPEAL-

(A) IN GENERAL- The parent of a child with a disability who disagrees with any decision regarding placement, or the manifestation determination under this subsection, or a local educational agency that believes that maintaining the current placement of the child is substantially likely to result in injury to the child or to others, may request a hearing.

(B) AUTHORITY OF HEARING OFFICER-

(i) IN GENERAL- A hearing officer shall hear, and make a determination regarding, an appeal requested under subparagraph (A).

(ii) CHANGE OF PLACEMENT ORDER- In making the determination under clause (i), the hearing officer may order a change in placement of a child with a disability. In such situations, the hearing officer may—

(I) return a child with a disability to the placement from which the child was removed; or

(II) order a change in placement of a child with a disability to an appropriate interim alternative educational setting for not more than forty-five (45) school days if the hearing officer determines that maintaining the current placement of such child is substantially likely to result in injury to the child or to others.

(4) PLACEMENT DURING APPEALS- When an appeal under paragraph (3) has been requested by
either the parent of the local educational agency—

(A) the child shall remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the time period provided for in paragraph (1)(C), whichever occurs first, unless the parent and the State or local educational agency agree otherwise; and

(B) the State or local educational agency shall arrange for an expedited hearing, which shall occur within twenty (20) school days of the date the hearing is requested and shall result in a determination within ten (10) school days after the hearing.

(5) PROTECTIONS FOR CHILDREN NOT YET ELIGIBLE FOR SPECIAL EDUCATION AND RELATED SERVICES-

(A) IN GENERAL- A child who has not been determined to be eligible for special education and related services under this part and who has engaged in behavior that violates a code of student conduct, may assert any of the protections provided for in this part if the local educational agency had knowledge (as determined in accordance with this paragraph) that the child was a child with a disability before the behavior that precipitated the disciplinary action occurred.

(B) BASIS OF KNOWLEDGE- A local educational agency shall be deemed to have knowledge that a child is a child with a disability if, before the behavior that precipitated the disciplinary action occurred—

(i) the parent of the child has expressed concern in writing to supervisory or administrative personnel of the appropriate educational agency, or a teacher of the child, that the child is in need of special education and related services;

(ii) the parent of the child has requested an evaluation of the child pursuant to Section 614(a)(1)(B); or

(iii) the teacher of the child, or other personnel of the local educational agency, has expressed specific concerns about a pattern of behavior demonstrated by the child, directly to the director of special education of such agency or to other supervisory personnel of the agency.

(C) EXCEPTION- A local educational agency shall not be deemed to have knowledge that the child is a child with a disability if the parent of the child has not allowed an evaluation of the child pursuant to section 614 or has refused services under this part or the child has been evaluated and it was determined that the child was not a child with a disability under this part.

(6) CONDITIONS THAT APPLY IF NO BASIS OF KNOWLEDGE-

(i) IN GENERAL- If a local educational agency does not have knowledge that a child is a child with a disability (in accordance with subparagraph (B) or (C)) prior to taking disciplinary measures against the child, the child may be subjected to disciplinary measures applied to children without disabilities who engaged in comparable behaviors consistent with clause (ii).

(ii) LIMITATIONS- If a request is made for an evaluation of a child during the time period in which the child is subjected to disciplinary measures under this subsection, the evaluation shall be conducted in an expedited manner. If the child is determined to be a child with a disability, taking into consideration information from the evaluation conducted by the agency and information provided by the parents, the agency shall provide special education and related services in accordance with this part, except that, pending the results of the evaluation, the child shall remain in the educational placement determined by school authorities.

(6) REFERRAL TO AND ACTION BY LAW ENFORCEMENT AND JUDICIAL AUTHORITIES-

(A) RULE OF CONSTRUCTION- Nothing in this part shall be construed to prohibit an agency from reporting a crime committed by a child with a disability to appropriate authorities or to prevent State law enforcement and judicial authorities from exercising their responsibilities with regard to the application of Federal and State law to crimes committed by a child with a disability.
(B) TRANSMITTAL OF RECORDS- An agency reporting a crime committed by a child with a disability shall ensure that copies of the special education and disciplinary records of the child are transmitted for consideration by the appropriate authorities to whom the agency reports the crime.

(7) DEFINITIONS- In this subsection:
(A) CONTROLLED SUBSTANCE- The term ‘controlled substance’ means a drug or other substance identified under schedule I, II, III, IV or V in section 202(c) of the Controlled Substances Act (21 U.S.C. 812(c)).
(B) ILLEGAL DRUG- The term ‘illegal drug’ means a controlled substance but does not include a controlled substance that is legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority under that Act or under any other provision of Federal law.
(C) WEAPON- The term ‘weapon’ has the meaning given the term ‘dangerous weapon’ under section 930(g)(2) of title 18, United States Code.
(D) SERIOUS BODILY INJURY- The term ‘serious bodily injury’ has the meaning given the term ‘serious bodily injury’ under paragraph (3) of subsection (h) of section 1365 of title 18, United States Code.

PARENT’S AND STUDENT’S RIGHTS UNDER SECTION 504, TITLES II, IV, VI, IX AND THE AMERICANS WITH DISABILITIES ACT:

It is the policy of the Greenfield Public Schools to comply with all applicable provisions of Section 504 of the Rehabilitation Act of 1973, as well as those contained in Title II, Title IV, Title VI, Title IX, and the Americans with Disabilities Act. These Acts prohibit discrimination against persons on the grounds of race, color, national origin, gender, or disability in any program which receives federal funding.

Under Section 504, a person with a handicap is defined as one whom:

- has a mental or physical impairment which substantially limits one or more major life activities;
- has a record of such impairment; or
- is regarded as having such impairment.

The Office for Civil Rights (OCR) has noted that the ADA Amendments Act, effective January 1, 2009:

- directs that the ameliorating effects of mitigating measures (other than ordinary eyeglasses or contact lenses) may not be considered in determining whether an individual has a disability;
- expands the scope of “major life activities” by providing nonexhaustive lists of general activities and major bodily functions;
- clarifies that an impairment that is episodic or in remission is a disability if it would substantially limit a major life activity when active; and
- clarifies how the ADA applies to individuals who are “regarded as” having a disability.

Learning is not the only major life activity that a school district must consider in determining if a student has a disability. In fact, the list of major life activities and major bodily functions that constitute such activities, has expanded and includes, but is not limited to:
• caring for oneself
• performing manual tasks
• seeing
• hearing
• eating
• sleeping
• walking
• standing
• lifting
• bending
• speaking
• breathing
• learning
• reading
• concentrating
• thinking
• communicating
• working

A student with ADHD, for example, may be achieving good grades in academically rigorous classes; however, the district must consider other life activities, such as concentrating, that may be substantially limited by the ADHD.

A student with a peanut allergy may not have been covered before the Act because the student’s use of mitigating measures – frequent hand-washing or bringing a homemade lunch – allowed him to minimize the risk of exposure. Now, after the Act, the effects of an epipen or other measures cannot be considered in the school’s assessment of whether the student has a disability. The school must assess whether, without the measures, the allergy substantially limits a major life activity such as breathing – which it often does.

The School recognizes its responsibility to avoid discrimination in policies and practices involving both students and staff. No discrimination against anyone who falls under the provisions of Section 504 will knowingly be permitted in any program or practice of the Greenfield Public Schools. Accordingly, the School acknowledges that it has specific responsibilities to identify such handicapped persons, to evaluate such persons, and, if they are eligible under Section 504, to provide them with reasonable accommodations to the appropriate educational services.

Any student, parent or legal guardian who believes that he or she has been discriminated against on the basis of a handicap should immediately file a written complaint with the Head Supervisor and Civil Rights Administrator of the School, who will then investigate the complaint.

No student, parent or guardian who has filed such a complaint will be subject to coercion, intimidation, interference or retaliation for registering a complaint or assisting in the investigation of the complaint.

Interference with, intimidation of, and/or retaliation against any individual, including a student,
parent, or guardian, for filing a complaint, filing a grievance, or opposing discrimination is strictly prohibited and shall be treated as an actionable, wrongful act in and of itself.

PARENT(S)/GUARDIAN(S) NOTICE OF RIGHTS UNDER SECTION 504:
You have the right to:

1. Have your child take part in, and receive benefits from public education programs without discrimination based on his/her handicapping condition(s).

2. Have the School district advise you of your rights under the Federal law;

3. Receive notice with respect to identification, evaluation, or placement of your child;

4. Have your child receive a free, appropriate public education. This includes the right to be educated with non-handicapped students to the maximum extent appropriate. It also includes the right to have the School district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities;

5. Have your child educated in facilities and receive services comparable to those provided to non-handicapped students;

6. Have evaluation, educational, and placement decisions based upon a variety of sources by persons who know the student, the evaluation data, and placement options;

7. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district;

8. Have your child be given an equal opportunity to participate in non-academic and extracurricular activities offered by the district;

9. Examine all relevant records relating to decisions regarding your child’s identification, evaluation, educational program and placement;

10. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;

11. Receive a response from the School district to reasonable requests for explanations and interpretations of your child’s records;

12. Request amendment of your child’s educational records if there is a reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing;

13. File a grievance with the respective grade level Academic Quality Controller, who shall act as the Section 504 Liaison;

14. Request mediation or an impartial due process hearing related to decisions or actions regarding
your child’s identification, evaluation, educational program, or placement. You and the student may take part in the hearing and have an attorney represent you. Hearing and mediation requests may be made to: Commonwealth of Massachusetts, Department of Education, Bureau of Special Education Appeals, One Congress Street, 11th Floor, Boston, MA 02114. Phone – (617) 626-7250;

15. Appeal to the Office of Civil Rights (OCR), Region I, John W. McCormack, Post Office and Court House Square, Room 222, Boston, MA 02700. Phone (617) 223-9662.

The person who is responsible for assuring compliance with Section 504, Titles II, IV, VI, IX and the Americans with Disabilities Act is the Head Supervisor:

Names: ,
Head Supervisor and Civil Rights Administrator
Address:

Telephone: (413)

GRIEVANCES:
The School has established an internal procedure in order to provide for prompt and equitable resolutions of complaints alleging any action prohibited by Title II, Title IV, Title VI and Title IX, Section 504, and the Americans with Disabilities Act.

Title II states, in part, that “no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination in programs or activities” sponsored by a public entity.

Title IV of the 1964 Civil Rights Acts provides that no person shall on the ground of race, color, or national origin be excluded from participating in any program receiving federal financial assistance.

Section 901(a) of Title IX of the Education Amendments of 1972 prohibits any educational program or activity from discriminating on the basis of sex.

Section 504 of the Rehabilitation Act of 1973 protects the rights of individuals with disabilities within the work and school setting. Section 504 is a federal civil rights statute.

Section 601 of Title VI prohibits discrimination on the basis of race, color, or national origin.

(Note: complaints that do not allege discriminatory conduct should be directed to the Principal.)

GRIEVANCE PROCEDURE:
A. DEFINITIONS
A “Grievance” is a complaint made pursuant to, and arising out of, the Greenfield Public School’s obligations under Section 504 of the Rehabilitation Act, Title II, Title IV, VI, Title IX, and the ADA. An “Aggrieved Party” is a person or persons making the complaint.
B. PURPOSE
The purpose of this grievance procedure is to secure prompt and equitable solutions to grievances, which may, from time to time, arise pursuant to Section 504, Title II, Title IV, Title IX, and the ADA.

C. GENERAL
No aggrieved party will be subject to coercion, intimidation, interference, or discrimination for registering a complaint or for assisting in the investigation of any alleged complaint within the context of this grievance procedure.

All documents, communications, and records dealing with the filing of a grievance will be kept confidential to the full extent provided by law.

Forms for filing grievances will be provided upon request by The Schools’ Section 504, Title II, Title IV, Title IX and ADA District Coordinator whose address appears above.

D. PROCEDURE
When the aggrieved party is a student or student’s parent/guardian:
1. The aggrieved party should complete the Grievance Form (See Appendix ) and return it to the respective Academic Quality Controller of the School building in which the alleged grievance occurred. The complaint should be filed within fifteen (15) days after the complainant becomes aware of the alleged violation. (Allegations of discrimination occurring before this grievance procedure was in place will be considered on a case-by-case basis). Assistance will be provided upon request, to enable an individual to complete the Grievance Form and pursue the grievance process.
2. Within ten (10) school days after receiving the grievance, the Academic Quality Controller shall meet with the aggrieved party in an effort to resolve the grievance. This investigation into the complaint is contemplated to be thorough, but informal, in nature. All interested persons and their representatives, if any, shall be afforded an opportunity to be heard and to submit evidence relevant to the complaint. If the grievance is not resolved, it will be forwarded to the Section 504 Coordinator.
3. Within thirty (30) school days of receipt of an unresolved grievance, the Section 504 Coordinator/Head Supervisor will conduct a hearing to determine what, if any, action shall be taken in response to the grievance. The hearing shall be held at a time and place mutually convenient to all parties. The hearing procedure will follow appropriate due process procedures, including:
   a. the opportunity for the aggrieved party to present the grievance in any suitable manner;
   b. the right of the aggrieved party to an impartial hearing officer;
   c. the right of the aggrieved party to be represented by counsel or an advocate at the aggrieved party’s expense (the aggrieved party should notify the Section 504 District Coordinator if he/she will be represented by counsel); and
   d. the right of the aggrieved party to a prompt decision.
4. A written determination of the validity of the complaint and a description of the resolution, if any, shall be issued by the Section 504 Coordinator and forwarded to the complainant no later than fifteen (15) working days after its filing. The determination of the validity of the complaint and the description of the resolution will be provided in an alternate format, upon request, if needed for effective communication.
5. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within fifteen (15) working days following receipt of the written determination to the Superintendent of Schools.

6. The right of a person to a prompt and equitable resolution for the complaint filed hereunder shall not be impaired by the person’s pursuit of other remedies such as the filing of an ADA complaint with the responsible federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.

7. These rules shall be construed to protect the substantive rights of the interested persons to meet appropriate due process standards and to assure that The School complies with the ADA and implementing regulations.

8. Copies of all resolutions and findings made under this procedure shall be filed with the Director.

Confidentiality
Any action taken by the Greenfield Public Schools in the application of the disciplinary policy shall be documented in the student’s temporary cumulative record. Disclosure of this information without the prior written consent of the parent(s)/legal guardian(s) or the student if he or she is fourteen or older is prohibited except as allowed by law.

Student Records
A student’s record contains all information concerning that student which is kept by the School. Student and parent/legal guardians with custody have the right to see their own student records. Copies of any information in the record may be obtained upon request. For extensive copies of student records, please allow five (5) working days from the date of a request for production of such documents. Please also note that public records regulations permit the Greenfield Public Schools to charge a reasonable fee for copies in the event that extensive copies are requested. Pursuant to state and federal statutes and regulations, no third party, other than authorized school or Department of Education personnel, shall have access to information in or from an education record without the specific informed consent of the eligible student or the parent(s)/legal guardian(s), subject to certain exceptions. A student’s record is available to school personnel that work directly with the student. This includes administrators, teachers, counselors, office staff and clerical personnel. They do not need permission to see student records.

No information in a student’s records is available to anyone outside the Greenfield district without the written permission of the student and or parent/legal guardian. Court officers, health officials, DCF, and authorized school personnel may have access to school records of students without “the specific informed consent” of the student of his/her parent(s)/legal guardian(s).

These laws include the Family Educational Rights and Privacy Act (FERPA), found at 20 U.S.C. §1232(g), the Individuals with Disabilities Education Act (IDEA), found at 20 U.S.C. §1400 et seq. and M.G.L. c.71 §§ 34A, B, D, E, and H, as well as the regulations promulgated under these statutes.

FERPA also allows disclosure of education records without the consent of parent(s)/guardian(s) and/or students to any school officials, including teachers, who have a legitimate educational interest in them; during lawsuits brought against the school by a student or against a student by the school; in
the event of a health or safety emergency; and, among other exceptions, upon receipt of a Court Order or lawfully issued subpoena, or upon receipt of a request from a court, DCF, or the Department of Youth Services for information regarding a student. Prior to compliance with the Order, subpoena, or request, the school shall notify the eligible student or parent(s)/guardian(s) of the Order, subpoena, or request in such reasonable time that he/she may seek to have the process quashed. Other exceptions may be found by reviewing the statute.

In the case of a student, fourteen through seventeen (14-17) years of age, or of one who has entered the ninth grade, both the student and his/her parent(s)/legal guardian(s) or either one acting separately, shall exercise these rights. Any student eighteen (18) years of age or older may exercise these rights alone. (603 CMR 23.01)

This privacy protection also means that if parent(s)/legal guardian(s) or students wish transcripts or records forwarded to school, colleges, or prospective employers, a written release must be delivered to the school or the appropriate custodian of the student’s school records.

Schools may not exclude a new student because they have not received his or her complete school records from his/her former community.

Parent(s)/legal guardian(s) and students are guaranteed the right under state and federal law to inspect as well as seek addition to or deletion from all records which are kept or requested to be kept by the School Department concerning individual students. The term “education records” is defined as records that are “directly related to a student” and “maintained by an educational agency or institution or by a party acting for the agency or institution.” 20 U.S.C. 1232g (a) (4) (A). They include the “student record” – a student’s transcript and any other recorded information which is identified by the student’s name, as well as the “temporary record,” which contains all other information such as evaluations by teachers, counselors, and other school staff. A signed log is kept for cumulative records of students identifying all persons who have obtained access to the student record.

Under FERPA, certain records are excluded from the definition of “education records” and are not subject to access by parent(s)/guardian(s), students, and other individuals. These records include personal notes kept by instructional and administrative staff in their own files, employee records, records kept by school law enforcement officers, and medical treatment records of students over the age of 18.

If a parent/legal guardian or student wishes transcripts or records forwarded to schools, colleges, prospective employers, or a branch of the armed services, a written release must be delivered to the Guidance office and the appropriate custodian of the student’s school records.

In the case of a student, fourteen through seventeen (14-17) years of age, or of one who had entered the ninth grade, both the student and his/her parent(s)/legal guardian(s), or either one acting separately, shall exercise these rights. Any student eighteen (18) years of age or older may exercise these rights alone. (603 CMR 23.01)

The Greenfield Public Schools does not furnish any student records or personal information for “directory information” purposes.
No Child Left Behind Act
The “No Child Left Behind” Act, www.nclb.org requires that Greenfield Public Schools must provide a list of student names, addresses and telephone numbers to military recruiters and institutions of higher learning when they request such information, unless parents or students request that information be withheld. At the start of the school year, a notice of the right to request the withholding of this information will be forwarded to parents/legal guardians and students over 14. The notice form must be returned to the administrative offices or Greenfield will consider that there are no objections to the release of this information and such information will be forwarded to BOTH military recruiters and institutions of higher learning.

Student Record Amendments
A parent/guardian or eligible student has the right to add information, comments, data, or any other relevant written material to the student record. The parent/guardian or eligible student should submit the additional information to the Superintendent along with a written request that the information be added to the student record.

A parent/guardian or eligible student has the right to request in writing the deletion or correction of any information contained in the student record, except for information which was placed in the record by a special needs student’s TEAM. Any such information inserted by the TEAM will not be subject to a request for deletion or correction until the Individualized Education Plan for that student has been accepted or, if rejected, after the completion of the special education appeal process.

Any deletion or amendment shall be made in accordance with the following procedure:

- If a parent/guardian is of the opinion that adding information is not sufficient to explain, clarify, or correct objectionable material in the student’s record, the parent/guardian shall present the objection in writing and/or have the right to confer with the principal or designee to make the objections know.
- The principal/designee shall within one (1) week after the conference or receipt of the written objection(s), inform the parent/guardian of a decision in writing, stating the reason(s) for the decision. If the decision is in favor of the parent/guardian, the principal/designee shall promptly take steps to put the decision into effect.
- If the principal/designee’s decision is not satisfactory to the parent/guardian, the parent/guardian may file an appeal in writing, with the Superintendent. This appeal must be made within five (5) school days of the principal/designee’s decision. The Superintendent shall render a written decision within two (2) weeks of receipt of the written appeal.
- If the Superintendent’s decision is not satisfactory to the parent/guardian, the parent/guardian may file a written appeal with the School Committee within five (5) days of the receipt of the Superintendent’s decision. The School Committee shall conduct a hearing on the appeal as required by 603 CMR 23.09(4).

School District Transfer of Records
Pursuant to 603 CMR 23.07(g), Greenfield Public Schools hereby gives notice to parent(s)/guardian(s) and eligible students that it forwards the complete school record of a transferring student to schools in which the student seeks or intends to enroll. While consent of the parent/guardian or eligible student is not required, it is the policy of Greenfield Public Schools that it will not forward records to the receiving district without the signature of the parent/guardian or eligible student.
**Destruction of Student Records**

Notice is hereby given that the temporary record of a student will be destroyed no later than five (5) years after that student transfers, graduates, or withdraws from school. If the parent/guardian or eligible student wishes to have the temporary record, they must request in writing prior to the last day of school that the documents be provided to them. No additional notice will be provided to the parent/guardian or eligible student prior to the destruction of such records.

In addition, Greenfield Public Schools may destroy the following documents, which are considered part of the temporary record, on a yearly basis: disciplinary records (other than documentation of suspensions and/or expulsions), any notes from the parent/guardian concerning absences, early dismissals, late arrivals, as well as examples of student work. If the parent/guardian or eligible students want those records, they must request so in writing prior to the last day of school.

**Non-Custodial Parents Access To School Records**

In order for Greenfield Public Schools to release student information to a non-custodial parent, the directives of Massachusetts General Laws c. 71 Section 34H must be satisfied. Section 34H requires that the School provide information to a non-custodial parent only if the non-custodial parent is eligible to receive information pursuant to this section.

The Massachusetts Department of Education amended its regulations governing non-custodial parent access to their child’s school records in order to bring them into line with the federal Family Educational Rights and Privacy Act ("FERPA").

In the past, school districts were required to go through an annual process to determine whether a non-custodial parent was entitled to have such access based upon his/her legal standing via certified copies of Probate & Family Court orders or judgments.

Under the new regulation, the burden of providing this information now falls upon the custodial parent. The school district’s only action upon receiving a request from a non-custodial parent for school records is to contact the custodial parent, advise them of the request, and provide the custodial parents twenty-one (21) days in which to supply documentation showing that the non-custodial parent should be denied access. If the school district receives no response from the custodial parents within the twenty-one days, it must release the records to the non-custodial parent.

Further, the former regulations required that the non-custodial parent provide information regarding his/her legal status on an annual basis. Under the new regulations, this annual requirement has been removed. The burden is now upon the custodial parent to alert the school district whenever there is a change in the legal status of the non-custodial parent that would render him/her ineligible to access the children’s records.

The information provided to the non-custodial parent shall be marked to indicate that it may not be used to support admission of the child to another school.

**Physical Restraint Policy**

The Commonwealth of Massachusetts Department of Education has issued specific regulations concerning the use of physical restraint on students in public schools, found at 603 CMR 46.00 et seq. These regulations apply to all students, including regular education students and
students with disabilities. The Greenfield Public Schools, its administrators, faculty and staff are committed to ensuring that the use of physical restraint on its students strictly adheres to these regulations.

Pursuant to these regulations, school personnel will use physical restraint with two goals in mind, and only after other less intrusive methods have been attempted or considered:

1. To administer a physical restraint only when needed to protect a student or member of the School community from imminent, serious physical harm; and
2. To prevent or minimize any harm to the student as the result of the use of physical restraint.

It should be noted that nothing in the regulations precludes a teacher or staff member from using reasonable force to protect students, themselves, or other persons from assault or imminent, serious physical harm.

**Staff Orientation**

All administrators, faculty and other program staff will receive annual orientation regarding this policy. Orientation will include the use of interventions to de-escalate problem behavior in order to avoid the use of restraints, the types of restraints and related safety issues for each; employing physical restraint in accordance with known medical or psychological limitations and/or behavior intervention plans for individual students; and the staff member(s) who have received in-depth training with whom they may consult as needed.

**Reporting Requirements:**

1. A staff member who administers a restraint shall verbally inform the Superintendent and/or Principal as soon as practical that day and by written report no later than the next school day.

2. The Superintendent/Principal and/or designee shall verbally inform the student’s parent/guardian of the use of physical restraint as soon as practical and by written report no later than three (3) school days following such use.

3. The report must include:

   a. The names and job titles of those persons administering the restraint and the names of those witnessing the episode.

   b. The date, time and duration of the restraint.

   c. A full description of the activity and alternative efforts to de-escalate before use of physical restraint.

   d. A full accounting of any injuries suffered by student or by staff.

   e. A reporting of any disciplinary actions taken toward the student.

   f. A reporting of all communication with parent/guardian regarding the restraint utilized.
The Superintendent/Principal shall maintain an ongoing record of all reported instances of physical restraint which shall be made available to the Department of Education.

**Grievance Procedure**
The Greenfield Public Schools has established an internal procedure in order to provide for the prompt and equitable resolutions of complaints regarding the administration of physical restraints. No aggrieved party will be subject to coercion, intimidation, interference, or discrimination for registering a complaint or for assisting in the investigation of any alleged complaint within the context of this restraint policy. Interference with, intimidation of, and/or retaliation against any individual, including a student, parent, or guardian, for filing a complaint or grievance is strictly prohibited and shall be treated as an actionable, wrongful act in and of itself. All documents, communications, and records dealing with the filing of a grievance will be kept confidential to the full extent provided by law.

Grievance information and forms may be obtained upon request from the Principal.

**Insert Town By-law**

**School Tobacco Use Policy**
The Greenfield Public Schools are committed to maintaining and improving the health and well-being of all employees and students. The Greenfield Public Schools accept the educational principles that are taught best by example. Medical research shows that tobacco use poses as a significant health risk. As a result, the Greenfield Public Schools adopts the following policy for all employees, students, and visitors on school grounds:

i. Tobacco use of any kind is not permitted in any building under the direction of the Greenfield Public Schools.

ii. The use of electronic cigarettes is prohibited.

iii. The smoke-free School Policy prohibits tobacco use by students, staff, and visitors in all buildings and on all school grounds, school buses, at all times, including school sponsored functions off-site.

An offense of this policy will result in a consequence. The following measures are to be used by the Superintendent or designee as guidelines to provide a fair, firm and consistent approach to discipline.

Any of the following options may be combined with disciplinary consequences: Referral to smoking cessation programs, In-House Alternative Program, and detention.

* Tobacco products: Cigarettes, cigars, chewing tobacco, snuff, or any other form of tobacco

**Substance Abuse Policy/Protocol**
The Greenfield Public Schools are dedicated to providing a drug and alcohol free environment for staff, students, and citizens. The District believes that education plays a critical role in establishing the lifelong health habits for its students. Advising curriculum components and guidance counseling emphasize the dangers associated with drugs and alcohol. Greenfield also has a strong interest in the health of its employees and in their service to students as positive role models.

**BREATHALYZER PROTOCOL FOR DANCES AND SOCIAL EVENTS/ACTIVITIES**
Students who attend any school dance, social event, or school activity will be required to observe the
rules of behavior that are in effect during the school day. Greenfield Public School dances and social activities are planned for members of our school; attendance by non-school members is by invitation only. When guests are permitted, a student is restricted to one guest at a dance or social, and approval must be given in advance by the administration.

Students will not be permitted to enter the dance of activity thirty minutes after it has started, unless approval has been obtained by administration. Should an attendee leave the activity for any reason without an adult escort, he/she will not be permitted to return. Each student entering a school sponsored dance or activity may be required to submit to a Breathalyzer test. This is a passive, noninvasive test where no mouthpiece is needed. Students will be asked to speak or breathe into a "microphone-like" device.

When possible, and at the discretion of the administration, a police officer will be present at functions in the event of any law enforcement issues that may arise. A student whom the administration has determined to have violated the school's substance abuse and code of conduct policies will be sent home with a parent or turned over to the Police for protective custody or arrest.

It is the responsibility of the administration / faculty advisor(s) to ascertain that the following is carried out:

1. A goal of four faculty chaperones and at least two sets of parents to volunteer their services.
2. Only the area of the building in which the event is to take place and the lavatories immediately adjacent may be available.
3. Policy for students leaving the building:
   a. Only during intermission may students go outside.
4. Anyone with the appearance of being under the influence of alcohol or drugs shall not be admitted and are subject to a breathalyzer test.
5. No guest below grade nine may attend a senior high school dance.
6. Prior to the event, the names of guests must be approved and recorded with the administration before the close of school.
7. Greenfield Grade 8 students may attend dances with parent signed permission slips.

**Part I: School Sponsored Events**

1. The administration will determine at which school-sponsored events the breathalyzer will be used. These events will include, but not be limited to, proms, dances, concerts, overnight activities, optional field trips, athletic events, etc.

2. The administration will determine the manner by which the students will be tested: entire group, pre-determined random selection, or base on a individualized reasonable suspicion. The administrator or staff member present at such events has the authority to test and retest any individual suspected of being under the influence of alcohol even if the student has a negative test upon entering the event.

3. Students attending these events may be required to take a breathalyzer test administered by a member of the staff or administration prior to entering the event.

   a. Any student who tests positive will be given a second test after a waiting period of twenty (20) minutes.
b. If this test is positive, the student will be denied entrance to the event, detained by school officials until parents/guardians arrive and an investigation is conducted.

c. The student will be sent home and, subject to disciplinary procedures, will be suspended.

d. Whether school officials are testing students randomly or testing the entire group, a student who tests positive or refuses to be tested may be prohibited from participating in future extra-curricular activities.

4. A student already in attendance at a school sponsored event who is suspected of being under the influence will be tested or retested.

a. If this test is positive, the student will be detained until parents/guardians arrive and, subject to disciplinary procedures, will be suspended.

b. If a student, already in attendance, who is suspected of using alcohol as described herein, refuses the test, that student will be detained and sent home with a parent/guardian and, subject to disciplinary procedures, will be suspended.

5. The Breathalyzer Protocol shall apply to all students and guests.

PART II: During the School Day
An administrator may give any student who is suspected of being under the influence of alcohol according to the regulations of the policy a breathalyzer test.

a. A student who tests positive will be given a second test after a waiting period of twenty (20) minutes.

b. If this test is also positive, school officials will detain the student until parents/guardians arrive, and, subject to disciplinary procedures, the student will be suspended.

c. A student who is determined to be under the influence as described herein and who refuses the test will be detained until parent/guardians arrive, and, subject to disciplinary procedures, the student will be suspended.

Part III: Training and Maintenance
1. Training in the operation of the breathalyzer will be performed and updated annually, according to the recommendations of the manufacturer or sales agent of the breathalyzer.

2. A list of trained personnel will be on file in the school office.

**DEFINITIONS:**

**Contraband**
Any device, apparatus or article, possession of which is illegal, such as a hypodermic needle, used in the use/abuse of any substance of abuse. This includes the substance of abuse.
Distribution
Having on one’s personal belongings illegal drugs or controlled substances in a quantity beyond reasonable personal use, or prescriptive drugs in a quantity greater than recommended daily dose as prescribed in a Physician’s Desk Reference (P.D.R.). In addition, providing any illegal drug, controlled substance, or prescriptive medication to another, regardless of the quantity, is considered as distribution in this policy. Being found in possession of such quantities, whether or not actually found in the act of distribution, shall be considered as distribution in this policy.

Paraphernalia
Any device, apparatus, or article used in the use/abuse of any substance of abuse, including those of an ornate nature, such as a roach clip, pipes and rolling papers.

Drug Paraphernalia
In order that no substance abuse is implied, students who display drug paraphernalia on school property may have them confiscated and returned to their parent(s)/legal guardian(s). Disciplinary consequences for such instances will be decided upon a case by case basis.

Personal Property
Includes clothing, knapsacks, pocketbooks, or items of individual ownership as well as school provided property.

Possession
Having on one’s personal belongings quantities of any substance of abuse in an amount reasonable for personal use.
Reasonable Search
Inspection of a student’s person, personal effects or property, but not including a strip search.

Substance of Abuse
Any chemical or substance, licit or illicit (including all forms of inhalants), which alters an individual’s physical, emotional, or mental state.

Disposal of Confiscated Contraband
All substances must be sealed and documented by the School administration and turned over to the Springfield Police Department. A student’s identity will be provided to the Springfield Police Department in accordance with this policy.

Medical Emergency
In the event that a student is found to be under the influence of a substance to the degree that is life threatening, emergency transportation shall be arranged to the nearest hospital. An evaluation by the School nurse will occur whenever feasible to ensure student safety.

Confidentiality
All administrative action taken in the application of these policies will be documented in the student’s temporary cumulative record. Unless so mandated by the law, any disclosure of information must be with the consent of the individual student and/or parent(s)/legal guardians if the student is under the age of fourteen (14).
All efforts will be made to protect the identity of any individual (student, staff, and parent(s)/legal guardian who reports violations of these policies.

GENERAL CONSIDERATIONS:

PRESCRIPTION MEDICATION: Must be left with the nurses for dispensing. A doctor’s order and written parent/guardian permission is required before any medication is dispensed. Any medication kept on a student’s personal belongings will be responded to in accordance with this policy, based on the quantity of substance.

DISPOSAL OF CONFISCATED CONTRABAND: All substances must be sealed and documented by the School administration and turned over to the Springfield Police Department. A student’s identity will be provided to the Department in accordance with the provisions of this policy.

MEDICAL EMERGENCY: In the event that a student is found to be under the influence of a substance to a degree that is life threatening, emergency transportation shall be arranged to the nearest hospital. An evaluation by the health office will be accessed whenever feasible to ensure student safety.

APPLICATION OF POLICY: Students are protected by the guarantees of the Fourth Amendment, and are subject to reasonable searches and seizures of a particular student and school property when there is reasonable suspicion to believe that a student may be in possession of drugs, weapons, alcohol, and other materials in violation of school policy or state law. School property shall remain under the control of school officials, and shall be subject to search.

SCHOOL PROPERTY: The School owns School lockers, desks, and other such property. The School exercises exclusive control over school property, and a student should not have an expectation of privacy regarding items placed in school property. If lockers in the School are shared by more than one student, each student is responsible for contraband found during a locker search (see Lockers, contained herein).

THE PERSON: According to the United States Supreme Court, “a student may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated either the law or the rules of the School.” A particular student’s effects are also subject to being searched by school officials and are subject to the same rules. Effects may include automobiles located on school property.

DRUG PARAPHERNALIA: In order that no substance abuse is implied, students who display drug paraphernalia on school grounds may have them confiscated without any action taken. Such paraphernalia may be returned to student(s), parent(s) or legal guardian(s). This does not include contraband.

OUTLINE OF DISCIPLINARY PROCEDURES

A. VOLUNTARY ACTION BY STUDENT:
1. Confidential referral to school social worker/counselor, if student agrees.
2. Informed of available services and resources.
3. Possible disciplinary consequences.
4. Parental involvement encouraged.
5. Police report may be filed.

Confidentiality will be respected except in cases of potential:
• Suicide
• Homicide
• Physical or Sexual Abuse

B. REASONABLE SUSPICION OF USE OF CONTROLLED SUBSTANCE:
1. To, during and from school.
2. To, during and from school sponsored or school related events and activities, including athletic games.
3. Reported immediately to the Director or designee.
4. Upon notification, the Director or designee is to conduct an appropriate investigation.
5. If substantiated, follow procedures in Section C, below.

C. STUDENT ADMITTING OR FOUND TO BE USING AND/OR IN POSSESSION OF CONTROLLED SUBSTANCE:
1. To, during, and from school.
2. To, during, and from school sponsored and school related events, and activities, including athletic games.
3. Director or designee to immediately notify parent(s)/legal guardian(s) to take student home:
   a. Police will be notified if parent(s)/legal guardian(s) unavailable.
   b. Immediate short-term suspension (see Due Process).
4. Police notified of offense.
5. Adult supervision to be provided until parent(s)/legal guardian(s) and/or police arrive.
6. If medical emergency, call ambulance.
7. Penalties: Long-Term Suspension (Massachusetts General Laws, Chapter 71, Section 37H, 37H½, and 37H¾.

In cases involving long-term suspension, the Superintendent will, in addition to the suspension, require:
I. First Offense – Confidential referral to school social worker/counselor upon return to school.
   a. Failure to attend:
      1. Meeting with social worker/counselor, parent(s)/legal guardian(s), and student.
      2. Further suspension/expulsion

II. Second/Subsequent Offence
   a. Mandatory referral to outside substance abuse treatment program.
   b. Mandatory assessment by treatment program.
   c. Student will be subject to further long-term suspension/expulsion for failure to abide by recommendations of treatment program.
D. STUDENT DISTRIBUTING CONTROLLED SUBSTANCE, INCLUDING ALCOHOL:
   1. To, during, and from school.
   2. To, during, and from school sponsored or school related events and activities, including athletic games.
   3. Penalties:
      a. Long-Term Suspension/Expulsion.
      b. Greenfield Police Department to be notified immediately.

COMMONWEALTH OF MASSACHUSETTS
DRUG FREE SCHOOL ZONES

Pursuant to Massachusetts General Laws, Chapter 94C, Section 325, any person who violates the provisions of the law pertaining to the unauthorized manufacturing, distribution, dispensing or possession with intent to distribute a controlled substance while in or on, or within one thousand feet of the real property comprising a public or private elementary, vocational, or secondary school, whether or not in session, shall be punished by a term of imprisonment in the state prison for not less than two and one-half nor more than fifteen (15) years or by imprisonment in a jail or house of correction for not less than two nor more than two and one-half years. No sentence imposed under the provisions of this section shall be for less than a mandatory minimum term of imprisonment of two (2) years. A fine of not less than one thousand nor more than ten thousand dollars may be imposed but not in lieu of the mandatory minimum two (2) year term of imprisonment as established herein.

Lack of knowledge of school boundaries shall not be a defense to any person who violates the provisions of this section.

HATE CRIMES AND BIAS INCIDENTS POLICY:
General Statement
The Greenfield Public Schools are committed to providing a safe environment in which all students have an equal opportunity to learn, regardless of their race, ethnicity, national origin, sexual preference, gender, gender identity, religion, or disability. Hate crimes and bias incidents, by their nature, are confrontational; they create tension and promote social hostility. Such incidents will not be tolerated in The School because they interfere with every student’s right to an education. In addition to jeopardizing academic achievement, hate crimes and bias-related harassment can undermine a student’s physical and emotional well-being, provoke retaliatory violence, damage the School’s reputation, and create or exacerbate tensions in the wider community.

The School will comply with all applicable federal and state laws governing hate crimes. Massachusetts law defines hate crimes as “any criminal act coupled with overt actions motivated by bigotry and bias including, but not limited to, a threatened, attempted or completed overt act motivated at least in part by racial, religious, ethnic, handicap, gender or sexual orientation prejudice, or which otherwise deprives another person of his constitutional rights by threats, intimidation or coercion, or which seeks to interfere with or disrupt a person’s exercise of constitutional rights through
harassment or intimidation." M.G.L. c. 22C, § 33; M.G.L. c. 12, §§ 11H, 11I.

In addition, federal regulations prohibit the intentional use of force or threat of force against a person because of race, religion, ethnicity, handicap, gender or sexual orientation for the purpose of interfering with a student’s enrollment or attendance in any public school or college. 18 U.S.C. § 245. Both federal and state statutes and regulations contain serious criminal penalties for persons convicted of hate crimes and the resulting civil rights violations.

This policy applies to hate crimes, bias incidents, civil rights violations, and bias-related harassment which occur in school buildings or on school grounds, or during the course of any and all school-sponsored activities, including those which take place outside of school, or in any situation where there is a detrimental effect on the School or the educational climate.

**Definition**
A hate crime occurs when a student or group of students is targeted for physical assault, threat of bodily harm, intimidation, verbal abuse, and/or damage to personal property because he or she is a member of a different race, religion, ethnic background, gender, gender identity, or has a handicapping condition or different sexual orientation.

Bias incidents are less serious acts that are also motivated by race, religion, ethnic background, gender, handicap(s), or sexual orientation issues.

**Examples**
Examples of hate crimes and bias incidents include, but are not limited to, the following:

**Hate crimes:**
- bias-related drawings, markings, symbols, graffiti
- harassing and/or threatening hate mail and/or e-mail messages
- verbally abusive and/or threatening phone calls
damage to personal property or belongings; arson; vandalism
- stalking: repeated, purposeful following of a student, together with evident bias against the victim’s actual or perceived group status
- assault and battery against a student based upon their actual or perceived group status
- physical conduct which puts a student in fear of imminent harm, together with name-calling of a bigoted nature

A student who has committed a hate crime may also be subject to criminal prosecution for that crime.

**Bias incidents:**
- insults, jokes, mimicking, and name-calling based upon a student’s race, religion, ethnicity, handicapping condition, gender, gender identity, or sexual orientation
- use of racial, ethnic, religious, sexual, or anti-gay slurs
- negative comments on an student’s manner of speaking or racial customs, surname, religious traditions
- unwelcome verbal, written, or physical conduct directed at a student because of their race or skin color, such as nicknames which emphasize stereotypes, racial slurs,
comments on manner of speaking, and negative references to racial customs

- conduct directed at the characteristics of a student’s national origin, such as negative comments regarding surnames, manner of speaking, customs, language
- conduct directed at the characteristics of a student’s sexual orientation, whether actual, perceived, or asserted — such as negative name-calling and imitating mannerisms
- conduct directed at the characteristics of a student’s disabling condition, such as imitating their manner of speech or movement, or interfering with that student’s necessary equipment
- unwelcome verbal, written or physical conduct, directed at the characteristics of a student’s religion, such as derogatory comments regarding surnames, religious traditions, religious jewelry or clothing

When a student has been subjected to behaviors such as those described above, and is reasonably fearful of his or her own safety, a hostile environment has been created for that student. It may be created by a series of minor incidents, or by one serious incident. The existence of a hostile environment is a violation of the student’s civil rights, as it prohibits him or her from obtaining an education.

A hate crime or bias incident will be deemed to have occurred even where the harasser is mistaken about the victim’s race, ethnicity, or other targeted characteristics. In addition, targeting students simply because they associate with another student or students who are members of a particular racial, ethnic, religious, or other targeted group may also be the basis of a hate crime or bias incident.

**Reporting**
The designated Civil Rights Administrator for the School is:

Name:
Address:
Phone number (413)

Students, staff, or any interested third party may report incidents. Students should report any incidents to an adult with whom they feel most comfortable — a teacher, guidance counselor, or other staff member. Staff members should report incidents to the Civil Rights Administrator for investigation and handling. Confidentiality will be maintained to the extent possible, but it should be understood that where a serious crime is involved, the police, and other governmental agencies such as the Office of the Attorney General, will be alerted. When a student has complained of a bias incident but does not wish to file a written complaint, school officials or the designated administrator will conduct an informal inquiry into the circumstances of the incident, and will keep a written record of the inquiry, in the event that further incidents involving the complaining student and the alleged harasser take place.

**Investigation**
Upon receiving notice that a hate crime or bias incident is alleged to have taken place, the Civil Rights Administrator and/or designee will immediately take steps to ensure that the victim or victims are safe and secure, and will notify the Director of the allegation. All victims and witnesses will be interviewed within five (5) days following the incident, followed by interviews with any other individuals who may have knowledge pertaining to the incident and the persons involved in it. Physical evidence, if any, will be gathered. The investigator will then make a determination as to
whether a hate crime or bias incident has occurred, taking into consideration the definitions contained above, the surrounding circumstances, the relationships of the parties involved, and the context in which the incident(s) took place. In addition, the investigator will determine whether there are, or have been, any related incidents of harassment, and will evaluate the kinds of damage that may have been caused, both to the victim(s) and to the School environment. The investigator will issue his/her report within five (5) school days.

**Notification To/By Parents/Legal Guardians**

After investigation, if there are reasonable grounds to believe that a hate crime or bias incident has occurred, the Civil Rights Administrator and/or designee shall notify a student’s parent(s)/legal guardian(s) if the student is a victim of, or is accused of, a hate crime or bias incident.

Parent(s)/legal guardian(s) are strongly encouraged to report hate crimes or bias incidents to their child’s school counselors, Civil Rights Administrator, or to the Director.

**Informal Resolution Procedure**

It may be possible to resolve a complaint through a voluntary conversation between the complaining student and the alleged harasser that is facilitated by a school employee or by the designated Civil Rights Administrator. A person of their choice for support and guidance may accompany both the complainant and the alleged harasser. If the complainant and the alleged harasser feel that a resolution has been achieved, the conversation then will remain confidential and no further action will be taken.

The results of the informal resolution will be reported, in writing, to the Director. If either party feels that the informal conversation process is inadequate, or has not been successful, they may proceed to the formal complaint procedure. Either party may also choose to forego the informal process and proceed directly to the formal complaint procedure.

**Formal Complaint Procedure**

The designated administrator will fill out a harassment complaint form based on a student’s written or oral allegations that an incident or incidents have taken place. The complaint form will be kept in a secure location, and will describe in detail the facts and circumstances of the incident(s).

If an involved student is under the age of 18, his or her parents or legal guardian will be notified immediately after consultation with the student, unless such notification is determined not to be in the best interests of the student.

An investigation will take place within five (5) school days of the date of the complaint or report. The investigator may determine that immediate steps need to be taken to protect the complaining student, the alleged harasser, and any potential witnesses, and will notify school administrators of such a determination.

The investigation will be completed as soon as possible, but no later than five (5) school days after the date of the complaint, and a written report made to the Director. The report will contain a determination as to whether the allegation have been substantiated as factual, and whether they constitute a violation of this policy. The investigator will also recommend to the Director what action, if any, is required. The complainant and the alleged harasser will be informed of the results of the investigation, and whether disciplinary action will be taken.
Both the Civil Rights Administrator and the Director will keep all written reports of investigations. The School recognizes that both the complainant and the alleged harasser have strong interests in maintaining the confidentiality of this process. The privacy of all parties, including witnesses, will be respected as much as possible, consistent with The School’s legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations which may be necessary due to the severity of the incident(s), the potential involvement of the police department, the District Attorney’s Office, the Office of the Attorney General, and the potential involvement of a civil and/or criminal trial.

**Disciplinary Action**

Disciplinary and/or corrective action will be taken as soon as possible following completion of the investigation of an incident of hate crime or a bias-related incident, and will have as its goal the elimination of the offensive conduct, the prevention of reoccurrence, and the re-establishment of a healthy school environment, especially for the victim(s). Such action will take into account the severity of the incident and the age and identity of the victim and harasser, and the effect upon the victim. Disciplinary and/or corrective action may include one or more of the following:

- participation in an educational program about hate crimes and bias incidents for the perpetrator;
- an apology to the victim(s);
- mandatory counseling;
- community service;
- placement in an alternative educational setting;
- detention;
- short-term or long-term suspension; and/or
- recommendation for expulsion.

In addition, perpetrators of hate crimes which rise to the level of criminal activity may be subject to criminal punishment as mandated by state and federal laws pertaining to such crimes. The police will be notified when a probable hate crime has taken place, and in particular will be notified in an emergency situation.

**Retaliation**

The District will deal seriously with any and all threats or acts of retaliation against an individual who reports a hate crime or bias incident. School staff will maintain constant contact with victims and persons who report such incidents in order to ensure that no threats or acts of retaliation take place.

Interference with, intimidation of, and/or retaliation against any individual, including a student, parent, or guardian, for filing a complaint, filing a grievance, or opposing discrimination is strictly prohibited and shall be treated as an actionable, wrongful act in and of itself.

Any person found to have threatened to retaliate and/or actually retaliated will be subject to severe disciplinary action, including potential exclusion from school. Should the retaliation rise to the level of criminal activity, school staff are required to report it to the local law enforcement agency.
Sexual Harassment Policy

General Statement:
All persons have the right to be free from sexual harassment; therefore, sexual harassment in any form is strictly forbidden in school, on school grounds, or at school related activities.

Definition:
Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when 1) submission to that conduct or communication is made a condition of obtaining services; 2) used as a factor in decisions affecting one’s education; or 3) that conduct or communication has the purpose or effect of substantially interfering with an individual’s education, or creating an intimidating, hostile, humiliating, or sexually offensive educational environment.

Sexual harassment is not, by definition, limited to prohibited conduct by a male toward a female. A male, as well as a female, may be the victim of sexual harassment, and a female, as well as a male, may be the harasser. Further, the victim does not have to be of the opposite sex from the harasser. The victim does not have to be the person to whom the unwelcome sexual conduct is directed. Finally, any adult may be the victim of sexual harassment by a student.

Examples
Examples of sexual harassment include but are not limited to: demanding sexual favors accompanied by threats; engaging in reprisals as a result of an individual’s refusing to engage in sexual behavior; contact with any sexual part of another’s body (e.g., touching, patting or pinching); touching any nonsexual part of the body (e.g., shoulder, etc.) after that person has indicated that such touching is unwanted; displaying sexually suggestive pictures or objects; calling a person a demeaning, sexualized term, or making a reference to a person’s physical characteristic when that person has indicated he/she does not wish to be addressed or referred to in that manner; leering (i.e., prolonged staring) at a person’s body; sexual language or conduct in another’s presence, even if not directed to said individual, once it is known that he/she objects.

Reporting
Any student who believes he/she is a victim of sexual harassment should talk to a teacher, counselor, or another adult in a position of authority in the school as soon as possible. Students should avoid trying to solve the problem of sexual harassment alone.

All persons shall promptly report knowledge of actual or reasonably suspected sexual harassment to the Superintendent or her designee.

Investigation
All complaints or reports of sexual harassment shall be thoroughly investigated by the Director or her designee, including notifying the person who has been accused of harassment and permitting a response to said allegation(s).

The investigation shall consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods deemed pertinent.
In addition, the Superintendent or her designee may take immediate steps, at his/her discretion, to protect the complainant, students and employees pending completion of the investigation of alleged sexual harassment.

**Disciplinary Action**
If there are reasonable grounds to believe that sexual harassment has occurred, the person accused of sexual harassment will have a confidential disciplinary hearing before the Superintendent or her designee.

If the Superintendent or her designee, after the above hearing, determines that sexual harassment has actually taken place, disciplinary and corrective action will occur to prevent any further incidents. The range of discipline and corrective action may include one or more of the following: an education component; apology to the victim; mandatory counseling; detention; short-term suspension; long-term suspension; or recommendation for expulsion.

If either the victim or person accused of sexual harassment is aggrieved by the finding(s) or action taken by the Superintendent or her designee, he/she may appeal said action to the Board of Trustees. The Superintendent shall conduct a hearing and shall indicate her disposition of the appeal within two (2) days of such appeal, and shall furnish a copy thereof to the aggrieved party and School Committee.

**Reprisal**
Reprisal, intimidation with, interference of, and/or retaliation against any individual, including a student, parent, or guardian, for filing a complaint, filing a grievance, or opposing discrimination, including sexual harassment, is strictly prohibited and shall be treated as an actionable, wrongful act in and of itself. Such wrongful act may result in a recommendation of permanent separation from the school community through expulsion from school.

**Notification To/By Parent(s)/Legal Guardian(s)**
After investigation, if there are reasonable grounds to believe that sexual harassment has occurred, the Superintendent or her designee shall notify a student’s parent(s)/legal guardian(s) if the student is the victim of, or is accused of, sexual harassment.

Parent(s)/legal guardian(s) are strongly encouraged to report incidents of sexual harassment to the Director or her designee.

**Frivolous Complaints**
When a complaint of sexual harassment is unfounded, frivolous, or maliciously fabricated, the complainant shall be subject to a range of disciplinary and corrective actions consistent with the Code of Conduct.

**Report To Police**
Depending upon the seriousness and frequency of incidents, the Greenfield Police Department or the Massachusetts State Police may be contacted by the school administration.

**Teen Dating Violence Policy**
The Greenfield Public Schools are dedicated to providing an atmosphere from factual or
threatened psychological, physical, or sexual abuse, including teen dating violence. Greenfield’s Health curriculum for grades 6-12 includes instruction on establishing safe, non-violent relationships. It is the policy of the Greenfield Public Schools that teen dating violence related to school, including school-sponsored activities, shall not be tolerated.

**Types of Dating Violence**

A healthy relationship is made up of mutual respect, equality, trust, communication and freedom. In a healthy, non-abusive relationship, partners don’t hurt each other. An unhealthy relationship is characterized by disrespect, fear, jealousy, abuse, and passivity.

Teen dating violence is abusive and violent behavior in a dating relationship. It often reflects the perpetrator’s desire to control and dominate the victim. It covers a wide range of behaviors that include verbal and physical abuse, sexual abuse, and physical violence. It happens in both heterosexual and same-sex relationships.

Teen dating violence may involve controlling behavior, including not letting you hang out with your friends, contacting you frequently to find out where you are, who you’re with, or what you’re doing, telling you what to wear, or having to be with you all the time. It may also involve verbal and emotional abusive, including calling you names, belittling you, threatening to hurt you or others, or jealousy, or physical abuse (hitting, slapping, pinching, kicking, hair pulling, or strangling). Teen dating violence may also involve unwanted touching, forcing you to use alcohol or drugs, or forcing you to have sex or perform sexual acts.

**Filing a Complaint of Teen Dating Violence**

Complaints of teen dating violence related to school, including school-sponsored activities, may be filed verbally or in writing by a victim, student, faculty/staff member or a parent. The complaint may relate to verbal, nonverbal, written, physical or sexual behaviors which are observed, reported, or experienced. The complaint should be filed with the Principal, but if the victim is more comfortable talking with another staff member, that staff member must report the incident to the Superintendent. It is important to note that, pursuant to *Massachusetts General Laws Chapter 119, §51A*, school staff are required by law to report to the Department of Children and Families if they have reasonable cause to believe that a child under the age of 18 is suffering serious physical, emotional abuse or neglect, or sexual abuse, including rape and indecent assault and battery.

When a complaint is related to school, including school-sponsored activities, is received, the Principal will initiate an immediate investigation of the allegations. It will be conducted in such a way as to maintain confidentiality, and will include private interviews with the victim and/or person filing the complaint. The person alleged to have committed the behavior will also be interviewed separately. Upon completion of the report, both parties will be informed of the results.

**Disciplinary Action**

When it is determined that inappropriate behaviors have occurred related to school or school-sponsored activities, disciplinary and corrective action will occur. The range of disciplinary and corrective action may include one or more of the following: an education component; apology to the victim; mandatory counseling; detention; short-term suspension; long-term suspension; or recommendation for expulsion.

**Restraining Orders**

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It is responsibility of the student or parents to inform the Principal if he or she has obtained a restraining order against an individual. Once notified of the restraining order, the Principal may meet with the student and his/her parents to review the order and its implications. An appropriate safety plan will be developed where appropriate. Violation of a restraining order is a criminal offense, and must be reported to the police department.

When complaints of teen dating violence are made known to administration, and are not related to school or school-sponsored activities, the student will be informed of available services. A referral(s) to appropriate resources both in and out of school may be made. Parental involvement shall be encouraged.

**Anti-Hazing Policy**

Hazing is a term to define any harmful conduct or abusive method of initiation into any student organization. Any instances of hazing will be immediately reported to the S.M.C. team who will determine the consequences to be issued.

A law prohibiting hazing, Chapter 269, Sections 17 - 19, was enacted in 1985 and amended in 1988 by the General Court. The laws state that each student be informed of the law’s content and intent.

**Chapter 269, Sections 17-19:**

**Section 17:**

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

The term “hazing” as used in this section and sections eighteen and nineteen 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 any other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, drug, or other substance, or any other brutal treatment or forced physical activity which is likely to affect adversely the physical health or safety of any 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.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

**Section 18:**

Whoever knows that another person is the victim of hazing as defined in Section 17 and is at the scene of such a crime shall, to the extent that such a person can do so without danger or peril to himself or others, report such crimes to an appropriate law enforcement official as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than $1,000.

**Section 19:**

Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team, or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team, or
student organization, a copy of this section and Sections 17 and 18; provided, however, that an institution’s compliance with these sections require that an institution issue copies of this section and sections 17 and 18 to unaffiliated students groups, teams or organizations shall not constitute evidence of the institution’s recognition or endorsement of said unaffiliated student groups, teams, or organization.

Each such group, team or organization shall distribute a copy of this section and sections 17 and 18 to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team, or organization, acting through its designated officer, to deliver annually, to the institutions and attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections 17 and 18, and that such group, team or organization understands and agrees to comply with the provisions with this section and sections 17 and 18.

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections 17 and 18.

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary institutions, the Board of Education, certifying that such institution has complied with it’s responsibility to inform student group, teams, and organizations and to notify each full time student enrolled by it of the provisions of this section and Sections 17 & 18 and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution’s policy to it’s students. The board of regents and in the case of secondary institutions, the Board of Education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution that fails to make such report.

**Harassment, Bullying, Discrimination, And Hate Crimes**

*(Adapted from the Attorney General’s Safe Schools initiative)*

This section of the Code of Conduct has been adapted from the Greenfield Public Schools’ Comprehensive Civil Rights Policy for promoting civil rights and prohibiting harassment, bullying, discrimination, retaliation, and hate crimes. Copies of the district’s Comprehensive Civil Rights Policy are available upon request, and may be viewed at the main office of the School.

**Disciplinary Policy Regarding Civil Rights Issues**

The Greenfield Public Schools prohibits all forms of harassment, discrimination, and hate crimes based on the following protected categories: race, color, religion, national origin, ethnicity, sex, sexual orientation, gender, gender identity, age, or disability.

The Greenfield Public Schools also prohibits bullying, as defined below. The Greenfield Public Schools will also not tolerate retaliation against persons who take action consistent with this Policy.

The prohibition against harassment, discrimination, hate crimes, bullying, and retaliation applies to all students on all sites and activities the school supervises, controls, or where it has jurisdiction under the law, including on school premises and at school-sponsored functions, events or activities,
including field trips, athletic activities and school-related transportation, including designated bus stops.

Interference with, intimidation of, and/or retaliation against any individual, including a student, parent, or guardian, for filing a complaint, filing a grievance, or opposing discrimination is strictly prohibited and shall be treated as an actionable, wrongful act in and of itself.

**Permissible Disciplinary Sanctions and Corrective Actions in Response to Bullying, Discrimination, Harassment or Hate Crimes:**
Disciplinary sanctions and corrective actions may include, but are not limited to, one or more of the following:

1.) A written warning;
2.) Parent conferences;
3.) Classroom transfer;
4.) Limiting or denying student access to a part or an area of the School;
5.) Adult supervision on school premises, including in-house alternative program sites;
6.) Exclusion from participation in school-sponsored functions, after-school programs, and/or extracurricular activities;
7.) Short-term or long-term suspension;
8.) An apology to the victim;
9.) Awareness training (to help students understand the impact of their behavior);
10.) Participation in cultural diversity, anti-harassment, anti-bullying or intergroup relations programs;
11.) Mandatory counseling (in or outside of school); or
12.) Any other action consistent with the Code of Conduct.

**Student Responsibilities:**
Each student is responsible for:

1.) Complying with this Policy;
2.) Ensuring that (s)he does not harass or discriminate against another person on school grounds or in a school-related function, event or activity because of that person’s race, color, religion, national origin, ethnicity, sex, sexual orientation, age, or disability;
3.) Ensuring that (s)he does not bully another person on school grounds or in a school-related function, event or activity;
4.) Ensuring that (s)he does not retaliate against any other person for reporting or filing a complaint, for aiding or encouraging the filing of a report or complaint, or for cooperating in an investigation of harassment, bullying, discrimination, or a hate crime; and
5.) Cooperating in the investigation of reports or complaints of harassment, bullying, discrimination, retaliation, or a hate crime.

**Protection Against Retaliation:**
The Greenfield Public Schools will take appropriate steps to protect students from retaliation when they report, file a complaint of, or cooperate in an investigation of a violation of this Policy. Threats or acts of retaliation, whether person-to-person, by electronic means, or through third parties, are serious offenses that will subject the violator to significant disciplinary and other corrective action,
including short or long-term suspension.

Glossary of Terms:

BULLYING: The repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal or electronic expression or a physical act or gesture of any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim’s property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purpose of this section, bullying shall include cyber-bulling.

CYBER-BULLYING: This is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the internet. It includes but is not limited to, email, instant messages, text messages, and internet postings. See M.G.L. c. 71, Section 370 for the legal definition of cyber-bulling.

HOSTILE ENVIRONMENT: As defined in M.G.L. c. 71, Section 370, is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student’s education.

PERPETRATOR: A student or a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional, who engages in bullying or retaliation.

DISCRIMINATION: Treating people differently, or interfering with or preventing a person from enjoying the advantages, privileges or course of study in a public school because of an individual’s actual or perceived race, color, national origin, ethnicity, religion, sex, sexual orientation, gender identity, age, or disability (i.e., protected status). A person may not be subjected to discipline or more severe punishment for wrongdoing, nor denied the same rights as other students because of his/her membership in a protected class.

HARASSMENT: Harassment is oral, written, graphic, electronic or physical conduct on school property or at a school-related event, function or activity relating to an individual’s actual or perceived race, color, national origin, ethnicity, religion, sex, sexual orientation, gender identity, age, or disability, that is sufficiently severe, pervasive or persistent so as to interfere with or limit a student’s ability to participate in or benefit from the District’s programs or activities, by creating a hostile, humiliating, intimidating, or offensive educational environment. For purposes of this Policy, harassment shall also mean conduct, if it persists, that will likely create such a hostile, humiliating, intimidating or offensive educational environment. A single incident, depending on its severity, may create a hostile environment.

RETAIATION: Any form of intimidation, reprisal, or harassment by a student directed against any student, staff or other individual for reporting or filing a complaint, for aiding or encouraging the filing of a report or complaint, for cooperating in an investigation under this Policy, or for taking action consistent with this Policy.
PROTECTION AGAINST RETALIATION
Interference with, intimidation of, and/or retaliation against any individual, including a student, parent, or guardian, for filing a complaint, filing a grievance, or opposing bullying, harassment, discrimination, or hate crimes is strictly prohibited and shall be treated as an actionable, wrongful act in and of itself.

The Greenfield Public Schools will take appropriate steps to protect students from retaliation when they report, file a complaint of, or cooperate in an investigation of a violation of this Policy. Threats or acts of retaliation, whether person-to-person, by electronic means, or through third parties, are serious offenses that will subject the violator to significant disciplinary and other corrective action, including short or long-term suspension.

HATE CRIME: A hate crime is a crime motivated by hatred, bias, or prejudice, or where the victim is targeted or selected for the crime at least in part because of his/her actual or perceived race, color, ethnicity, national origin, religion, sexual orientation, age, disability or sex. A hate crime may involve a physical attack, threat of bodily harm, physical intimidation, or damage to another’s property.

Reporting and Resolution Process:

A. DESIGNATED OFFICIALS FOR REPORTING

The Principal or his/her designee is responsible for receiving reports and complaints of violations of this Policy.

B. REPORTING PROCEDURES

1. Any student who becomes aware or has a reasonable belief that harassment, bullying, discrimination, retaliation, or a hate crime has occurred or may have occurred on school property or in a school-related activity should promptly report the incident(s) to the Principal or his/her designee. In situations where a student or other person does not feel comfortable reporting the incident to a designated official, (s)he may report it to a trusted school employee, who must promptly transmit the report to the Principal or his/her designee.

2. When a report or complaint involves physical injury, the Principal will promptly report the incident to the Superintendent.

3. All complaints or reports about a violation of this Policy must be documented on the School’s “Bullying Reporting/Complaint Form”(See Appendix H). The form is available from designated school officials. If a complainant or reporter is either unwilling or unable to complete the District’s Reporting/Complaint Form, the school official who receives the oral complaint or report will promptly prepare a written
report by filling out the District's Reporting/Complaint Form, using, to the extent practicable, the reporter's or complainant's own words to describe the potential violation.

4. The School official will promptly provide the Principal or his/her designee with the completed Reporting/Complaint Form.

C. RESOLUTION PROCESS: DETERMINING WHETHER TO INSTITUTE FORMAL OR INFORMAL PROCEEDINGS

1. After the Principal or his/her designee receives a complaint or report, the School must determine whether to resolve the complaint or report through Formal or Informal Proceedings.

2. If the designated official determines that (1) the allegation is serious enough that it appears to place the complainant or any other person at physical risk; (2) the incident has resulted in a criminal charge; (3) the incident involves a referral to the Department of Children and Family Services; (4) the allegation involves a serious form of harassment, discrimination, or retaliation; (5) the allegation involves bullying behavior, where the District has intervened with the alleged student offender under the Code of Conduct for bullying on a prior occasion; (6) there is a pending Formal Proceeding against the subject of the complaint; (7) the subject of the complaint has previously been found to have violated this Policy; (8) or that a Formal Proceeding is otherwise appropriate under the circumstances, then the designated official must commence a Formal Proceeding.

3. For allegations or incidents that do not require a Formal Proceeding, a designated school official may at his/her discretion initiate an Informal Proceeding.

4. Nothing in this Policy limits the School taking immediate interim disciplinary actions as set forth in the Code of Conduct.

D. INFORMAL PROCEEDINGS

STEP ONE
Upon the initiation of an Informal Proceeding, the designated official will separately meet in a timely manner with the complainant and the subject of the complaint to tell them about the informal process, the nature of the complaint, explain the prohibition against retaliation, and determine the corrective action the complainant seeks.

STEP TWO
If appropriate after adequate investigation, the designated official will propose a resolution. If the complainant and the alleged offender agree with the proposed resolution, the designated official will write down the resolution, and the complainant and the subject of the complaint will sign it, and each person will receive a copy. At the meeting, the designated official will again explain the prohibition against retaliation.

STEP THREE
A designated school official will monitor the situation, and will follow up with the complainant weekly for one (1) month to determine whether there are further incidents or concerns. The designated official will maintain a written record of the follow up.
STEP FOUR
If the complainant and alleged offender cannot agree to an informal resolution, or the designated official determines that the problem is not corrected, the School will commence a Formal Proceeding.

STEP FIVE
File Retention: The Head Supervisor or his/her designee will maintain in a separate confidential file the School’s Reporting/Complaint Form, information obtained through inquiry and investigation, and the proposed and agreed-to resolution.

E. FORMAL PROCEEDINGS

STEP ONE
The designated official will separately meet in a timely manner with the complainant and the subject of the complaint to tell them about the formal process, explain the prohibition against retaliation, and determine the remedy the complainant seeks.

STEP TWO
A designated official will conduct an investigation in accordance with the procedures described in Section F, Investigations.

STEP THREE
The designated official will determine whether the allegations have been substantiated, and whether this Policy and/or the Code of Conduct has been violated. If the complaint is substantiated, the designated official will decide based on the investigative findings, on the appropriate course of action.

The designated official will prepare a written report that includes the investigative findings.

STEP FOUR
The designated official will promptly notify the complainant and the subject of the complaint in writing to let them know whether the complaint has been substantiated. If the complaint is substantiated and the offender remains a student in the school, the designated official will meet with the offender to describe, consistent with the Code of Conduct, the disciplinary and/or corrective action recommended, the school’s expectations for future behavior and the potential consequences for retaliation or future violation of the Policy.

If a complaint is substantiated, a report of the incident will be placed in the offender’s student records.

File Retention: The Principal or his/her designee will maintain a separate confidential file containing the original completed Reporting/Complaint Form, investigatory interview notes and reports, findings made, the results of the investigation, including any decision for action, and other relevant investigatory materials.

Any disciplinary or corrective action against a student must conform to the due process requirements of federal and state law.
STEP FIVE
A designated official will monitor the situation, and will follow up with the complainant at least weekly for two months to determine whether there are further incidents or concerns, and whether the corrective action and/or disciplinary action(s) imposed has/had been effective. The designated official will maintain a written record of the follow-up.

STEP SIX
Any right of appeal from discipline imposed is governed by the Code of Conduct.

F. INVESTIGATIONS FOR FORMAL PROCEEDINGS

Prompt and Thorough Investigations: When the designated school official determines that a Formal Proceeding is appropriate, the school will promptly investigate all reports or complaints of an alleged violation of this Policy. The goal of the investigation is to obtain an accurate and complete account of all incidents and circumstances deemed relevant to the allegations of the complaint.

Emergencies: The Principal, in his sole discretion, will immediately call 911 in a case of a threat of imminent physical harm or actual physical harm to a school community member or where police, fire, medical, or other emergency assistance is needed.

Investigative Procedure: The designated official investigating the incident will gather and preserve evidence and identify all involved parties and witnesses. If the incident involves physical injury, destruction of public property, or acts of a serious criminal nature, the designated official will confer with the local police department prior to gathering or preserving evidence.

Communication during Investigation: Throughout the investigatory and complaint resolution process, the designated official will make reasonable efforts to regularly inform the complainant and the subject of the complaint and their parent(s) or guardian(s) of the status of the complaint, the anticipated timing for concluding the investigation, and determination of discipline and/or corrective action(s).

Time for Investigations: The designated official will complete his/her investigation as soon as practicable, not to exceed more than ten (10) school days after (s)he receives the complaint or report, except for good cause or with consent of the parties (as documented in the investigatory file). The designated official will expedite the investigation of any claim involving physical violence or serious threats of harm.

Ensuring Safety during Investigation: The designated official will take any step he/she determines is necessary and/or advisable to protect, to the extent practicable, the complainant, witnesses, and other individuals from further incidents or from retaliation pending the outcome of the investigation. Those steps may include, but are not limited to, ordering interim disciplinary action under the Code of Conduct, appropriate adult supervision, reassigning classroom seating, temporarily transferring the subject of the complaint from his/her class(es) with the complainant, or placement in an alternative educational setting.
Victim Assistance: The designated official will make appropriate referrals for victim assistance, including counseling and crisis intervention, if requested, or as needed.

Confidentiality: The District will respect the privacy of the complainant, the subject(s) of the complaint, and the witnesses to the extent possible consistent with its obligations under federal and state law and regulations and the Policy to investigate, report, and take appropriate disciplinary and corrective action, and consistent with applicable confidentiality laws and student record regulations.

Imposing Disciplinary and Corrective Action
If a designated official concludes that the subject of the complaint has violated this Policy, the District will impose disciplinary measures and/or corrective action reasonably calculated to end the complained conduct, deter future conduct, and protect the complainant(s) and other similarly situated individuals.

False Charges
Any student who knowingly makes false charges or brings a malicious complaint will be subject to any of the disciplinary and/or corrective action(s) detailed above.

Equal Educational Opportunities
In recognition of the diversified characteristics and needs of our students and with the keen desire to be responsive to them, the Greenfield Public Schools will make every effort to protect the dignity of the students as individuals. It also will offer careful consideration and sympathetic understanding of their personal feelings, particularly with reference to their race, creed, sex, gender, gender identity, religion, nationality and physical and intellectual differences.

To accomplish this, the District and its staff will make every effort to comply with the letter and spirit of the Massachusetts Equal Educational Opportunities law (known as Chapter 622 of the Acts of 1971) which prohibits discrimination in public school admissions and programs. The law reads as follows:

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

This will mean that every student will be given equal opportunity in school admission, admissions to courses, course content, guidance and extracurricular and athletic activities.

Homeless Students
To the extent practical and as required by law, the Greenfield Public Schools will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided the same district services on the same terms as families residing in the district.

Homeless students are defined as lacking a fixed, regular, and adequate nighttime residence, including:
1. Sharing the housing of other persons due to the loss of housing or economic hardship;

2. Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;

3. Living in emergency or transitional shelters;

4. Being abandoned in hospitals;

5. Awaiting foster care placement;

6. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings;

7. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations, or similar settings;

8. Migratory children living in conditions described in the previous examples.

The Director shall designate a district liaison for homeless students and their families.

To the extent feasible, homeless students will continue to be enrolled in their school or origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Instead of remaining in the school of origin, parents or guardians of homeless students may request enrollment in the school in the attendance area in which the student is actually living, or other schools. Attendance rights are available to homeless families on the same terms as families resident in the district.

If there is an enrollment dispute, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parents or guardian shall be informed of the district’s decision and their appeal rights in writing. The district’s liaison will carry out dispute resolution as provided by state rule. Unaccompanied youth will also be enrolled pending resolution of the dispute.

Once the enrollment decision is made, the school shall immediately enroll the student, pursuant to district policies. If the student does not have immediate access to immunization records, the student shall be admitted under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist. Records from the student’s previous school shall be requested from the previous school pursuant to district policies. Emergency contact information is required at the time of enrollment consistent with district policies, including compliance with the state’s address confidentiality program when necessary. Homeless students are entitled to the same transportation programs, on the same terms, as families resident in the district.

The district’s liaison for homeless students and their families shall coordinate with local social service agencies that provide services to homeless children and youths and their families; other school districts on issues of transportation and records transfers; and state and local housing agencies
responsible for comprehensive housing affordability strategies. This coordination includes providing public notice of the educational rights of homeless students in schools, family shelters and such.

Students Rights and Responsibilities
The Greenfield Public Schools has the responsibility to afford students the rights that are theirs by virtue of guarantees offered under the federal and state constitutions and statutes. In connection with rights there are responsibilities that must be assumed by students. Among these rights and responsibilities are the following:

Civil Rights – including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.

The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.

The right to due process of law with respect to suspension, expulsion, and decisions the students believes injure his/her rights.

The right to free inquiry and expression; responsibility to observe reasonable rules regarding these rights.

The right to privacy, which includes privacy in respect to the student’s school records.

Student responsibilities include regular school attendance, promptness to school and to classes, academic honesty, conscientious effort in classroom work, and conformance to school rules. Students share with the administration and faculty a responsibility to maintain a school climate that is safe, secure, and conducive to learning.

Student Concerns and Grievances
- GPS Acceptable Use Policy
(Carol)

Any student of the Greenfield Public Schools who believes he or she has been discriminated against, denied a benefit, or excluded from participation in any educational program or activity on the basis of sex, color, gender, gender identity, religion, national origin or disability in violation of this policy, may file a written complaint with the Principal or designee. The Principal or designee shall cause a review of the written complaint within 10 working days after receipt of the written complaint. If the complainant is not satisfied with such a response, he or she may submit a written appeal to the Board of Trustees indicating with particularity the nature of disagreement with the response and his or her reasons for such disagreement.

The shall permit the complainant to address the or its sub-committee concerning his or her complaint and shall provide the complainant with a written decision in the matter as expeditiously as possible following the completion of the hearing. Any individual has the right at any time to address inquiries regarding their civil rights to the Office of Civil Rights in Boston, Massachusetts.

Interference with, intimidation of, and/or retaliation against any individual, including a student, parent, or guardian, for filing a complaint, filing a grievance, or opposing discrimination is strictly prohibited and shall be treated as an actionable, wrongful act in and of itself.
Technology Policy
Through the Greenfield Public School’s network connections to the Internet, students and staff have an unparalleled opportunity to participate in a global community of information and learning. With such an opportunity comes responsibility. For a student or staff member (users) at the School to use the network, he or she must comply with the following rules and sign the technology agreement. A signed technology agreement, known as the Acceptable Use Policy, is part of the student’s temporary cumulative record.

**Students who do not have signed Acceptable Use Policies on file will be prohibited from using the Internet at school.**

- **Purpose:** The District’s network connections are intended for educational purposes only. All authorized students and staff members are prohibited from knowingly accessing portions of the network and/or the Internet that do not promote the educational or instructional mission of the District. Access to the network is a privilege, not a right. Inappropriate use not only reflects on the District, but may lead to penalties, including revocation of privileges, disciplinary action and, if warranted legal action.

1. **Network Usage Guidelines:** All use of the Internet service must be consistent with the purpose stated above.
2. Users are expected to abide by the generally accepted rules of network etiquette, which include but are not limited to:
   a. Users shall not engage in abusive, harassing or bullying language.
   b. Users shall not reveal personal information such as names, addresses, phone numbers, photos, etc. that could identify the user, students, or staff.
   c. Users shall refrain from wasteful, disruptive (i.e. game websites) use of the service.
   d. Users shall refrain from making defamatory remarks, sexual, racial or other slurs, and from using profane or obscene language.
   e. Each user is responsible for his/her IP address activity.
   f. Any use for, or in support of, illegal purposes or activities is prohibited.
   g. Any use for commercial purposes is prohibited.
   h. Any use for political purposes is prohibited except for communication with elected or appointed officials.
   i. Users shall assume that all materials available on the Internet are protected by copyright. GPS makes no guarantees, implied or otherwise, regarding the factual reliability of data collected through the Internet.
   j. Users will not seek, access or download material that is not relevant to the educational purpose of the school. GPS will make reasonable precautions to filter out controversial materials.
   k. Users shall neither download nor upload nor install any commercial software, shareware, or freeware without the approval of the Information Technology Director.
1. Users shall not upload, download or distribute pornographic, obscene, sexually explicit or threatening material of any nature.
2. Users shall not receive or transmit information pertaining to dangerous instruments such as bombs, or other explosive devices, automatic weapons or other firearms, or any other weaponry.
3. Users must not attempt to get unauthorized access to any file servers in the GPS system, outside file servers, or go beyond the user's authorized access.
4. Users must not vandalize school technology by causing physical damage, reconfiguration of any technology system, attempting to disrupt the system, or destroying data by spreading computer viruses and malware by any other technological or non-technological means.

Through the Greenfield Public School’s internet connection, students have an unparalleled opportunity to participate in a global community of information and learning. With such an opportunity comes responsibility. For a student to use the internet, he or she must comply with the following rules and sign the agreement. The agreement must also be signed by a parent or guardian.

The Greenfield Public School’s internet connection is intended for educational purposes only. All authorized students are prohibited from knowingly accessing portions of the internet that do not promote the educational or instructional mission of Greenfield. Access to the internet is a privilege, not a right. Inappropriate use not only reflects on the District, but may lead to penalties, including revocation of privileges, disciplinary action and, if warranted, legal action.

Among unacceptable uses of the internet are the following:

- Use in the District for non-school related activities.
- Use in violation of federal, state or local laws, including sending or receiving copyrighted matter without permission.
- Commercial use.
- Sending harassing, intimidating, abusive or offensive language or material to or about others, in messages public or private. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages. Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- Sending chain letters or pyramid schemes, “broadcasting” inappropriate messages to lists or individuals, and any other kind of use that would congest the internet or otherwise interfere with the work of others.
- Sending or receiving pornographic material, inappropriate text files or files dangerous to the integrity of the network. Students are prohibited to access inappropriate sites containing obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful materials of any sort or manner.
- Vandalizing, defined as any deliberate attempt to change files not belonging to you, or harm, or destroy the work, systems, or data of another user, including uploading or creation of computer viruses, and the intentional introduction of any sort of manner.
- Engaging in the illegal distribution of software (“pirating”).
- Knowingly using another person’s password or misrepresenting your identity, or giving one’s own password to others. Students should only use those computer resources they have been authorized to use. Furthermore, students will not attempt to gain unauthorized use of
computer resources in order to gain unauthorized access to computing facilities of other institutions, organizations, and/or individuals. These actions are illegal, even if only for the purpose of "browsing."

- Failing, when downloading permitted information, to comply with any associated terms or conditions specified by the supplier of that permitted information.
- Expressing views or opinions not clearly identified as your own and not those of the school.
- Circumventing security measures on school or remote computers or networks.

**EMAIL**
All of the foregoing also applies to the use of email.

Email is not like a letter in an envelope. Email is like a postcard. The contents of your message are out in the open. There is no easy way to mark a message “confidential.” Your message may be viewed during the mailing process. Your message, if inadequately addressed, may be read by a “postmaster” trying to redirect it correctly. Your message may be forwarded or printed. Your message may be stored, perhaps in the directories of the person who receives the message, indefinitely. People who may never meet you will be forming impressions about you based on the way you compose your email messages.

**AGREEMENT**
Greenfield is not liable for the actions of anyone connecting to the internet. All students shall assume full liability, legal, financial or otherwise, for their actions.

Greenfield is not liable for damage, loss, or theft of any students’ personal computer equipment. Such equipment is brought to Greenfield Public Schools at the student’s own risk. All students shall assume full liability, legal, financial, or otherwise.

Greenfield takes no responsibility for any information or materials transferred through the internet.

Greenfield makes no guarantee, implied or otherwise, regarding the reliability of the data connection and is not liable for any loss or corruption of data resulting while using the internet.

Greenfield reserves the right to examine all data stored in the machines involved in the internet link to ensure that all students are in compliance with these regulations. Greenfield disclaims responsibility for loss of data or interference with files resulting from its efforts to maintain the privacy and security of those computing facilities.

Although each student has an individual password to access the system, it belongs to Greenfield and all email messages are school records. No student should have any expectation of privacy as to his or her use of the internet or email. All internet access will be logged and Greenfield reserves the right, for legitimate school purposes, to access and disclose the contents of students’ electronic communications without regard to content. Students are encouraged to immediately report to the school administration any possible security problem and/or violation of the above guidelines by another individual. Students should not go looking for security problems, because this may be construed as an illegal attempt to gain access.

By signing the Acceptable Use Policy of the Greenfield Public Schools and using the
Network/Internet, the user agrees to adhere to the terms and conditions of the Technology policies.

Users of the system and the full access to the Internet that it provides shall be for educational or research purposes only.

Users must comply with all Massachusetts laws and those of the United States of America, which deal with the use of computers and the Internet.

Because this access is for the individual users’ use only, any user will be held accountable for any and all use of it by any third party (i.e., friends of students) that the user let use it. The School is not liable for the actions of anyone connecting to the Network/Internet. All users shall assume full liability, legal, financial or otherwise, for their actions. **The District takes no responsibility for any information or materials transferred through the Network/Internet.**

The District makes no guarantee, implied or otherwise, regarding the reliability of the data connection. The District is not liable for any loss or corruption of data resulting while using the Network/Internet.

The District reserves the right to examine all data stored in the machines connected to the Network or utilizing the Internet link to ensure that all users are in compliance with these regulations.

The District disclaims responsibility for loss of data or interference with files resulting from its efforts to maintain the privacy and security of those computing facilities.

Although each user has universal school-based password to access the system, it belongs to the District, and all E-mail messages are school records. No user should have any expectation of privacy as to his or her use of the Internet or E-mail. The District reserves the right, for legitimate school purposes, to access and disclose the contents of users’ electronic communications without regard to content, and to conduct periodic, unannounced inspections of Internet and E-mail communications. Users are encouraged to immediately report to the School administration any possible security problem and/or violation of the above guidelines by another individual. Users should not go looking for security problems, because this may be construed as an illegal attempt to gain access.

**The use of computers and Internet access is a privilege that may be revoked.**

Parents/guardians must review and discuss these policies with their children.

**Students, parents, or legal guardians should immediately report to administrators any incident of improper fraternization or inappropriate postings or e-contacts by staff members to students or students towards staff.**

**Technology-Related Laws**

**Computer Software Copyright Laws**
It is the policy of the Greenfield Public Schools to adhere to all computer software copyright laws. Software must be purchased with a license that is appropriate for the number of computers to be used. Students are not allowed to bring in software from home unless they have a legal license to the software and wish to donate the license, the original disk and the manuals to the District.

**Massachusetts General Laws, Chapter 266, Section 33**

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Section 33A. Obtaining computer services by fraud or misrepresentation: Penalties

Whoever, with intent to defraud, obtains, or attempts to obtain, or aids or abets another in obtaining, any commercial computer service by false representation, false statement, unauthorized charging to the account of another, by installing or tampering with any facilities or equipment or by any other means, shall be punished by imprisonment in the house of correction for not more than two and one-half years or by a fine of not more than three thousand dollars, or both. As used in this section, the words "commercial computer service" shall mean the use of computers, computer systems, computer programs or computer networks, or the access to or copying of the data, where such use, access or copying is offered by the proprietor or operator of the computer system, program, network or data to others on a subscription or other basis for monetary consideration.

Massachusetts General Laws, Chapter 266, Section 120F
Section 120F. Unauthorized access to computer system: penalties

Whoever, without authorization, knowingly accesses a computer system by any means, or after gaining access to a computer system by any means knows that such access is not authorized and fails to terminate such access, shall be punished by imprisonment in the house of correction for not more than thirty days or by a fine of not more than one thousand dollars, or both.

The requirement of a password or other authentication to gain access shall constitute notice that access is limited to authorized users.

The Greenfield Public School's MEMORANDUM OF UNDERSTANDING

Understanding between the Greenfield Public Schools, the Greenfield Police Department, and the Franklin County District Attorney's Office.

This document recognizes the formal working relationships agreed upon by participating agencies for the purpose of providing a safe and violence-free educational setting.

I. GENERAL POLICIES

A. Greenfield Public Schools, the Greenfield Police Department and Franklin County District Attorney's Office agree to develop and coordinate their response to violent, delinquent or criminal acts by students, including possession or use of weapons and alcohol and other drug use, that occur on school premises, school buses, or at school-related events. (Additionally, the policies and procedures developed will pertain to non-students and other visitors on school premises or at school related events.) To promote a safe educational environment, this cooperative effort between the school administration and law enforcement agencies supports "zero tolerance" for violence, weapons, drugs, harassment and civil rights violations, in accordance with Safe and Drug Free Schools and Communities Act.

M.G.L. Chapter 71, Section 37H, requires each school district to have a Code of Conduct contained in student handbooks, setting forth, among other things, standards and procedures to assure school building security and safety of students and school personnel. The Code of Conduct should include standards and procedures to assure school building security and safety of students and school personnel. The Code of Conduct should include standards and procedures for suspension and expulsion of students pertaining to disciplinary measures and due process rights in cases involving the possession or use of illegal substances or weapons, violations of criminal law and the school’s discipline code. In addition, reference to this Memorandum should be made in these handbooks.
B. Participating agencies agree, within the statutory authority of its agency, that every effort will be made to share information, so as to provide a safe and violence-free educational setting.

II. REPORTING PROCESS BETWEEN GREENFIELD AND THE DEPARTMENT OF CHILDREN AND FAMILIES (DCF)

Under M.G.L. Ch.119, Section 51A, school personnel (mandated reporters) who, in their professional capacity, have reasonable cause to believe that a child under the age of eighteen years is suffering physical or emotional injury resulting from abuse, inflicted upon him which causes harm or substantial risk of harm to the child’s health or welfare, (including sexual abuse) or from neglect, shall report such condition to the Department of Children and Families. “Reasonable cause to believe” means known or suspected instances of child abuse or neglect, regardless of whether the person or persons responsible for the abuse or neglect was in the position of caretaker.

Included within this definition are incidents of abuse by other students, as well as school personnel. If the incident involves criminal conduct, including physical abuse, violation of a restraining order, assault and battery, indecent assault and battery, rape, forcible rape of a child under 16 or rape and abuse of a child under age 16 (so-called “statutory rape”), school officials shall also report the incident to the police.

During the 51A investigation (Section 51B) school personnel are required to disclose to DCF any information that such personnel determine is relevant to the investigation, including student record information. School staff is expected to cooperate with DCF during this investigation, especially when circumstances of the case necessitate interviewing the child at school. It is suggested that such interviews be conducted in the presence of a teacher or other school personnel, without prior notification to parents or guardians if notice could put the child at further risk.

III. REPORTING PROCESS BETWEEN THE SCHOOL DEPARTMENT AND POLICE

It is understood by the parties that school officials are not agents of the police or the District Attorney’s Office and that the District Attorney’s Office and police are not agents of school officials.

School officials retain their sole prerogative to impose any disciplinary sanctions for infractions of school rules and policies in addition to any police involvement or investigation that may be warranted.

School officials or their designee are responsible for reporting criminal activity to the police department to ensure a coordinated response. For any life-threatening or emergency situations, calls should be made to 911. Other calls needing an immediate (but non-emergency) response should go to the main police department. Follow-up and on-going communication will be provided.

When the school has reported an incident to the police, the police will be responsible for making the decision as to the course of the criminal or delinquency investigation.

A. in pursuit of the goals of M.G.L. Chapter 71, Section 370(d), the Principal or designee shall provide immediate notification to the local law enforcement agency if there is a reasonable basis to believe that criminal charges may be pursued against a perpetrator. The Principal or designee of the school shall inform the student and his/her parent or guardian that, upon report, the police may conduct an investigation independent of school discipline. The Principal or designee shall also report to the police the existence of any physical evidence related to the incident. All contraband
(e.g., drugs, alcohol, firearms, dangerous weapons and stolen goods) or any other physical or documentary evidence found by the school shall be immediately shown to and made available to the responding police department.

B. Any teacher or other school employee who has witnessed or become aware that a student has committed a violation of the school’s discipline code or an act where criminal charges may be pursued against a student which was committed on school premises, school buses or at school related events shall report such incident to school officials or designee pursuant to the school’s discipline reporting procedures.

A. In addition, the Principal or designee shall comply with M.G.L. Chapter 71, Section 37L, concerning any incident involving a student’s possession or use of a dangerous weapon on school premises, regardless of whether it occurred during school hours, and whether or not the student has been excluded from school. Consistent with the law, the Director or designee shall file copies of the “weapons” report with the police chief, the Department of Children and Families.

B. Search and Seizure
It is the policy of the Greenfield Public Schools to subject a student to a search of his or her person and/or personal possessions, including clothing, gym bag, purse, backpack or motor vehicle, if the authorized school personnel have, independent of information provided by the police, a reasonable suspicion to believe that such student is carrying or concealing material, the possession of which is prohibited by federal, state or local law, or by the provisions of the school discipline code (e.g., alcohol, drugs, illegal substances or weapons, or any other object which may result in physical injury or harm to students on the school grounds or in the school building). Lockers and desks used by students remain the property of the school and may be opened without notice at any time as part of non-investigatory school practices. The contents of personal items found in desks and lockers may be searched, as provided by law. The Principal(s) or designee shall include this practice in the student handbook or inform students in writing at the beginning of each school year. If material, the possession of which is prohibited by federal, state or local law, or by the provisions of the school discipline code is discovered and or seized, school officials or designee shall keep a record of such search and seizure, which should include the date, the reason(s) for the search, the witnesses to the search, what or who was searched, and what was found. If contraband or evidence of a crime is found, the police shall be notified at once.

C. The Police will communicate regularly with the school administration to share information with the school on felony arrests and other community concerns that affect the safety and general welfare of all students. When requested, the police will provide to the school administration a copy of the daily police log. The appropriate police department designated liaison will inform the appropriate school designated liaison, subject to applicable statutes and regulations governing confidentiality, specifically including M.G.L. Chapter 12, Section 32, Chapters 71, Sections 37H and 27H1/2.

The police and/or the District Attorney’s Office shall provide notice to the school when a student:
1) Has been charged or convicted of a felony offense;
2) Has been charged or convicted as a youthful offender; or
3) Has been charged or adjudicated as a delinquency where the underlying offense is a felony.
If requested by the Superintendent, the police may provide notice regarding felony offenses of a transfer student in order to assess and evaluate the background of the transfer student.

The Principal, or designees who receive confidential delinquent or criminal information shall be CORI certified or have executed an Agreement of Non-Disclosure. The District agrees to notify the police department when suspending a student under the provisions of M.G.L. Chapter 71, Section 37H1/2, if the suspension is based on information received by the school of a pending felony charge or felony disposition.

IV. ROLE OF THE FRANKLIN COUNTY DISTRICT ATTORNEY

The Franklin County District Attorney will maintain a Community Based Juvenile Justice Program as mandated by ad included in M.G.L., Chapter 12, Section 32, an Act Relative to Community Based Juvenile Justice Programs, in participation with the Greenfield Public Schools in providing a safe environment for learning, in accordance with the legislative mandate set forth in M.G.L.c. 71, Section 37H and 37H1/2.

Community Based Juvenile Justice Meetings/School Safety Meetings may be conducted, under the authority of the District Attorney, to allow the undersigned to discuss and assess specific events or particular individuals whose conduct may pose a threat to the safety of the school community.

Any information shared by police or the Franklin County District Attorney’s Office and provided to any school or other agency, employee or representative may only be used for purposes described in M.G.L., Chapter 12, Section 32 and in accordance with the legislative mandates of M.G.L. Chapter 71, Section 37H and 37H1/2.

The Franklin County District Attorney agrees to provide training to his staff to inform them of their roles and responsibilities under this agreement. On an on-going basis, the same training will be provided to new staff members.

V. PROSECUTORIAL ALTERNATIVES

Juvenile Diversion

When appropriate, first time offenders under age 17 who commit minor misdemeanors will be referred to the Hampden County District Attorney’s Juvenile Diversion Program. The Juvenile Diversion Program is an alternative to the court system. The District Attorney’s Office will determine whether such offender will be offered this alternative. Participating youth may be required to attend and complete counseling/education programs, perform community service and, when applicable, pay restitution. Youth who successfully complete the Juvenile Diversion Program prior to arraignment may have no court record. Those cases deemed not appropriate for Juvenile Diversion will be prosecuted through the Juvenile Justice System.
TRUANCY PREVENTION

Truancy is a problem that has long-term effect on children, families and the community. The District Attorney's Office agrees to work with Greenfield in order to reduce truancy among its students.

Jordana Harper
Greenfield Public Schools

Date

Robert H. Haigh, Jr., Chief of Police
Greenfield Police Department

Date

Derek P. Champagne
Franklin County District Attorney

Date
3. **Health, Wellness Policies and Procedures**

The Greenfield Public Schools follows state laws concerning immunizations and requires that immunization records be on file before a student is allowed to attend school. All students must present, before admission, a physician’s certificate listing the required immunizations: Hepatitis B series, varicella, diphtheria, pertussis, tetanus, measles, mumps, rubella, and poliomyelitis. These records are to be updated when necessary. See Immunization Chart located in Appendix J of the Handbook.

**Complete physicals are required** upon entering kindergarten (or first grade, if a student is entering school for the first time) and for all **fourth, seventh, tenth, and transfer students**. Transfer students who enter school within the calendar year will have their medical record reviewed and updated as needed.

**Health Screenings**

School-based health screenings are mandated by M.G.L. chapter 71, section 57, and by the Department of Public Health. They are conducted to detect concerns that may require further medical consultation. The screenings are conducted by the school nurse or a trained staff member. Vision, hearing, scoliosis, and body mass index screenings are conducted during the school year depending upon the student’s grade. Parents will be notified of any concerns in writing and recommended that they consult their physician for consultation.

Kindergarten screenings **must include a vision screening** conducted by a physician.

**Illness and Exclusion Policy**

If a student shows symptoms of illness such as fever, diarrhea, vomiting, or severe sore throat, the student should not come to school until the seriousness of the condition has been determined or the symptoms have subsided.

If a student shows such symptoms at school, the student will be sent to the nurse’s office for assessment. Parents will be contacted to have the student picked up at school.

**Communicable Diseases**

Parents should notify the School immediately if a student has contracted a communicable disease. On the advice of the Springfield Health Department, the School may then notify parents of other students in the grade level and homeroom. In the event of an epidemic, special precautions or exclusion policies may be necessary.

The District follows isolation and quarantine regulations as prescribed by the Massachusetts Department of Public Health. There are disease/condition specific guidelines that apply to how long a student needs to be out of school should a communicable disease/condition occur. A comprehensive list with guidelines is available in the nurse’s office. For more information please contact your physician or the school nurse.

**Doctor/Dentist Appointments**

Parents must come to the School office to remove a student from school for a medical or dental appointment. Students cannot be released from class unless a parent or guardian is present.
Administration of Medication

Prescription medication is dispensed at school only when a doctor’s written order and a parent’s written consent is obtained. Medication is dispensed in the nurse’s office. An adult must deliver the medication to school in the original pharmacy bottle with the student’s name on it. Narcotics will not be dispensed in the school setting. Students requiring this level of pain relief should remain at home. The only exception is children with a documented chronic illness whose physician has reported that Tylenol with Codeine is indicated during school. This will be discussed and approved on an individual basis with the school nurse. Medications left in the nurse’s office at the end of the school year will be appropriately destroyed.

Over-the-counter (OTC) medication:

For students in grades 6 through 12 only, the school physician authorizes the periodic use of Tylenol, antacids, cough drops, and Bactracin ointment. The school nurse, at her discretion, dispenses these over-the-counter medications. The OTC form will be sent home at the beginning of the school year and must be returned, signed by a parent, before such medication can be dispensed. Any other over-the-counter medications cannot be dispensed without a physician’s order and parent consent.

For students in grades K through 5, the school nurse can only dispense over-the-counter medication (Tylenol, cough drops, cold/allergy medications, etc.) with a physician’s order and written parent consent. These medications must be dispensed in the nurse’s office.

Wellness Policy

Policy Intent
The Greenfield Public Schools strongly believes that students and staff need access to healthy food choices and opportunities to be physically active in order to grow, learn and thrive. There is a growing concern about childhood obesity and related diseases. The New Massachusetts School Nutrition Regulations for Competitive Foods and Beverages, 105 CMR 225.000, is an initiative that aims at combating childhood obesity by offering students/staff, foods and beverage choices that will enhance learning, contribute to their healthy growth and development and cultivate life-long healthy eating behaviors.

In compliance with Section 204 of Public Law 108-265 of the Child and WIC Reauthorization Act, we believe community participation is essential to the development and implementation of a successful wellness policy. Improved health optimizes student performance potential and ensures that no child is left behind.

The Greenfield Public Schools will strive to meet the following goals:

- Maintain a Health Advisory Council
- Compliance with Nutritional Guidelines and Standards for Schools
- Compliance with Nutritional Education for staff, students, parents/guardians, and the community
- Maintain Physical Education and Physical Activity opportunities
- Promote a healthy life style for staff, which promotes a healthy school climate
- Compliance with Policy Review and Monitoring
- Compliance with Guidelines for Reimbursable School Meals
- Compliance with Standards for competitive foods and beverages sold or provided during the school day
• Recommendations/Guidelines for competitive foods and beverages sold outside school at concession stands or school sponsored events.

References:
www.mass.gov/eohhs/docs/dph/mass-inmotion/school-nutrition-guide.pdf

Automated External Defibrillator (AED) Policy

Purpose
An Automated External Defibrillator (AED) is used to treat victims who experience sudden cardiac arrest. It is only to be applied to victims who are unconscious, not breathing, and have no pulse or signs of circulation. The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected. If such rhythm is detected the AED will charge to the appropriate energy level and deliver a shock. Greenfield Public Schools utilizes the Samaritan PAD.

Location of AED units
Main building lobby, Primary building lobby, Primary building outside of new gym, concession stand (seasonally) and a travel AED for away games/meets.

The AED will be kept in a central, accessible location. It shall be used to respond to cardiac emergencies. These include persons experiencing pain, discomfort, pressure or tightness in the chest, shortness of breath, profuse sweating, as well as persons who are unconscious, unresponsive, or not breathing.

Designated employees will be trained and certified through the American Heart Association in the use of AED’s. Employees shall be certified every two (2) years. Employees shall use the AED solely in the manner in which they were trained.

Health Insurance Portability and Accountability Act (HIPAA):
The Health Insurance Portability and Accountability Act (HIPAA) is a complex federal law passed in 1996, which was intended to reform the health insurance market and simplify health care administrative procedures. This legislation addresses many issues, but the issue with the most potential impact upon Greenfield Public Schools involves privacy provisions which protect the confidentiality of “protected health information.” At this time, however, the U.S. Department of Health and Human Services, which oversees HIPAA, has not determined the exact status of public schools with regard to the Act and whether or not they must comply with its provisions. In general, HIPAA’s privacy rule requires that health care providers obtain the authorization of a patient’s parent or guardian prior to the disclosure of protected health information. One important exception to the privacy rule allows physicians to disclose immunization information...
to schools so that they may comply with Massachusetts regulations which state that all children must be immunized in order to be admitted to school, found at 603 CMR § 18.05, 105 CMR § 220.000. In addition, “protected health information” may be disclosed without authorization for public health purposes such as the reporting of disease or injury, child abuse, birth, death, public health surveillance, or public health investigation or intervention.

Most importantly for school districts, students, and parents/guardians, however, is that the U.S. Department of Health and Human Services has ruled that education records that are protected by the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA) are not considered “protected health information” under HIPAA. Both FERPA and the IDEA provide their own privacy protections to which schools must adhere. Please refer to the handbook sections regarding student records for further information regarding these Acts.

Head Injuries and Concussions in Extracurricular Athletic Activities Policy

Purpose
The purpose of the Head Injuries and Concussions in Extracurricular Athletic Activities Policy (Policy) is to provide standardized procedures for the school governing the prevention, training, management and return to activity decisions relating to students in grades 7-12 who participate in extracurricular athletic activities and to comply with Massachusetts regulation, 105 CMR 201.000: Head Injuries and Concussions in Extracurricular Athletic Activities (Regulations).

School Policies
This Policy addresses sports-related head injuries sustained by grade 7-12 student-athletes who participate in extracurricular athletic activities as defined by the Regulations, but may be applied to all head injuries in students.

The Athletic Director or other designated school administrator shall be responsible for the implementation of this Policy and related protocols.

Annual training, approved by the Department of Public Health (DPH), will be provided to coaches, physical education teachers, school nurses, certified athletic trainers, trainers, volunteers and the Athletic Director, in the prevention and recognition of sports-related head injury and associated health risks. Documentation of each person’s training shall be recorded and kept on file at the school.

The following concussion related forms will be used and kept in the student’s school health record until the year the student graduates:

- verification of the completed annual student and parent training.
- DPH approved Pre-Participation Head Injury/Concussion Reporting Form (See Appendix I, attached).
- DPH approved Report of Head Injury During Sports Season Form (See Appendix I, attached).
- DPH approved Post Sports-Related Head Injury Medical Clearance and Authorization Form (See Appendix I, attached).
- graduated re-entry plans for return to full academic and extracurricular athletic activities.
An annual report to include the total number of *Report of Head Injury During Sports Forms* received and the total number of student athletes with diagnosed or suspected head injuries that occurred during extracurricular athletic activities will be kept on file with the School Nurse and Athletic Director.

The Policy will be reviewed annually and as needed.

Information regarding this policy will be available in the school’s *Student/Parent Handbook* and on the school’s website.

**School Procedures**

Prior to participating in school sports, the following persons shall annually complete a DPH approved head injury training program: athletic director, coaches, certified athletic trainers, trainers, volunteers, physical education teachers, school physician, school nurses, student athletes, and their parents/guardians. All other school personnel may elect to complete the DPH approved program.

Educational training is required for all student athletes and their parents/guardians before they are allowed to practice. The school will provide a list of DPH approved online training courses that meet the annual training requirement. If the family cannot access the online trainings, DPH approved training forms will be available in the Athletic Office.

If the student athlete returns a completed form regarding training, and the parent/guardian of the student does not return completed forms, the school will contact the parent/guardian to request the required forms.

The DPH approved written training materials are available in English and Spanish. At the written request from a parent/guardian, the school will provide written training materials in the language of the student athlete’s parent/guardian.

Annually, the school will maintain records of completed training for all persons specified by the Regulations through either of the following:

- certification of completion from a DPH approved online course.
- a signed acknowledgment that the individual has read and understands the DPH approved written materials.

**Documentation and Review of Head Injury and Concussion History**

Prior to the start of each sport’s season, the student athlete and the parent/guardian shall complete and submit a current *Pre-Participation Head Injury/Concussion Reporting Form*.

- Prior to each sport season, coaches will review all Pre-participation forms in order to identify student athletes who are at greater risk of repeat head injuries.
- Prior to each sport’s season, the school nurse will review all Pre-participation forms indicating a history of head injury.
- The school will use a student athlete’s history of head injury or concussion as a factor to determine degree of participation and/or specific modifications of participation in an extracurricular athletic activity.
The *Report of Head Injury During Sports Season Form* will be available in the Athletic Office, the Nurse’s Office, or from the school coaches. This form will be completed by coaches if a head injury occurs during practice or competition. The form is also used by parents if the student athlete’s head injury occurs during the sports season but not while participating in a school sporting event.

**Emergency Referral/Exclusion from Play**

Any student athlete, who during a practice or competition sustains a head injury or suspected concussion, exhibits signs and symptoms of a concussion, or loses consciousness, even briefly, will be removed from the practice or competition immediately and may not return to practice or competition that day.

Any student athlete will be transported to the nearest medical facility if any of the following signs and or symptoms are noted:

- loss of consciousness
- unsteady gait
- decreasing level of consciousness
- abnormally unequal, dilated or unreactive pupils
- suspected neck/spine injury
- mental status change- lethargy, confusion, agitation, weakness/numbness, slurring of speech
- headache that worsens over time
- nausea or vomiting

The coach will communicate the nature of the injury directly to the parent/guardian in person or by phone immediately after the practice or competition in which the student athlete has been removed from play for a head injury or symptoms of suspected concussion. The coach must also provide this information to the parent/guardian in writing, either paper or electronic, by the end of the next business day. This can be in the form of a *Report of Head Injury During Sports Season Form*.

The coach will complete a *Report of Head Injury During Sports Season Form* upon identification of a student athlete with a head injury or symptoms of a suspected concussion. This form will be turned into the Athletic Director by the end of the next business day.

The coach will communicate, by the end of the next business day, with the Athletic Director and School Nurse that the student athlete has been removed from practice/competition for a head injury or symptoms of suspected concussion.

**Medical Clearance and Authorization to Return to Play**

Each student athlete who has been removed from practice/competition for a head injury or symptoms of suspected concussion will obtain and present to the Athletic Director or School Nurse, the DPH approved *Post Sports-Related Head Injury Medical Clearance and Authorization Form*, prior to resuming extracurricular athletic activity.

Only a duly licensed physician, a duly licensed athletic trainer in consultation with a licensed physician, a duly licensed nurse practitioner in consultation with a licensed physician, or duly licensed neuropsychologist in coordination with the student athlete’s physician managing the recovery, may complete, the *Post Sports-Related Head Injury Medical Clearance and Authorization Form*, authorizing a student athlete to return to play.
The final return to play decision is a medical decision, made in consultation with a parent/guardian, the primary care provider, the school nurse and additional school staff as appropriate.

**Graduated Reentry Plan**

Every student athlete who is removed from practice or competition and subsequently diagnosed with a concussion will have a written graduated reentry plan for return to full academics and extracurricular activities. The student athlete must be completely symptom free and medically cleared in order to begin graduated reentry to extracurricular athletic activities.

The written Graduated Reentry Plan will be developed by a school-based team including but not limited to: the Academic Quality Controller (AQC), guidance counselor, school nurse, athletic director, certified athletic trainer (if on staff), parent/guardian and the student’s physician. The plan will include instructions and recommendations for the student, the parent/guardian, and school personnel, addressing but not limited to:

- A plan for communication and coordination between school personnel, the parent/guardian and the student athlete’s physician;
- Physical and cognitive rest as appropriate;
- Graduated return to extracurricular athletic activities and classroom studies as appropriate, including accommodations and modifications as needed;
- Estimated time intervals for resumption of activities;
- Frequency of assessments by the student athlete’s physician, school certified athletic trainer or school nurse, until full return to classroom activities and extracurricular athletic activities are authorized.

Information concerning a student’s athlete’s history of head injury and concussion, recuperation, graduated reentry plan, and authorization to return to play and academic activities will be shared with all necessary academic staff and coaching staff.

**Responsibilities of the Athletic Director**

1. Complete the annual training requirement.
2. Participate in annual review of this Policy.
3. Ensure that all student athletes meet the physical examination requirements consistent with Massachusetts regulations 105 CMR 200.00 prior to participation in all extracurricular athletic activity.
4. Ensure that annual training requirements for student athletes, parents, staff, coaches and volunteers are met, recorded and maintained.
5. Ensure that all student athletes have completed and submitted **Pre-Participation Head Injury/Concussion Reporting Forms** prior to each season.
6. Ensure that **Pre-Participation Forms** are reviewed according to the Policy.
7. Ensure that **Report of Head Injury During Sports Season Forms** are completed by the parent/guardian or coach, and reviewed by the coach, school nurse, or certified athletic trainer, or school physician.

**Responsibilities of the Coach**
1. Complete annual training requirements.
2. Record and review the **Pre-Participation Head Injury/Concussion Reporting Forms** with prompt transmission to the school nurse for review.
3. Complete a **Report of Head Injury During Sports Season Form** upon identification of a student athlete with a head injury or suspected concussion that occurred during practice or competition.
4. Receive, review and share with the Athletic Director, **Report of Head Injury During Sports Season Form** completed by a parent/guardian after an incident outside of an extracurricular athletic activity.
5. Teach techniques aimed at minimizing sports-related head injuries while discouraging and prohibiting student athletes from engaging in any unreasonably dangerous techniques.
6. Identify student athletes with suspected head injuries which occur in practice or competition and remove them from play.
7. Have prompt communication with the parent/guardian of any student removed from practice or competition due to head injury or suspected concussion.

**Responsibilities of a Certified Athletic Trainer**
1. Complete annual training requirement.
2. Participate in the annual review of this Policy.
3. Review **Pre-Participation Head Injury/Concussion Reporting Forms** and **Report of Head Injury During Sports Season Form** to identify student athletes who are at greater risk for repeated head injuries.
4. Identify student athletes with suspected head injuries that occur in practice or competition and remove them from play.
5. Participation in the Graduate Reentry Plan and implementation for student athletes who have been diagnosed with a concussion or head injury

**Responsibilities of the School Nurse**
1. Complete annual training requirement.
2. Participate in the annual review of this policy.
3. Review **Pre-Participation Head Injury/Concussion Reporting Forms** and **Report of Head Injury During Sports Season Forms** to identify student athletes who are at greater risk for repeated head injuries.
4. Maintain all DPH forms in the student health record.
5. Participate in the Graduated Reentry Plan for student athletes who have been diagnosed with a concussion or head injury, to discuss any necessary accommodations or modifications with respect to academics and other aspects of school activities and revise the health care plans as needed.
6. Monitor recuperating student athletes with head injuries and collaborate with teachers, staff and student athlete to ensure that the Graduated Reentry Plan for return to full academic and extracurricular athletic activities is being followed.
7. Provide updated and current educational materials on head injury and concussion to all school staff and students.

**4. Emergency Procedures**
Emergency Forms
Parents or guardians of all students are required to fill out an emergency form, which is sent home on the first day of school. In emergencies, The District calls the numbers listed on the office card. **It is essential that parents update these cards if their address, residence and employment telephone numbers, or emergency contact person change.**

Minor Accidents
Any accident requiring a visit to the nurse is documented in the student’s health record. School nurses will use their discretion in determining whether a phone call home is warranted.

Major Accidents
If it appears that an accident is more serious, the following procedures are followed:
- The School nurse or a staff member carries out immediate first aid.
- A staff member contacts the parents to pick up the student for medical care.
- In cases where the parents or the designated emergency persons cannot be reached, or immediate medical attention is needed, The School calls 911 for treatment and/or transportation to a hospital. A staff member will accompany the student and stay until the parent arrives.
- In case of extreme emergency, staff may contact the local emergency unit before calling the parent.

5. For Your Information

School Closings or Late Starts
Local radio and television stations will announce closing information. Look for information about the Greenfield Public Schools. Only under extreme circumstances will school be closed once students have arrived. Closings during the day are also announced on local radio and television stations.

Advertisements, Solicitations and Sales of Fundraising Items
Although business and service agencies have a legitimate and collaborative role with the Greenfield Public Schools, a distinction must be made in the case of business promotion for private gains through school based advertisements and solicitations.

The following guidelines apply:

1. Permission to post bulletins must be pre-approved by the Superintendent/designee if a program or service for youth by a local non-profit agency is announced.
2. The Superintendent/designee determines which materials may be distributed to students.
3. Direct sales by outside vendors to students are prohibited. School administrators may provide lists of vendors carrying certain items for pre-authorization sales and/or permit student organizations to sell products on a controlled basis (e.g. school store, class sales).
4. Announcements through the Superintendent’s office may be made for anything connected with charitable organizations that are nationally recognized.
5. No organization (except the Parent Connection, Booster Club, and recognized school groups) may use the school facilities for communication, advertisement, or commercial sales purposes without the approval of the Director/designee.

Greenfield Public School students are NOT allowed to sell fundraising items at the school for the
benefit of outside organizations. The selling of these items can be disruptive to class time and therefore not permitted.

Asbestos Hazard Emergency Response Act (AHERA):
The Environmental Protection Agency, as part of its regulation of asbestos in schools, requires that schools notify parents/guardians and employees that an asbestos management plan is on file and available for review at school. The asbestos management plan is available for inspection during normal business hours. For additional information or questions, please contact
LEGAL REFERENCES:
The Greenfield Public Schools intend to follow all mandates of state and federal law and all provisions issued by the Board of Education. The following legal references apply:

- Title II, of the Americans with Disabilities Act of 1990
- Title VI, Civil Rights Act of 1964
- Executive Order 11246, as amended by E.O. 11375
- Title IX, Education Amendments of 1972
- MGLA c. 76:5; 76:16 (Chapter 622 of the Acts of 1971)
- MGLA c. 71; Sec. 37H, 37H½, 37H¾ (student handbooks required to state disciplinary measures applicable to “violations of other students’ civil rights”)
- MGLA c. 76; Sec 5 (prohibition of discrimination “on account of race, color, sex, religion, national origin, or sexual orientation”, in access to “advantages, privileges, and courses of study of [local] public school”)
- MGLA c. 151C (Fair Education Practices Act, includes prohibition of sexual harassment)
- MGLA c. 214; Sec 1B (right of privacy)
- MGLA c. 214; Sec 1C (right of freedom from sexual harassment)
- MGLA c. 12; Sec 11H and 11I (prohibition of threats, intimidation, or coercion interfering with someone's legal rights)
- MGLA c. 265; Sec 37 (criminal penalties for the use of force or threats to interfere with someone's legal rights)
- MGLA c. 265; Sec 39 (increasing penalties for assaults, batteries, and property damage motivated by bias on grounds of race, religion, ethnicity, disability and sexual orientation)
- MGLA c. 266; Sec 127A (criminal penalties for vandalism of a school)
- Board of Education Chapter 622 Regulations Pertaining to Access to Equal Educational Opportunity, adopted 6/24/75, amended 10/24/78
- Board of Education, Chapter 766 Regulations 10/74 – amended through 3/28/78, 603 CMR 26:00
- Section 504 of the Rehabilitation Act of 1973
- 20 U.S.C. Sec 4071-74
- 20 U.S.C. Sec 1415
- MGLA c. 71, Sec 37H
- MGLA c. 71, Sec 37H ½
- MGLA c. 71, Sec 37O
APPENDIX A

M.G.L.A., Chapter 71; Section 37H: Policies relative to conduct of teachers or students; student handbooks

The superintendent of every school district shall publish the district’s policies pertaining to the conduct of teachers and students. Said policies shall prohibit the use of tobacco products within the School buildings, the School facilities or on the School grounds or on school buses by any individual, including school personnel. The policies shall also prohibit bullying as defined in section 37O and shall include the student-related sections of the bullying prevention and intervention plan required by said section 37O. Copies of these policies shall be provided to any person upon request and without cost by the principal of every school within the district.

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

In each school building containing the grades nine to twelve, inclusive, the principal, in consultation with the School council, shall prepare and distribute to each student a student handbook setting forth the rules pertaining to the conduct of students. The student handbook shall include an age-appropriate summary of the student-related sections of the bullying prevention and intervention plan required by section 37O. The School council shall review the student handbook each spring to consider changes in disciplinary policy to take effect in September of the following school year, but may consider policy changes at any time. The annual review shall cover all areas of student conduct, including but not limited to those outlined in this section.

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

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

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

Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing. After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).
Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

When a student is expelled under the provisions of this section, no school or school district within the commonwealth shall be required to admit such student or to provide educational services to said student. If said student does apply for admission to another school or school district, the superintendent of the School district to which the application is made may request and shall receive from the superintendent of the School expelling said student a written statement of the reasons for said expulsion.
APPENDIX B
NOTICE OF PROPOSED SHORT-TERM SUSPENSION

( ) FIRST CLASS AND ( ) HAND DELIVERED

Name
Address

Dear Name of Parent/Guardian:

Pursuant to M.G.L. c.71, Section 37H ¾, you are hereby notified that I am considering suspending student name for the alleged disciplinary offense of name of alleged incident.

VIOLATION – GROUND (S) FOR SHORT-TERM SUSPENSION

- Leaving school without permission
- Unauthorized absence from school/class
- Repeated tardiness
- Missed detention
- Smoking
- Moral offenses
- Disorderly conduct
- Possession/use of obscene materials/ Use of obscenity
- Use or possession of beepers/cell phones etc.
- Interfering with education of others
- Use or possession of beepers/cell phones etc.
- Bullying in any form
- Aggressive/threatening behavior
- Lack of respect to staff/visitors
- Theft or vandalism
- Chronic school offender
- Hazing
- Violation of Civil Rights
- Violation of school rule(s)
- Violation of law
- Gambling
- Use or possession of contraband items
- Disregard of express or implied directions

I notified you of the proposed suspension by:

( ) Orally, or in-person, on (date/time)_____________________.
( ) I was unable to notify you orally; however, I made reasonable efforts to do so including:

________________________________________________________________________

The potential consequences for this charge list all potential consequences such as loss of privileges, as well as the proposed length of suspension in days.

Name of student has the opportunity to have a hearing with me prior to my final determination. The hearing is scheduled for date, time, and location of the hearing. You, as a parent/guardian, have the right to attend the hearing. At the hearing, you and student name shall have the opportunity to dispute the charges, present mitigating circumstances, and to present an explanation of the above described alleged incident for my consideration.

If you do not wish to proceed with a hearing before me, or need interpreter services, please let me know.

Sincerely,

Principal

*Notice must be in English, and in the primary language in the home if not English.
Appendix C
Notice of Proposed Long-Term Suspension

(  ) By First Class Mail or (  ) Hand Delivered

Name
Address

Dear Parent/Guardian name:

Pursuant to M.G.L. c.71, Section 37H ¾, you are hereby notified that I am considering suspending student name for the alleged disciplinary offense of name of alleged offense.

Violation – Ground(s) for Long-Term Suspension

_______ Leaving school without permission
_______ Unauthorized absence from school/class
_______ Repeated tardiness
_______ Missed detention
_______ Smoking
_______ Moral offenses
_______ Disorderly conduct
_______ Possession/use of obscene materials/Use of obscenity
_______ Use or possession of beepers/cell phones etc.
_______ Interfering with education of others
_______ Use or possession of beepers/cell phones etc.
_______ Bullying in any form (was in 8 font – changed to 10)
_______ Aggressive/threatening behavior
_______ Lack of respect to staff/visitors
_______ Theft or vandalism
_______ Chronic school offender
_______ Hazing
_______ Violation of Civil Rights
_______ Violation of school rule(s)
_______ Violation of law
_______ Gambling
_______ Use or possession of contraband items
_______ Disregard of express or implied directions

I notified you of the proposed suspension by:

(  ) By phone on _______ (date/time) ____________.
(  ) In person, on _______ (date/time) ____________.
(  ) I was unable to notify you; however, I made reasonable efforts to do so including:

______________________________________________________________________________

The potential consequence for this charge is list all potential consequences such as loss of privileges, as well as the proposed length of suspension in days.

Student name has the opportunity to have a hearing with me prior to my determination. The hearing is scheduled for date, time, and location of the hearing.

In advance of the hearing, you have the opportunity to review the student name’s records and the documents upon which I am relying upon in making my determination regarding the proposed suspension. At the hearing, you and student name shall have the opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, produce witnesses on his/her behalf and to present his/her explanation of the alleged incident, but we may not compel student name to do so, as well as the right to cross-examine witnesses presented by the school district. You, as a parent/guardian, have the right to attend the hearing, and to discuss the alleged conduct and offer information, including mitigating circumstances, that I will consider in making my determination. You also have the right to have student name represented by counsel or a lay person of your choice (at your expense). You also have the right to have the hearing recorded by audio. A copy of the audio recording will be provided to you upon your request.

If you do not wish to proceed with a hearing before me, or need interpreter services, or will be represented by an attorney, please let me know.

*Notice must be in English, and in the primary language in the home if not English.
APPENDIX D

NOTIFICATION OF LONG-TERM SUSPENSION/SUSPENSION OF MORE THAN TEN SCHOOL (10) DAYS OR EXPULSION OF STUDENT WITH DISABILITIES

To: Director
    Special Education Coordinator
    Parent(s)/Legal Guardian(s)/Student
    Data Entry

From: ____________________________________________________________

(Name of School)

STUDENT’S NAME: ___________________________ Grade: ________________

Proposed suspension for _______ days from:_______________________ to:_____________________
Proposed expulsion for _______ days from:_______________________ to:_____________________
Return to school on ________________________________

PARENTS: The purpose of this notice is to inform you of a violation(s) of the Code of Conduct resulting in a suspension/expulsion of your child. The ground(s) for the suspension/expulsion is the following violation(s) of the Code of Conduct: _______ Serious behavioral problems result in poor learning for your child and often for others.

If suspended, your child will be allowed to make up any schoolwork missed as established by the Attendance Policy. Please call the School Office to arrange for making up schoolwork.

If suspended, your child should report directly to administration upon returning to school.

The proposed suspension/expulsion will result in the exclusion of the above named student for more than ten school (10) or a pattern of exclusions resulting in a change of placement.

In addition to the minimal protections afforded to a student where a short-term suspension is imposed, prior to the imposition of a long-term suspension/expulsion or a suspension resulting in exclusion for more than ten (10) school days, additional rights arise. I attest to the following:

1. I have complied with the written notice requirements as outlined in the Code of Conduct of the Greenfield Public Schools, concerning long-term suspensions/expulsions, i.e.:
   a. intent to hold hearing ______________________________ yes ______ no
   b. date/time/place of hearing ______________________________ yes ______ no
   c. nature of evidence against the student ___________________________ yes ______ no
   d. section(s) of the Code of Conduct allegedly violated ___________________________ yes ______ no
   e. list of school’s witnesses ______________________________ yes ______ no
   f. summary of the procedures/rights ______________________________ yes ______ no
      (See Notice Attachment which follows)
   g. right to Alternate/Interim Plan; and ______________________________ yes ______ no
   h. right to appeal to *B.O.T. ______________________________ yes ______ no
      Board of Trustees
   A copy of this Notice in the language of the home is attached hereto.
   ______________________________ yes ______ no

2. I have provided immediate notice to the Special Education Coordinator to schedule a TEAM meeting as the students’ infraction might result in a suspension of more than ten school (10) days. A TEAM meeting was scheduled and Notice of the TEAM Meeting, in the language of the home, was sent to the parent(s)/legal guardian(s) and other TEAM participants (student’s service providers, administrative representatives, other qualified personnel).
   ______________________________ yes ______ no

3. The TEAM met on ______________________________ completed a functional behavioral assessment, developed or reviewed a behavioral intervention plan and concluded that the misconduct was NOT directly related to the student’s handicapping condition(s) or the result of an inappropriate special education placement, was NOT the
result of a failure to fully implement the student's IEP, was **NOT** the result of the student's disability causing an inability to understand the impact and consequences of the behavior, and was **NOT** the result of the student's disability causing an inability to control the behavior.

4. The TEAM considered:
   (a) evaluation and diagnostic results
   (b) relevant information supplied by the parent(s)/legal guardian(s)
   (c) observations of the student
   (d) Student's IEP and placement

5. I have ensured that the parent(s)/legal guardian(s)/student have been provided with copies of the current IEP and the Amendment to the IEP/Interim Alternative Educational Plan) developed by the TEAM, which describes the special education services to be provided during this period of exclusion, including services designed to address the behavior so that it does not recur, provision for continued participation in the general education curriculum, along with the applicable parent/legal guardian notice of procedural safeguards and rights as required by state and federal regulations. I have also provided them with written notice of their right to mediation or hearing before the Bureau of Special Education Appeals if they do not accept the Alternate Plan. A copy of this Notice is attached hereto.

   yes no

6. Telephone notice of the proposed suspension has been made to the Department of Education, Program Quality Assurance Liaison (optional).

   yes no

7. The following required documentation has been placed in the student's file and is available to the Department of Education upon request:

   a. Copy of the Student's current IEP
   b. Copy of Alternate/Interim Plan
   c. Copy of written notice to parent's of procedural safeguards

   yes no

8. The student with disabilities, while at school or on school premises, or at a school function, carried or possessed a weapon, knowingly possessed, used illegal drugs, or sold or solicited the sale of a controlled substance, or inflicted serious bodily injury upon another person; therefore, the student has been placed in an appropriate interim alternative educational setting, as determined by the TEAM, for up to 45 school days, pursuant to Section 615(k) of the IDEA, regardless of parental consent.

   yes no

9. The parent(s)/legal guardian(s)/student has/have consented to the Alternate Plan.

   yes no

   or

   As a result of the parent(s)/legal guardian(s)/student's rejection of the proposed Alternate/Interim Plan, the School has requested a hearing and shall seek an order to change the student's placement based on a showing that both the student's continued presence in the School presents a substantial likelihood of injury or harm to him/herself or others and that the School has taken reasonable steps to minimize the likelihood of harm.

   yes no

10. The parent(s)/legal guardian(s) student has/have requested a hearing or filed a lawsuit to challenge the School district's action.

   yes no

________________________
Authorized Signature - Title
________________________
Date
APPENDIX E

NOTICE ATTACHMENT FOR
LONG-TERM SUSPENSION AND EXPULSION HEARINGS

During the course of the hearing, the School will first present direct and corroborative evidence from the above-named individual(s). After presentation of the School’s evidence, you will be able to present any evidence related to the above-alleged acts on behalf of your son/daughter. You will then be able to present an argument concerning the information presented followed by a brief argument by the School.

AT THE HEARING, YOU AND YOUR SON/DAUGHTER HAVE THE RIGHT TO BE REPRESENTED BY COUNSEL OR AN ADVOCATE OF YOUR CHOICE. DEPENDING UPON THE NATURE OF THE INDIVIDUAL, YOU MAY HAVE THE RIGHT TO CROSS-EXAMINE SCHOOL WITNESSES (NOTE: IN SOME CASES, THE NEED TO PROTECT AN INDIVIDUAL MAY OUTWEIGH A STUDENT’S RIGHT TO CROSS-EXAMINE A WITNESS. FOR EXAMPLE, ANOTHER STUDENT.) IN ADDITION, YOU MAY PRESENT WITNESSES ON BEHALF OF YOUR SON/DAUGHTER, AND HAVE YOUR SON/DAUGHTER, IF YOU SO CHOOSE, TESTIFY IN HIS/HER OWN BEHALF IF YOU SO DESIRE. YOU ARE ENTITLED TO A COPY OF THE TAPE RECORDING OF THE HEARING. IN ADDITION, YOU OR YOUR COUNSEL OR ADVOCATE MAY REVIEW ANY AND ALL STATEMENTS BY PROPOSED SCHOOL WITNESSES PRIOR TO SAID HEARING. ARRANGEMENTS FOR SUCH REVIEW CAN BE MADE BY CONTACTING THE HEAD SUPERVISOR.

FINALLY, YOU HAVE THE RIGHT TO A REASONABLY PROMPT WRITTEN DECISION, INCLUDING THE SPECIFIC GROUNDS FOR THE DECISION. AFTER THE HEARING IS CONCLUDED.

Arrangements for the translation of witness statements or other school documents will be provided upon request.

Please be advised that all reasonable efforts will be made to protect the confidentiality of the hearing.

Please note that the allegations against the student must be supported by a preponderance of the evidence before a long-term suspension/expulsion is imposed.

Please also note that this is not a court proceeding. Evidence which is relevant, though hearsay, may be admitted.

Please further note that you have the right to appeal the decision to the Board of Trustees within ten (10) days.
APPENDIX F

ANTI-BULLYING LAW

No Name Calling Day
The governor shall annually issue a proclamation setting apart the fourth Wednesday in January as No Name Calling Day to increase public awareness of the devastating effects of verbal bullying, encourage students to use positive dialogue and pledge not to use hurtful names on this designated day, to promote tolerance and respect for differences and to reaffirm the commitment of the citizens of the commonwealth to basic human rights and dignity.

M.G.L. Chapter 71, Section 37O

As used in this section the following words shall, unless the context clearly requires otherwise, have the following meaning:

Bullying: the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim’s property; (ii) places the victim in reasonable fear or harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purpose of this section, bullying shall include cyber-bullying.

Cyber-bullying: bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

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

Perpetrator: a student or a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional, who engages in bullying or retaliation.

School grounds: property on which a school building or facility is located or property that is owned, leased or used by a school district, charter school, non-public school, approved private or residential school, or collaborative school for a school-sponsored activity, function, program, instruction or training.
Victim: a student against whom bullying or retaliation has been perpetrated.

Bullying shall be prohibited: (i) on school grounds, property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a school district or school, or through the use of technology or an electronic device owned, leased or used by a school district or school and (ii) a location, activity, function or program that is not school-related, or through the use of technology or an electronic device that is not owned, leased or used by a school district or school, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of a school.

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

Each school shall provide age-appropriate instruction on bullying prevention in each grade that is incorporated into the curriculum of the school district or school. The curriculum shall be evidence-based.

Each school district, charter school, non-public school, approved private day or residential school and collaborative school shall develop, adhere to and update a plan to address bullying prevention and intervention in consultation with teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents, and guardians. The plan shall apply to students and members of the school staff, including but not limited to educators, administrators, school nurses.

Each plan shall include, but not be limited to: (i) description of and statements prohibiting bullying, cyber-bullying and retaliation; (ii) clear procedures for students, staff, parents, guardians and others to report bullying or retaliation; (iii) a provision that reports of bullying or retaliation may be made anonymously; provided, however, that no disciplinary action shall be taken against a student solely on the basis of an anonymous report; (iv) clear procedures for promptly responding to and investigation reports of bullying or retaliation; (v) the range of disciplinary actions that may be taken against a perpetrator for bullying or retaliation; provide, however, that the disciplinary actions shall balance the need for accountability with the need to teach appropriate behavior; (vi) clear procedures for restoring a sense of safety for a victim and assessing that victim’s needs for protection; (vii) strategies for protecting from bullying or retaliation a person who reports bullying, provides information during an investigation of bullying or witnesses or has reliable information about an act of bullying; (viii) procedures consistent with state and federal law for promptly notifying the parents or guardians of a victim and a perpetrator; provided, further, that the parents or guardians of a victim shall also be notified of the action taken to prevent any further acts of bullying or retaliation; and provided, further, that the procedures shall provide for immediate notification pursuant to regulations promulgated under this subsection by the principal or person who holds a comparable role to the local law enforcement agency when criminal charges may be pursued against the perpetrator; (ix) a provision that a student who knowingly makes a false accusation of bullying or retaliation shall be subject to disciplinary action; and (x) a strategy for providing counseling or referral to appropriate services for perpetrators and victims and for appropriate family members of said students. The plan
shall afford all students the same protection regardless of their status under the law. Nothing in this section shall prevent a school district from remediating any discrimination or harassment on a person’s membership in a legally protected category under local, state or federal law. The plan shall include a provision for ongoing professional development to build the skills of all staff members, including, but not limited to, educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities and paraprofessionals, to prevent, identify and respond to bullying. The plan shall include provisions for informing parents and guardians about the bullying prevention curriculum of the school district and shall include how parents and guardians can reinforce the curriculum at home and support the school district or school plan; (ii) the dynamics of bullying; and (iii) online safety and cyber-bullying.

The faculty and staff at each school shall be trained annually on the plan applicable to the school.

The plan shall be posted on the website of each school.

Each school principal or the person who holds a comparable position shall be responsible for the implementation and oversight of the plan at his or her school.

A member of a school staff shall immediately report any instance of bullying or retaliation the staff member has witnessed or become aware of to the principal or to the school official identified in the plan as responsible for receiving such reports or both. Upon receipt, the school principal or a designee shall promptly conduct an investigation. If the school principal or a designee determines that bullying or retaliation has occurred, the school principal or designee shall (i) notify the local law enforcement agency if the school principal or designee believes that criminal charges may be pursued against a perpetrator; (ii) takes appropriate disciplinary action; (iii) notify the parents or guardians of a perpetrator; (iv) notify the parents or guardians of the victim.

Nothing in this section shall create a private right of action.

Every public school providing computer access to students shall have a policy regarding internet safety measures to protect students from inappropriate subject matter and materials that can be accessed via the internet and shall notify the parents or guardians of all students attending the school of the policy.

Whenever the evaluation of the Individualized Education Program Team indicates that the child has a disability that affects social skills development or that the child in vulnerable to bullying, harassment or teasing because of the child’s disability, the Individualized Education Program shall address the skills and proficiencies needed to avoid and respond to bullying, harassment, or teasing.

**Proposed Regulations on Anti-Bullying Law (603 CMR 49.00, et seq)**

**Notice to Parents**

The principal shall promptly notify the parent of the alleged victim and the alleged perpetrator of a report of serious bullying or retaliation and of the school’s procedures for investigation the report. If the alleged victim and alleged perpetrator attend different schools, the principal receiving the report shall inform the principal of the other student’s school, who shall notify the student’s parent of the
report and procedures.

The principal shall inform the parent of a victim of serious bullying or retaliation of actions that school officials will take to prevent further acts of bullying or retaliation.

A principal’s notification to a parent about a report of serious bullying or retaliation must comply with confidentiality requirements of Massachusetts Student Records Regulations, and the Federal Family Educational Rights and Privacy Act Regulations.

Confidentiality of Records

A principal may not disclose to a parent any student record information regarding an alleged victim or perpetrator who is a student and who is not the parent’s child.

A principal may disclose a report of bullying or retaliation to a local law enforcement agency without the consent of a student or his/her parent. The principal shall communicate with law enforcement officials in a manner that protects the privacy of victims, student witnesses, and perpetrators to the extent practicable under the circumstances.

A principal may disclose student record information about a victim or perpetrator to appropriate parties in addition to law enforcement in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. This provision is limited to instances in which the principal has determined there is an immediate and significant threat to the health or safety of the student or other individuals. It is limited to the period of emergency and does not allow for blanket disclosure of students record information. The principal must document the disclosures and the reasons that the principal determined that a health or safety emergency exists.

Criminal/Delinquent Statutes

Section 43 of chapter 265 of the General Laws:
(a) Whoever (1) willfully and maliciously engages in a knowing pattern of conduct or series of acts over a period of time directed at a specific person which seriously alarms or annoys that person and would cause a reasonable person to suffer substantial emotional distress, and (2) makes a threat with the intent to place the person in imminent fear of death or bodily injury, shall be guilty of the crime of stalking and shall be punished by imprisonment in the state prison for not more than five (5) years or by a fine of not more than $1,000, or imprisonment in the house of corrections for not more than two and one half (2 ½) years or by both such fine and imprisonment. The conduct, acts or threats described in this subsection shall include, but not be limited to, conduct, acts or threats conducted by mail or by use of a telephonic or telecommunication device or electronic communication.

Section 43A of said chapter 265:
(a) Whoever willfully and maliciously engages in a knowing pattern of conduct or series of acts over a period of time directed at a specific person, which seriously alarms that person and would cause a reasonable person to suffer substantial emotional distress, shall be guilty of the crime of criminal harassment and shall be punished by imprisonment in a house of correction for not more than two and one half (2 ½) years or by a fine of not more than $1,000.00 or by both such fine and
imprisonment. The conduct or acts described in this paragraph shall include, but not be limited to, conduct or acts conducted by mail or by use of a telephonic or telecommunication devise or electronic communication device.

**Chapter 269 of the General Laws, Section 14A**
Section 14A. Whoever telephones another person or contacts another person by electronic communication, or causes a person to be telephoned or contacted by electronic communication, repeatedly, for the sole purpose of harassing, annoying or molesting the person or the person’s family, whether or not conversation ensues, or whoever telephones or contacts a person repeatedly by electronic communication and uses indecent or obscene language to the person, shall be punished by a fine of not more than $500 or by imprisonment for not more than three (3) months, or by both such a fine and imprisonment.
APPENDIX G

BULLYING INCIDENT REPORTING/COMPLAINT FORM
THE GREENFIELD PUBLIC SCHOOLS

1. Name of Reporter/Complainant:______________________________

2. Check whether you are the
Target (of the behavior): ______ Reporter Recipient:__________ Title:__________

3. Check whether you are a:  Student____  Staff member_____  Parent_____
   Administrator____  Other (specify)________________________

3a. Provide your contact information/Tel. No:________________________

4. Information about the Incident:

   Check whether:
   
   Name of target of behavior:__________________________________________Student__ Staff__Other__
   
   Name of Subject:____________________________________________________Student__ Staff__Other__
   
   Date(s) of Incident:__________________________________________________
   
   Time When Incident(s) Occurred:_____________________________________
   
   Incident Location (be as specific as possible):__________________________

5. Witnesses: (List people who saw the incident or have relevant information about the incident):

   Name:_________________________________________________________Student__ Staff Member__Other__
   
   Name:_________________________________________________________Student__ Staff Member__Other__
   
   Name:_________________________________________________________Student__ Staff Member__Other__

6. Describe the details of the incident (the names of persons involved, what occurred, and what each person did and said, including specific words used; use additional paper if necessary):

   ________________________________________________________________
   
   ________________________________________________________________
   
   ________________________________________________________________
   
   ________________________________________________________________
   
   ________________________________________________________________
   
   ________________________________________________________________
   
   ________________________________________________________________
   
   ________________________________________________________________
   
   ________________________________________________________________
   
   ________________________________________________________________
   
   ________________________________________________________________
7. Interference with, intimidation of, and/or retaliation against any individual, including a student, parent, or guardian, for filing a complaint, filing a grievance, or opposing discrimination is strictly prohibited and shall be treated as an actionable wrongful act in and of itself.

8. Signature of Reporter/Complaint: ____________________________ Date: ____________

9. Form Provided to: ____________________________ Position: ________ Date: ____________

10. Complaint registered by phone or in-person

Return completed Form alleging discrimination conduct to the Principal
APPENDIX II

INCIDENT REPORTING/GRIEVANCE FORM
THE GREENFIELD PUBLIC SCHOOLS

1. Name of Reporter/Complainant:____________________________________________________

2. Check whether you are the Target (of the behavior): __________ Reporter Recipient:__________ Title:__________

3. Check whether you are a: Student_____ Staff member_____ Parent_____

Administrator_____ Other (specify)________________________

3a. Provide your contact information/Tel. No:__________________________________________

4. Information about the Incident:

Check whether:

Name of target of behavior:_________________________________________Student__ Staff__ Other__

Name of Subject:_________________________________________Student__ Staff__ Other__

Date(s) of Incident:_____________________________________________________

Time When Incident(s) Occurred:______________________________________________

Incident Location (be as specific as possible):____________________________________

5. Witnesses: (List people who saw the incident or have relevant information about the incident):

Name:_________________________________________Student__ Staff Member__ Other

Name:_________________________________________Student__ Staff Member__ Other

Name:_________________________________________Student__ Staff Member__ Other

6. Describe the details of the incident (the names of persons involved, what occurred, and what each person did and said, including specific words used; use additional paper if necessary):

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________
7. Interference with, intimidation of, and/or retaliation against any individual, including a student, parent, or guardian, for filing a complaint, filing a grievance, or opposing discrimination is strictly prohibited and shall be treated as an actionable wrongful act in and of itself.

8. Signature of Reporter/Complaint: ___________________________ Date: ___________

9. Form Provided to: ___________________________ Position: ________ Date: ________

10. Complaint registered by phone or in-person
Return completed Form alleging discrimination conduct to the Principal
APPENDIX I

FACEBOOK CONSENT

The Greenfield Public School’s is creating a Facebook page! The topic is all that is newsworthy at the school. For example, we may post a video of a fashion show or an urban dance performance, or interview students involved in these events. This is a way to inform our community of the many events taking place all the time at the school. This will be an educational experience for students, too, in that they will have the opportunity to learn about making videos and acquire interview skills.

The Facebook page will be controlled exclusively by the school’s administration. No one other than school administration may post comments or alter content.

Students will be identified, pictured, and be speaking on the Facebook page. Accordingly, we must have your consent to include your son or daughter in the project. Please sign below and return this form to________________________. Participation in this project will not be permitted for any student for whom there is not a parental consent.

I consent to participation of my son/daughter,________________________, in the Facebook page project at the Greenfield Public Schools.

Printed name:________________________

Address:_________________________________________ Date________________________

__________________________________________

Signature

Student’s name:________________________
APPENDIX J

PRE-PARTICIPATION HEAD INJURY/CONCUSSION REPORTING FORM

This form should be completed by the student’s parent or legal guardian. It must be submitted to the Athletic Director or coach prior to the start of each sport season a student plans to participate in.

<table>
<thead>
<tr>
<th>Student’s Name</th>
<th>Sex</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Telephone</td>
<td></td>
</tr>
<tr>
<td>Sport</td>
<td>Grade</td>
<td></td>
</tr>
</tbody>
</table>

Concussion Regulations and Parent/Student-Athlete Education

In June of 2011, the state passed new MANDATORY concussion regulations that require parents and athletes to be aware of the signs and symptoms of concussions. By checking one of the options below and signing this form, you attest to the fact that you have viewed one of these links or if unable to view the link; picked up a paper copy at the Athletic Director’s office.

- [ ] http://www.cdc.gov/concussion/HeadsUP/online_training.html
- [ ] http://www.cdc.gov/concussion/pdf/Parents_Fact_Sheet-a-pdf*

YOU MUST HAVE CHECKED ONE OPTION ABOVE TO BE ELIGIBLE TO PARTICIPATE IN SPORTS

Has student ever experienced a traumatic head injury
PRE-PARTICIPATION HEAD INJURY/CONCUSSION REPORTING FORM

This form should be completed by the student’s parent or legal guardian. It must be submitted to the Athletic Director or coach prior to the start of each sports season a student plans to participate in.

<table>
<thead>
<tr>
<th>Student’s Name</th>
<th>Sex</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
<td>Telephone</td>
</tr>
<tr>
<td>Sport</td>
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<td>Grade</td>
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Concussion Regulations and Parent/Student-Athlete Education

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[ ] http://www.cdc.gov/concussion/pdf/Parents_Fact_Sheet-a-pdf*

I have picked up a copy of Heads Up parent fact sheet

YOU MUST HAVE CHECKED ONE OPTION ABOVE TO BE ELIGIBLE TO PARTICIPATE IN SPORTS

Has student ever experienced a traumatic head injury (a blow to the head)?
Yes__ No__ If yes, when? Dates (month/year)__________________________

Has student ever received medical attention for a head injury?
Yes__ No__ If yes, when? Dates (month/year)__________________________

If yes, please describe the circumstances:

Was student diagnosed with a concussion? Yes__No__
Yes, when? Dates (month/year)__________________________

Duration of symptoms (headache, concentration issues, fatigue, etc.) for most recent concussion:

Parent/Guardian: Name (please print)_________________________________________
Signature/Date_________________________________________________________

Student: Name (please print)_________________________________________
Signature/Date_________________________________________________________
REPORT OF HEAD INJURY DURING SPORTS SEASON FORM

This form is to report a head injury (other than minor cuts or bruises) that occurs during an athletic event. It should be returned to the Athletic Director and reviewed by the school nurse.

For Coaches: Please complete this form immediately after the game or practice for head injuries that result in the student being removed from play due to possible concussion.

For Parents/Guardians: Please complete this form if your child has a head injury outside of school related athletic activities.

<table>
<thead>
<tr>
<th>Student’s Name</th>
<th>Sex</th>
<th>Date of Birth</th>
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<tbody>
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<td>Telephone</td>
<td></td>
</tr>
<tr>
<td>Sport</td>
<td>Grade</td>
<td></td>
</tr>
</tbody>
</table>

Date of injury: ________________________________

Did the incident take place during a school activity? Yes____ No____

If so, where did the incident take place? ________________________________

Please describe the nature and extent of injuries to the student:

For Parents/Guardians:
Did the student receive medical attention? Yes____ No____
If yes, was a concussion diagnosed? Yes____ No____

I HEREBY STATE THAT TO THE BEST OF MY KNOWLEDGE, MY ANSWERS TO THE ABOVE QUESTIONS ARE COMPLETE AND CORRECT.

Name of person completing the form:____________________________________ (Please Print)

Signature/Date:_________________________________________________________

Relationship to student: (please check one) Coach____ Parent____

PLEASE RETURN THIS FORM TO THE ATHLETIC DIRECTOR
POST SPORTS-RELATED HEAD INJURY
MEDICAL CLEARANCE AND
AUTHORIZATION FORM

This medical clearance should only be provided after a graduated return to play plan has been completed and the student has been symptom free at all stages (at rest and during exertion). This form may only be completed by a licensed physician, nurse practitioner or neuropsychologist involved in the student’s recovery.

<table>
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<tr>
<th>Student’s Name</th>
<th>Sport</th>
<th>Sex</th>
<th>Date of Birth</th>
<th>Grade</th>
</tr>
</thead>
</table>

Date of injury________________ Nature and extent of injury________________

Symptoms (check all that apply):

___Nausea or vomiting ___Headaches ___Light/noise sensitivity

___Dizziness/balance problems ___Double/blurred vision ___Fatigue

___Feeling sluggish-“in a fog” ___Change in sleep patterns ___Memory problems

___Difficulty concentrating ___Emotional changes ___Other________________

Duration of symptom(s):________________

Diagnosed with concussion?________________

If yes, date student completed graduated return to play plan:________________

Name of Physician/Practitioner:________________

Address______________________________ Telephone________________

I HEREBY AUTHORIZE THE ABOVE NAMED STUDENT FOR RETURN TO PE AND ATHLETIC ACTIVITIES