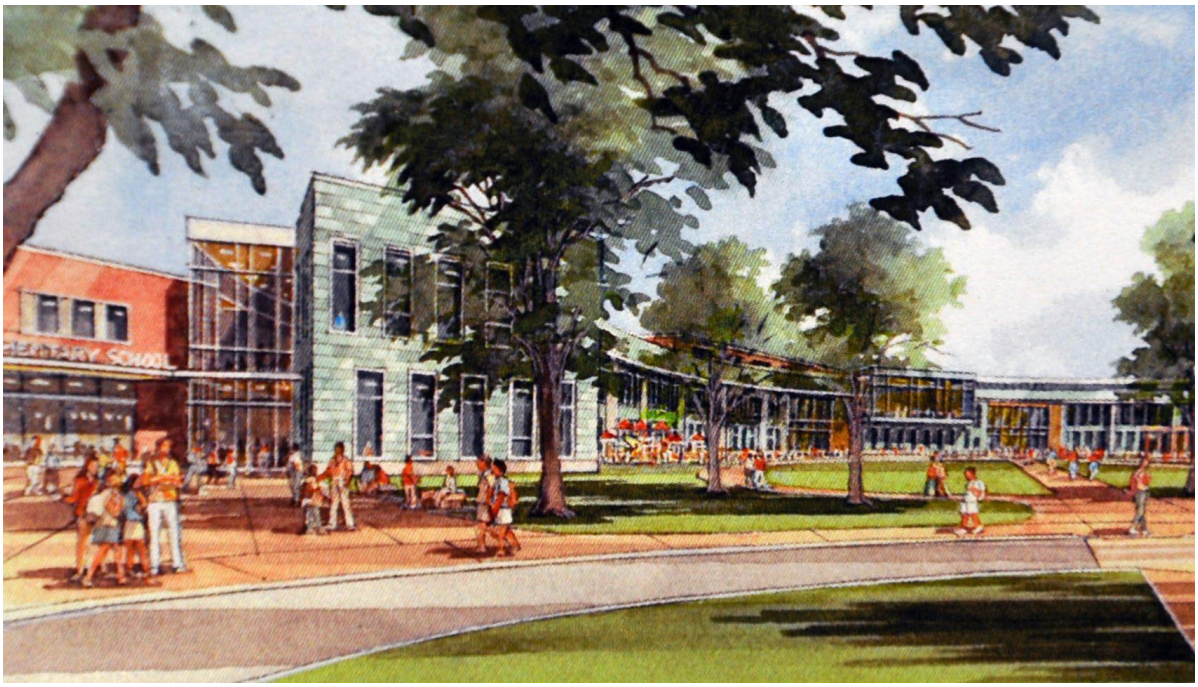
John F. Kennedy School
SY 2025-2026



Student & Parent/Guardian Handbook

John F. Kennedy Elementary School
245 South Franklin Street
Holbrook, MA 02343
781-767-4600 fax: 781-767-7273

Ms. Mallory Stevens, Principal
Mr. Justin Howard, Asst. Principal

CONTINUING POLICY STATEMENT

Holbrook Public Schools does not exclude from participation, deny the benefits of Holbrook Public Schools from or otherwise discriminate against, individuals on the basis of race, color, sex, sexual orientation, gender identity, sex stereotypes, sex characteristics, religion, disability, age, genetic information, active military/veteran status, marital status, familial status, pregnancy, or pregnancy-related condition, homelessness, ancestry, ethnic background, national origin, or any other category protected by state or federal law in the administration of its educational and employment policies, or in its programs and activities.

If you need this document translated, please contact the Central Office at 781-767-1226.

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Om De trenger dette oversatte dokumentet, behager kontakt Sentralen på 781-767-1226.

如果你需要被翻译的这份文件，请以 781-767-1226 联系中心办公室。

如果你需要被翻译的这份文件，请以 781-767-1226 联系中心办公室。

Holbrook District Vision Statement

The Holbrook Public School learning community is dedicated to the development of all children academically, socially, physically, and emotionally. The Holbrook Public Schools are a place where children will grow through meaningful learning experiences in a supportive, culturally proficient environment with high expectations for student performance - a place where children will grow from pupils to students to scholars prepared to meet the challenges of the new global society of the 21st century.

Holbrook Core Values

In the Holbrook Public Schools learning community, our values and beliefs are to C.A.R.E.:

- **C**hallenge ourselves
- **A**spire to excellence, be
- **R**esilient, and
- **E**ngage with others

We support the belief that all students should be effective problem solvers, clear communicators, and responsible citizens.

Holbrook Literacy Vision Statement

Holbrook Public School District believes that ALL students will have access to high quality, structured, multisensory, explicit literacy instruction daily. We support the belief that all students will grow through evidence-based learning experiences that incorporate UDL (Universal Design for Learning) and trauma informed strategies. Through the use of data inquiry and analysis, we will provide each student with appropriate supports and tiers of instruction that allow each student to develop appropriate academic, social, physical, and emotional skills.

JFK Bulldog Pledge

We will challenge ourselves daily to do our very best,
In reading, writing, math, and all the rest.

We will aspire to excellence and obey every rule,
In our class, in the halls, and in every inch of the school.

We will be resilient when things get tough and work our way through,
Our teachers can expect the best in all that we do.

We will engage with others always in a respectful way,
We are Bulldogs and will show our bulldog pride everyday.

JOHN F. KENNEDY SCHOOL TELEPHONE NUMBERS

781-767-4600 (ext. 2)	- Absence Reporting Line	
781-767-4600 (ext. 5)	- Administrative Assistant	- Ms. Franchi
781-767-4600 (ext. 12121)	- Administrative Assistant	- Ms. Koffink
781-767-4600 (ext. 3)	- Nurse	- Ms. Walker
781-767-4600 (ext. 3)	- Nurse	- Ms. McEvoy
781-767-4600 (ext. 11091)	- Guidance	- Ms. Rountree
781-767-4600 (ext. 11101)	- Guidance	- Ms. McMahon
781-767-4600 (ext. 11061)	- Guidance	- Ms. Land
781-767-4600 (ext. 11111)	- Psychologist	- Ms. Campbell

Website Address: www.holbrook.k12.ma.us

ADDITIONAL CONTACT INFORMATION

Section 504/ADA District Coordinator	Rob Compton
Homeless Student Coordinator	Director of Special Education and Pupil Personnel
Title VI District Coordinator	245 South Franklin Street, Holbrook, MA 02343
Civil Rights Coordinator	781-767-1226
Title IX Coordinator	

PURPOSE OF HANDBOOK

This handbook has been prepared to create a better understanding among students, parents, and teachers of the basic policies and practices used in the operation of the Holbrook John F. Kennedy School. No handbook can fully set forth all the policies and practices of a school. Therefore, this book should not be considered as the ultimate authority on any matter. This does not diminish its usefulness, it merely takes notice of the fact that school officials are obligated to assess and respond to every situation in the light of how it affects the education and development of, not only individual students, but the student body as a whole. The administration reserves the right to alter any of the recommended consequences for actions prescribed within this student handbook, so long as students are accorded appropriate due process.

The purpose of an education is to help each student become an effective, informed, positive citizen in our community. Please use this handbook to familiarize yourself with the John F. Kennedy School's curriculum, daily operational procedures, and related student services. By adhering to the policies and procedures, you will be able to get the most out of your education while at John F. Kennedy School and allow your classmates to do the same.

The Massachusetts General Laws and/or applicable Federal Laws will supersede the Provisions of this handbook to the extent that any provision of this handbook is in conflict with those laws.

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ABSENCES/TARDINESS

Students are required to attend school on a daily basis. Please call or email the school if your child will be absent. If the school is not notified by 10:00am, the school nurse/staff member will contact you to inquire about your child's absence from school.

Students must arrive at school by 11:45 to be marked as present for the partial day. Students must be dismissed after 11:45 to be marked as present for the partial day.

When your child returns to school from an absence, a note signed by a parent or guardian acknowledging the absence is required. This letter is required for all absences regardless of the duration. Absences of five (5) days or longer additionally require a note from a physician prior to the school readmitting your child to class. All medical documentation should be submitted to the office within 5 school days of the absence.

When students are absent from school for the purpose of a family vacation, their learning is interrupted. We encourage families to plan vacations during the regular school vacation schedule. Students are responsible for all work missed during periods of absence and are responsible for obtaining assignments from their teachers. When students are absent due to illness, parents/guardians who call to report this absence in the morning may request that day's assignments to be sent to the office to be picked up at the end of the school day. Teachers may have the student make up work from missed school days in these ways: during recess periods, at home, or by staying after school.

Excused absences are those absences accompanied by documentation. Documentation may include: medical appointments, religious holidays, death of a family member, court appearances, orthodontist/dental appointments, or illness supported by a physician.

Unexcused absences include for reasons not listed above, including family vacations, and for the reasons listed above that are not accompanied by appropriate documentation.

Parent(s) or Guardian(s) will be notified when a student has five or more unexcused absences in the trimester. A meeting will be scheduled with the building Principal (or his/her designee), the Parent(s)/Guardian and the student to develop an agreed upon action plan to improve the student's attendance, with input from relevant school personnel and officials from relevant public safety, health and human services and nonprofit agencies.

Massachusetts State Law, Chapter 76, Section 2 provides for duties of parents as follows: Every person in control of a child shall cause him to attend school on a daily basis and, if he fails to do so for seven days sessions or fourteen half-day sessions within a period of six months, he shall, on complaint by a supervisor or attendance officer, be punished. The school may take legal action in the event a student of mandatory school age is absent without excuse for periods set forth by statute.

Pupils are expected to be in their classrooms by 8:45am. Almost all tardiness is avoidable. We urge all parents to take the steps necessary to ensure that their children arrive at school on time. Not only does tardiness disrupt the routine of the school, but also it endangers the best development of the child. A habit of punctuality demonstrates reliability. Lack of such a habit cannot help but work against the success of the student. All late students must be escorted into school and accompanied by a parent/guardian. Upon arrival, parents/guardians will be required to sign their child in at the main office.

ATTENDANCE – EXTENDED ABSENCE FOR ILLNESS

In the event of an extended absence, the school nurse will act as a liaison, if necessary, between home and school. Students may be eligible for Home or Hospital Instruction in cases of extended absences for illness, as described below:

Upon receipt of a physician's written order that a student must remain at home or in hospital on a day or overnight basis for medical reasons for a period of not less than fourteen school days during any school year the principal or designee will arrange for the provision of educational services in the home or hospital. The medical statement from the physician must include, at a minimum, the date the student was admitted to a hospital or confined to home, the medical

reason and expected duration of the confinement, and what medical needs should be considered in planning the student's educational services.

The services will be provided with sufficient frequency to allow the student to continue progressing in his or her educational program, as long as such services do not interfere with the medical needs of the student. The principal will coordinate such services with the Special Education Administrator for students who are eligible for special education. Home/hospital services are not considered special education unless the student has been determined eligible for special education and the home/hospital services are included on the student's IEP.

If, in the opinion of the student's physician, a student eligible for special education services is likely to remain at home, in a hospital, or in a pediatric nursing home for medical reasons for more than 60 school days in any school year, the Special Education Administrator will without undue delay convene a Team to consider evaluation needs, and, if appropriate, to amend the existing IEP or develop a new IEP suited to the student's unique circumstances.

ACADEMIC TESTING

Per Massachusetts regulation 603 CMR 28.03(1)(f), all school districts are required to assess students in grades K-5 at least twice per year. Literacy universal screening assessments are brief tests that provide information about a child's reading skills. Screening makes it possible to see if a student is at risk of developing reading difficulties, including risk of dyslexia. Screening does not diagnose dyslexia or other disabilities, but it does help educators understand which students may need additional support to be successful readers.

DIBELS 8th Edition

The DIBELS 8th Edition is a screening assessment approved by the Massachusetts Department of Elementary and Secondary Education. The DIBELS 8th Edition screening tool assesses the following skills: phonemic awareness, alphabetic knowledge, rapid automatized naming, word/passage reading and reading comprehension. Students in grades 1-5 will be assessed three times a year and students in grade K will be assessed twice per year. Following the screening assessment, a team will review all the students' results. Parents/guardians will receive a family report that provides an overview of their child's results.

Orton - Gillingham

Orton – Gillingham is a multisensory approach to teaching phonetic rules and word attack strategies. The techniques in the program provide direct, explicit instruction in the fundamental structure of language. This instruction moves from simple sound/symbol relationships and progresses to more complex concepts.

ALCOHOL, TOBACCO, AND DRUGS

A student shall not, regardless of the quantity, use or consume, possess, buy or sell, or give away any beverage containing alcohol; any tobacco product, including vapes/E-cigarettes; marijuana; steroids; or any controlled substance. The use or consumption by students of alcohol, tobacco products, or illegal drugs on school property or any school function is strictly prohibited.

Additionally, any student who is under the influence of drugs or alcoholic beverages prior to, or during attendance at or participation in a school-sponsored activity, will be barred from that activity and may be subject to disciplinary action.

Teaching About Alcohol, Tobacco, and Drugs

In accordance with state and federal law, John F. Kennedy School provides age-appropriate, developmentally appropriate, evidence-based alcohol, tobacco, and drug prevention education programs for all students. John F. Kennedy School students participate in the following educational programs to prevent alcohol, tobacco, and drug use:

- Grade 5 Growth & Development Program
- Second Step Digital Curriculum

These alcohol, tobacco, and drug prevention programs address the legal, social, and health consequences of alcohol, tobacco, and drug use, with emphasis on nonuse by school-age children. The program includes information about effective techniques and skill development for delaying and abstaining from using, as well as skills for addressing peer pressure to use alcohol, tobacco,

or drugs.

The objectives of these programs are as follows:

- To teach students self-management skills, social skills, negotiation skills, and refusal skills that will help them to make healthy decisions and avoid alcohol, tobacco, and drug use.

ARRIVAL AT SCHOOL

Students should not arrive before 8:30am. Supervision is not provided before this time, and students will not be allowed inside the building. The only exception is for those students enrolled in the Champions before school program. Students are considered tardy at 8:45AM.

For the safety of students and staff – all school doors are locked. Visitors must enter using the front door only and sign in at the front office.

BICYCLES

Bicycles may be ridden to school. Each bicycle must have its own lock and must be locked in the bicycle rack. Helmets are required for all students.

BUS TRANSPORTATION

In order to be provided with bus transportation, students in grades 1-5 must reside over one (1) mile from the school. Students in grade K must reside one (1) mile or more from the school. The following rules apply to all bus riders. Students are not permitted to change buses for any reason unless there is an emergency and administration has given approval.

- In order to ensure their safety and the safety of others, bus drivers are in complete charge of buses while transporting children. A bus monitor may be assigned on various routes to assist the bus driver.
- In order to ensure their safety and the safety of others, students must cooperate with drivers and/or monitor in every way.
- Bus riders will be picked up and discharged at their assigned stops on regular bus routes. Any variation from this procedure requires a parental note and administrative approval. Bus riders who need a change to their bus route pick up or drop off location need to complete a bus transportation change request form. The request is subject to administrative approval with input from the bus company liaison when necessary. Students who are usually transported by school bus are allowed to use other means of transportation if a note signed by the parent/guardian is received by the school stating permission.
- In case of infractions of rules set forth in this policy, the school bus driver or monitor shall report, in writing, the name or names of the offending students and the nature of the offense to administration.
- The following actions will be considered infractions of the rules governing conduct:
  - ❑ Throwing objects, pushing, shoving, or fighting, indecent or abusive language, possession or use of tobacco products, drugs or weapons, physical or verbal abuse of other students or the driver, refusal or intentional failure to obey the driver or posted rules, defacement of the bus, inappropriate or unsafe behavior at the bus stop.

If a student misbehaves on the bus, the driver or monitor will submit a bus discipline report to administration. Students who misbehave can be suspended from riding the bus. The following guidelines will be considered in determining consequences for misconduct on the bus. However, even a single incident of serious misconduct can result in exclusion from the bus on a long term basis. If a student is suspended from riding the bus, he/she is expected to be in school and transportation will be the responsibility of the parents/guardians.

First Offense– A building administrator will review the bus discipline report, hold a hearing with the student, and contact the parent or guardian via letter or email, regarding the incident. Except in the event of an incident of severe misconduct, the student will receive a warning against any future misbehavior on the bus. The student will also receive a school community service assignment to be completed at a time to be determined by the administrator.

Second Offense– A building administrator will review the bus discipline report, hold a hearing with the student, and contact the parent or guardian, via letter and phone, regarding the incident.

Except in the event of an incident of severe misconduct, the student will receive an in-school or afterschool consequence to be completed at the discretion of the administrator.

Third Offense– A building administrator will review the bus discipline report, hold a hearing with the student, suspend the student from the bus (for a maximum of 3 consecutive school days), call the parent, and send a follow-up letter home.

Additional Offenses– A building administrator will review the bus discipline report, hold a hearing with the student, suspend the student from the bus (for a minimum of 3 consecutive school days), call the parent, send a follow-up letter home, and review the student's discipline history. A parent meeting with administration will be scheduled.

CELEBRATIONS

No outside food is permitted for celebrations due to student allergies. In the event that food is being used as part of the curriculum, a note will be sent home to families with the option to "opt out".

CELL PHONES & SMART WATCHES

Cell phone and smartwatch use has become an increasing issue and disrupts the educational process. Between the hours of 8:30 AM and 3:00 PM, students may not use their cell phones or any apps on their smartwatch for any reason. Watches can be used to tell time only. Cell phones must be turned off and kept out of sight during school hours. Smart watches must be silenced and utilized for telling time only. If a student is seen with either a cell phone or utilizing a smartwatch, they will receive one (1) warning. Upon a second infraction, the device will be taken from the student and turned into the main office. Parents/guardians will need to pick up the device at the school.

JFK respectfully asks that cell phone and smartwatch use be limited to emergencies only by parents/guardians and visitors upon entering the building. All cell phone and smartwatch conversations should be held outside to avoid disruption while speaking to school staff.

CHANGE OF ADDRESS AND TELEPHONE NUMBER

Please advise the school immediately when an address change occurs. In case of an emergency it is of the utmost importance that the school be informed of current information. In addition, if contact person's addresses and/or phone numbers listed on the emergency cards change, please notify the school as soon as possible. To maintain the safety and security of our students, it is vital that copies of all legal documents related to the child (custody, guardianship, restraining orders, etc.) be filed in the school office annually and again when any changes are made. This ensures that records are up to date in the event of an emergency.

CLASSROOM VISITATIONS

Parents wishing to observe their child(ren), current program, or a potential placement must contact the Director of Pupil Personnel Services and/or Principal. This request must be made five days in advance. The Director of Pupil Personnel Services or designee shall contact the parent(s) for initial scheduling conversation within five (5) days of receipt of the parents' request. When a parent requests an observation of a special needs student or program, the Director of Pupil Personnel Services or designee will seek approval from the building Principal before it is processed. Such approval may only be withheld for those reasons outlined within law and DESE regulation. The Director of Pupil Personnel Services and/or Principal will work with the classroom teacher and the observer to set up the specifics of the observation (including, but not limited to, scheduling and placement of the observer in the classroom). The number, frequency, and duration of the observation periods will be determined on an individual student basis in accordance with law and regulation. The start and end time of observation periods and a schedule of observation periods will be stated in advance. In order to minimize classroom or student disruption, the length of individual observation periods may be limited. If the observer is not the parent, the parent must sign a release for the individual to observe. The number of observers at any one time may be limited. The observer will be informed that he/she is not to interfere with the educational environment of the classroom. If his/her presence presents interference or disturbance, he/she will be asked to leave. Advance notice is particularly important, since the presence of parents or

an observer designated by parents can impact both the performance of their child(ren) and children of others. For further guidelines on classroom visitations, please refer to Holbrook Public Schools Policy on Observations, File: IHBAA.

CONDUCT CODE

The purpose of this conduct code is to provide for the right of every student to participate in an orderly and safe atmosphere while on school property, in the classroom, and attending school activities. Please review the conduct code together as a family. Thank you for your cooperation!

Application of the Conduct Code - The Conduct Code is applicable to all students and will be applied free of discrimination based on race, national origin, religion, gender, gender identity, sexual orientation, or disability.

The goal of the John F. Kennedy School discipline code is to create an orderly, productive academic environment essential for the effective, efficient, and safe operation of the school. Appropriate behavior as a responsible school citizen and community member is expected. The intention of this code of conduct is to provide students with information about the school's standards and guidelines for consequences of the rules and regulations. It is not possible to list every type of behavior or circumstance that may lead to disciplinary action. Students are expected to recognize that any conduct substantially disrupting the educational goals or functioning of the school, whether or not listed in the Code of Conduct, may result in disciplinary action. For most offenses, alternative remedies and interventions will be used before exclusion from school is utilized. Prior disciplinary record, academic progress, seriousness of the incident, mitigating circumstances, and other relevant facts will be considered.

Appropriate Student Conduct – The Holbrook Public Schools will provide experiences designed to foster growth, understanding, and maturity to comply with the expectations of a student code.

Fostering good manners teaches children to be respectful of people and property. We encourage students to respond politely to their classmates and staff members. All John F. Kennedy School students participate in the Second Step Digital Curriculum. This research-based program integrates social-emotional learning into the classrooms, which decreases problem behaviors and increases whole-school success by promoting self-regulation, safety, and support. Students are given opportunities to participate in this and other programs promoting responsible citizenship.

General Expectations

The following are the behavioral expectations of all JFK students.

- JFK Bulldogs will be **RESPECTFUL** of themselves, of others, of school property, and respectful of their own need to learn.
- JFK Bulldogs will be **RESPONSIBLE** to one another and for one another.
- JFK Bulldogs will be **READY TO LEARN** and demonstrate skills and concepts to build their knowledge and ready to learn strategies to collaborate and communicate effectively. Students should be ready to learn from their teachers, their peers, and through their own explorations.

Additionally it is expected that students:

- Not violate the Holbrook Public Schools Policy Prohibiting Bullying and Harassment. (See appendix)
- Seek staff assistance when aware of dangerous or destructive behaviors on school grounds such as stealing, fighting, smoking, cheating, cyber-bullying or bullying.

Positive Behavior Intervention and Support

John F. Kennedy School has adopted PBIS. Positive Behavior Intervention and Support (PBIS) is a process for creating school environments that are more predictable and effective for achieving academic and social goals. The following are general behavior expectations for bulldog pride throughout the school.

Unacceptable behavior includes the following, but is not limited to:

- Taking the belongings of others without permission.
- Littering and discarding of waste materials in areas other than containers.
- Throwing of objects that could harm or injure others.
- Unruly behavior such as fighting, physical or verbal abuse with another person, student or adult, within and/or about the confines of the school.

- Disrupting school programs (being involved in any action which endangers the health or safety of others or prohibits the effective function of a school sponsored activity).
- Leaving the school grounds without permission.
- Not obeying directions of school personnel in the classroom, on the playground, and in the halls.
- Rudeness toward school staff.
- Cheating.
- Classroom disturbances which are distracting, dangerous, or destructive in nature.

When appropriate to the circumstances, teachers will use these types of interventions to address inappropriate conduct. For particularly serious or chronic misconduct, the teacher will refer the student to the principal or designee. This may result in a parent/student/administrator conference and/or exclusion from school.

Interventions by classroom teachers to address the above behaviors

- Verbal correction
- Seat change
- Loss of recess or classroom privilege
- Break or time in PAWS corner
- Parent notification
- Student/parent/teacher conference

In many circumstances, student misconduct at school may be effectively addressed through home contact, supportive services, and/or some form of detention. Parental/guardian input about such matters is often helpful. However, suspension remains within the rights of the school, particularly in instances of flagrant offenses or repeated disregard for school rules and policies.

SEARCH AND SEIZURE - Student desks/lockers remain the property of the school and are subject to search at any time. In addition, a student and their personal effects may be subject to reasonable search and seizure by a school official when there is a reasonable basis for believing that the search will reveal evidence of a violation of school rules or the law.

QUESTIONING OF STUDENTS - School officials have the authority, as deemed necessary, to interview students regarding matters that are relevant to the school environment.

SUSPENSION FOR CONDUCT OTHER THAN "STATUTORY OFFENSES" AS DESCRIBED IN M.G.L. CH. 71, SECTION 37 H & 37 H ½

Students may be suspended at the discretion of the assistant principal or the principal, subject to applicable procedural requirements that are described in the Appendix, beginning on page 23.

Prior to issuing an out-of-school suspension, the principal/designee shall consider the use of alternatives. The principal/designee, when deciding the consequences for the student:

- shall consider ways to re-engage the student in the learning process; and
- shall not suspend the student until alternative remedies have been employed and their use and results documented, following and in direct response to a specific incident or incidents, unless:
    - specific reasons are documented as to why such alternative remedies are unsuitable or counter-productive, or
    - in cases where the student's continued presence in school would pose a specific, documentable concern about the infliction of serious bodily injury or other serious harm upon another person while in school.

Alternative Remedies may include, but shall not be limited to: (i) mediation; (ii) conflict resolution; (iii) restorative justice; and (iv) collaborative problem solving.

The principal, superintendent or other person acting as a decision-maker shall also implement school- or district-wide models to re-engage students in the learning process which shall include but not be limited to: (i) positive behavioral interventions and supports models and (ii) trauma sensitive learning models; provided, however, that school- or district-wide models shall not be considered a direct response to a specific incident.

These rules shall not apply to disciplinary procedures for "Statutory Offenses" as described in M.G.L. Ch. 71, Section 37 H & 37 H ½ as described in the Appendix on pages 32 and 36, or Emergency Removals as described in the Appendix on page 36.

Except in the case of the "Statutory Offenses" as noted above students may not be suspended more than 90 days in a school year.

If the student is in grades pre-k through grade 3, the principal shall send his/her determination to the superintendent and explain the reasons prior to imposing an out-of-school suspension, whether short-term or long-term, before the suspension takes effect.

Regardless of the type of conduct at issue, while a student is suspended from school, the student is also excluded from school activities, such as athletics, extracurricular activities, outings or field days.

Students who are suspended will be expected to make up all work missed while suspended, and no academic penalty will be accrued if the work is made up satisfactorily. If the student is excluded from school for more than ten (10) consecutive days the student will have an opportunity to receive education services in order to make academic progress through the school-wide education service plan**.**

Due Process for Suspension for Conduct other than "Statutory Offenses" is described in the Appendix at page 32.

Examples of Conduct that may lead to suspension
The following specific infractions of school rules may result in suspension and/or expulsion:

- Leaving the school without authorization
- Vulgar or abusive language
- Assault or fighting with another student
- Use, sale, or possession of alcoholic beverages or tobacco products, including "vapes"
- Vandalism or fire setting
- Insubordination and actions detrimental to the educational environment or safety of others
- Stealing
- Bomb threats/false alarms
- Bullying, harassment
- See also, conduct under Statutory Offenses below

Conduct that may lead to suspension include use of repeated violations of school rules and the directions of authorized school personnel. It should be noted that it is impossible to foresee all circumstances that could lead to exclusion from school, and the administration reserves the right to impose penalties that may include suspension for any and all conduct that interferes with the rights of others or may substantially disrupt the school environment, subject to the protections outlined in this Handbook.

School rules are in force at all school-related activities, both on and off school grounds

EXPULSION/SUSPENSION FOR STATUTORY OFFENSES
Students may be suspended or expelled from school for the following conduct governed by state statute, sometimes referred to as "Statutory Offenses." (See provisions of M.G.L. c. 71, §37H on page 36.)

- Possession of a controlled substance. (See also Drug Policy on page 5.)
- Possession of a dangerous weapon. ("Weapons" include not only objects such as knives, guns, and explosives, but also objects which, regardless of its inherent, primary and/or common usage, is employed by an individual, to kill, to maim, to injure, to threaten, to intimidate and/or to otherwise endanger the physical, mental and/or emotional welfare of another person.
  EXAMPLE: A ball-point pen, when used to complete written assignments IS NOT a "weapon." The same pen, however, when wielded by a student, in an effort to either threaten and/or inflict bodily harm upon another student.
- Assault on educational staff. Students should note that "assault" includes not only

offensive physical contact, but also threats of such contact.

Students charged with or convicted of a felony. A student may be suspended/expelled, if charged/convicted of a felony, even when based on actions that did not occur on school property or school related events if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. Any student charged with a felony **MUST** meet with the principal. (See the provisions of M.G.L. c. 71, §37H ½ on page 36.)

Due Process for "Statutory Offenses" is described in the Appendix at page 36.

DISCIPLINE OF STUDENTS WITH DISABILITIES (IEP)

Procedures for suspensions of students with disabilities when suspensions exceed 10 consecutive school days or a pattern has developed for suspensions exceeding 10 cumulative days; responsibilities of the Team; responsibilities of the district.

1. A suspension of longer than 10 consecutive days or a series of suspensions that are shorter than 10 consecutive days but constitute a pattern are considered to represent a change in placement.

2. When a suspension constitutes a change of placement of a student with disabilities, district personnel, the parent, and other relevant members of the Team, as determined by the parent and the district, convene within 10 days of the decision to suspend to review all relevant information in the student's file, including the IEP, any teacher observations, and any relevant information from the parents, to determine whether the behavior was caused by or had a direct and substantial relationship to the disability or was the direct result of the district's failure to implement the IEP – "a manifestation determination."

3. If district personnel, the parent, and other relevant members of the Team determine that the behavior is NOT a manifestation of the disability, then the suspension or expulsion may go forward consistent with policies applied to any student without disabilities, except that the district must still offer:
    a. services to enable the student, although in another setting, to continue to participate in the general education curriculum and to progress toward IEP goals; and
    b. as appropriate, a functional behavioral assessment and behavioral intervention services and modifications, to address the behavior so that it does not recur.

4. Interim alternative educational setting. Regardless of the manifestation determination, the district may place the student in an interim alternative educational setting (as determined by the Team) for up to 45 school days
    a. on its own authority if the behavior involves possession of weapons or illegal drugs or the infliction of serious bodily injury on another person while at school or a school function or
    b. on the authority of a hearing officer if the officer orders the alternative placement after the district provides evidence that the student is "substantially likely" to injure him/herself or others. In either case, the interim alternative education setting enables the student to continue in the general curriculum and to continue receiving services identified on the IEP, and provides services to address the problem behavior.

5. If district personnel, the parent, and other relevant members of the Team determine that the behavior IS a manifestation of the disability, then the team completes a functional behavioral assessment and behavioral intervention plan if it has not already done so. If a behavioral intervention plan is already in place, the Team reviews and modifies it, as necessary, to address the behavior. Except when he or she has been placed in an interim alternative educational setting in accordance with part 4, the student returns to the original placement unless the parents and district agree otherwise or the hearing officer orders a new placement.

6. Not later than the date of the decision to take disciplinary action, the school district notifies the parents of that decision and provides them with the written notice of procedural safeguards. If the parent chooses to appeal or the school district requests a hearing because it believes that maintaining the student's current placement is substantially likely to result in injury to the student or others, the student remains in the disciplinary placement, if any, until the decision of the hearing officer or the end of the time period for the disciplinary action, whichever comes first, unless the parent and the school district agree otherwise.

Procedural requirements are applied to students not yet determined to be eligible for special education. If, prior to the conduct at issue, a district had knowledge that the student may be a student with a disability, then the district makes all protections available to the student until and unless the student is subsequently determined not to be eligible.

The district may be considered to have prior knowledge if:

1. The parent had expressed concern in writing; or
2. The parent had requested an evaluation; or
3. District staff had expressed directly to the special education director or other supervisory personnel specific concerns about a pattern of behavior demonstrated by the student. The district may not be considered to have had prior knowledge if the parent has not consented to evaluation of the student or has refused special education services, or if an evaluation of the student has resulted in a determination of ineligibility.

If the district had no reason to consider the student disabled, and the parent requests an evaluation subsequent to the conduct at issue, the district must have procedures consistent with federal requirements to conduct an expedited evaluation to determine eligibility. If the student is found eligible, then he/she receives all procedural protections subsequent to the finding of eligibility

PROTECTIONS FOR DISABLED STUDENTS UNDER SECTION 504

Students who have been determined to have disability under the provisions of Section 504 of the Rehabilitation Act and related laws also have procedural protections in the context of discipline that include a determination as to whether the conduct is a manifestation of the student's disability.

Additional information regarding the procedural protections for students eligible found under laws providing for programming for students with disabilities can be obtained from the Director of Pupil Personnel Services who can be reached at the Holbrook Public Schools' Central Office.

COUNSELING

The counseling department is available to help students resolve problems related to personal, social, or academic areas. Short term counseling services may be provided in a one to one, small group, or classroom setting. The opportunity to participate may be initiated by a parent, teacher, or the student. Parents/guardians may call the adjustment counselor to make an appointment for further information about services.

The nature of the information discussed is held in confidence. If there is a concern about the child attempting to harm him/herself or others or concerns of harm as outlined in laws related to mandated child abuse reporting, then a social service agency or communication to the parent/guardian regarding access to further counseling support will be warranted.

CURRICULUM

Students receive instruction in Math, Reading, Language Arts, Science, and Social Studies. Teachers follow the standards and curriculum outlined within the Massachusetts Curriculum Frameworks which now incorporates the newly adopted Common Core State Standards for English Language Arts and Literacy in History/Social Studies, Science, and Technical Subjects. The new Common Core Standards emphasizes the teaching of reading, writing, communication, and career readiness throughout all contents. These documents are available for review in the school office or by contacting your child's teacher directly. *The new Common Core Standards can also be viewed at: http://www.doe.mass.edu/candi/commoncore

DISMISSAL FROM SCHOOL

If a student is to be dismissed from school, a note from the parent/guardian indicating the reason and the time is required. For reasons of safety and protection, a student will not be allowed to leave school unless accompanied by a parent or an adult designated by the parent/guardian. In all cases, school personnel will request identification from the person calling for the student . No dismissals will be made after 2:30 without a note.

Students must arrive at school by 11:45AM to be marked as present for the partial day. Students must be dismissed after 11:45AM to be marked as present for the partial day.

DRESS CODE

There will be no bare backs or bare midriffs. Hats, hoods, headbands, or caps or other head coverings will not be worn inside the building. (Medical or religious exceptions to this policy will be reviewed on an individual basis by the principal.) Clothing advertising alcoholic beverages or tobacco, or displaying words or designs that involve derogatory comments towards individuals or groups based upon race, religion, ethnic background, age, ancestry, gender, gender identity, sexual orientation, or disability should not be worn. Flip flops are also discouraged due to safety concerns. Skateboards, Rollerblades, Heelies and Scooters are not allowed.

Students who do not comply with guidelines for proper attire will be sent home, or a call will be made home for the proper attire to be delivered. In cases where a parent is unavailable or unable to deliver appropriate attire, the school nurse will provide the student with a loaned appropriate outfit for the day.

DRIVING AND PARKING

The speed limit on all school property is 10 mph. This applies to parents dropping off and picking up students enrolled in a before/after school program or club. All motorists must exercise extreme caution at all times. It is against the law to pass a school bus when the lights are flashing and the bus' stop sign is out.

ELECTRONIC DEVICES

Cell phones, smartwatches, and personal audio and visual equipment (including photography with cell phones of students or staff), may not be used during school hours (8:30-3:00). Students using these items during the school day are subject to school discipline and the items may be confiscated. If a student is using an electronic device and does not comply with a teacher's request to put it away or surrender it, the teacher should refer the student to the office for discipline. In most cases, confiscated electronic equipment will be returned to the student at the end of the school day. In the case of continued infractions, confiscated equipment will be returned to parents/guardians after a meeting. Students are hereby reminded that the John F. Kennedy School and its staff are not responsible if items a student brings to school are lost or stolen.

ELEVATOR POLICY

Elevator use is restricted. Students with a physical disability, permanent or temporary, may obtain permission from the school nurse to use the elevator. Students must be accompanied by an adult or appointed student when using the elevator.

EVACUATION DRILLS/LOCKDOWN DRILLS

Evacuation Drills and Lockdown drills will be held frequently during the year. Directions for the quiet, swift and orderly evacuation or lockdown of the building are posted in each room and reviewed with students on a regular basis.

FOOD AND BEVERAGE

No food or drinks except bottled water is permitted outside of the cafeteria or inside of classrooms (not including snack time). This includes energy drinks, soda, coffee, fast food, and/or other food deliveries. We promote and encourage healthy and nutritious meals and snacks.

HEALTH SERVICES

The school nurse is a person each student gets to know at the elementary level. She is always available/on call for any emergency that may arise with your child while he/she is at school. The nurse may be contacted between 8:30AM–3:00PM. Monday through Friday at

781-767-4600 (ext. 3) for any questions or concerns. Parents may also refer to the John F. Kennedy School Nurse's website for updated additional health information and resources. John F. Kennedy School encourages parents to keep the nurse informed of any changes in their child's health in order to ensure records remain current.

Sick and injured students will be assessed by the school nurse. The nurse will assume responsibility for determining whether your child should be sent home because of illness. If the determination is made that a student needs to be dismissed from school, the nurse will contact the parents or emergency contacts. It is the expectation that parents will comply with nurse recommendations. Parents should make every effort to pick up a sick child within thirty minutes.

In an effort to keep the school healthy for your child, as well as all students, please keep your child home from school if your child has the following:

- Your child has a fever of 100.0 or greater. Please note that your child should be fever free for 24 hours (without Tylenol/Motrin) before returning to school.
- Vomiting
- Eye drainage
- Skin rash
- Cold symptoms that would interfere with your child or classmate's learning

When in doubt, please call the nurse.

All health policies are based on recommendations and mandates from the Massachusetts Department of Public Health.

Screenings

The nurse conducts screenings including eyes, ears, height and weight. These screenings are conducted based on the Massachusetts Department of Health Recommendations.

Emergency Information Cards

Emergency information cards, signed by a parent or guardian, must be on file in the office. They must include the parent's work phone numbers, cell phones, and the phone numbers of at least two local family members, neighbors, or friends who may pick up your child if a parent cannot be reached. Please do not list emergency numbers of individuals who live a distance from the school. A sick child must be sent home as soon as reasonably possible.

Use of Crutches on School Grounds

If a student needs to utilize crutches, ace bandages or any other adaptive device due to illness or injury, the school requires a medical note from a doctor for school health records. This medical note should be issued from a doctor stating the reason for the adaptive device and any/all accommodations that will be required (i.e. excusal from physical education class). No student should come to school with adaptive devices without first consulting with a doctor.

Medication

In accordance with Holbrook Public Schools' policy, please be advised of the following regarding medication:

Whenever possible the child should be given medication at home. However, if it becomes necessary to administer medication during school hours the following shall apply:

- Medication will be administered by the school nurse (a registered professional).
- All prescribed medication shall be brought to school in a container by an adult labeled by the pharmacy with the student's name, the name of the drug, and the prescribed dosage. At no time should medication be sent in with a child or carried on a child at school. Transfer of all medicine should be between the school nurse and the parent/guardian.
- The child shall also bring a written statement from the physician, which delineates the time at which the medication must be administered.
- No medication prescribed or otherwise, may be taken in school without a written or oral communication with the parent or guardian as to its purpose and the dosage allowed.
- Students who share or dispense medications to their peers on school grounds shall be subject to disciplinary action by the administration.

Dispensing of Over the Counter Medication - Elementary

- Over the counter medication will only be given with parental permission. This includes cough drops. Cough drops must be kept in the nurse's office.
- Under the supervision of the school nurse, oral medication may be administered on a short-term basis if a written parental permission is on file with the school nurse.
- Under the supervision of the school nurse, oral medication may be administered on a long-term basis, if a physician's order for administration and a parent permission note is on file with the school nurse.

There may be times when it is necessary to obtain more information about a medication or a medical condition before the medication or a medical/health plan can be safely implemented for your child. Examples include: the dosage, side effects, duration of the condition, reason for the medication, limitations while using medication, physical limitations, or monitoring of specific symptoms. The school nurse shall communicate with the student's physician in accordance with FERPA regulations to maintain confidentiality while maintaining the health and well being of your child. For further information, contact the school nurse.

HOMEWORK POLICY

Definition

The Holbrook Public Schools believe that homework can provide a valuable opportunity to reinforce skills learned in the classroom. The purpose of homework is to establish study habits and to review, practice, and reinforce classwork.

Statement of General Policy

Homework should be given with consideration for student ability, aptitude, interest, and environment, and should be created to meet the needs of the individual pupil. Homework will consist of the following types of activities:

- Finish incomplete classwork
- Nightly reading
- Reading response journal entries

Whenever students are absent, parents may request that classwork and homework be sent with a sibling, relative, or neighbor. Requests for assignments should be made in the morning. Parents are asked to make requests early in the day, as time may not allow for materials to be organized to send home.

INSURANCE

A plan of liability insurance is offered yearly at a nominal fee. A parent may insure a child against any accident while at school, going to or from school or while engaged in a school activity away from school.

LIBRARY

Library Book Checkout Policy

1. Eligibility to Check Out Books
   All students enrolled at the school are eligible to check out books from the library.
2. Checkout Limits and Duration
   - Each student may check out up to 2 books at a time.
   - Books are generally checked out for one week, with the option to renew if needed, unless another student has requested the same book.
3. Procedure for Checking Out Books
   - Students will visit the library weekly during their designated library specialist time.
   - To check out a book, students must bring the book to the librarian, who will scan or record the book's information.
   - Students are expected to return books by the due date to ensure all library materials are available for others.
4. Renewing Books
   - Books can be renewed twice as long as no one else has placed a hold on the book.

- To renew a book, students should bring the book to the library and inform the librarian.

5. Lost or Forgotten Books
    - If a book is lost or forgotten, students must notify the librarian immediately.
    - The student may be asked to replace the book or pay for a replacement.

Procedures for Damaged Books

1. Responsibility for Book Condition
   Students are responsible for the care of the books they check out. Books should be handled gently and kept in a safe place to avoid damage.
2. Types of Damage
    - Minor Damage: Bent pages, light creases, small tears, etc.
    - Major Damage: Water damage, large rips, writing, or defacing of the book.
3. Reporting Damage
   If a book is damaged, students should inform the librarian as soon as possible. If the damage occurs after the book has been checked out, the student must report it to the librarian to avoid being charged for a lost book.
4. Consequences for Damaged Books
    - Minor Damage: The librarian may attempt to repair the book. If it is repairable, the student may not incur a fee.
    - Major Damage: If the damage is extensive or irreparable, the student will be responsible for paying the full replacement cost of the book.
5. Book Replacement
   In cases of lost or severely damaged books, students may be asked to replace the book with a new or like-new copy. If a book is out of print, the library will work with the student to determine an appropriate replacement.

LOST AND FOUND

A lost and found is located near the main office. Please urge your child to check for lost articles. Parents/Guardians are also encouraged to look through it when a loss has occurred. To reduce the chance of such a loss, parents are encouraged to mark items clearly with the child's name. At the end of the school year all unclaimed articles are given to charity.

LUNCH

Children may bring lunch from home or purchase lunch from the cafeteria. Menus are distributed at the beginning of each month. Prices are as follows:

Breakfast	$FREE
Complete Lunch	$FREE
Carton of Milk	.50
Snacks	$1.00
Water	$1.25

No food or drinks except bottled water is permitted outside of the cafeteria or inside of classrooms. This includes energy drinks, soda, and juice.

MEDIA

While it is exciting for students to be in the news for school events; sometimes exceptions must be made for legal or personal reasons. Parents/guardians who choose to deny media access to their children must send a letter in writing to the school.

MEETINGS

All meetings with administration and/or staff are by appointment only. Please call the main office to schedule a date and time if you wish to meet with the Principal, Assistant Principal, or a teacher.

NEWSLETTER

An electronic newsletter from the principal will be distributed via email to the parents of John F. Kennedy School weekly with important news and updates.

NO FIGHTING POLICY

John F. Kennedy School has a policy of zero tolerance for violence. This simply means that no student will be allowed to resort to fighting or hitting for any reason while at school or at any school event. Any student who decides to settle a problem by hitting or fighting will receive discipline from administration. Students and parents are expected to recognize that the no fighting or hitting rule covers all situations. A student who hits others will be disciplined, *even if another student hit him or her first.* If a student is ever hit at school, he or she must find a non-violent way to react. This includes blocking the student who hits, getting away from the student, and letting a staff member know that the incident occurred. Students must not retaliate but instead must refer a student who hits to school staff for discipline.

NON DISCRIMINATION STATEMENT

Holbrook Public Schools does not exclude from participation, deny the benefits of Holbrook Public Schools from or otherwise discriminate against, individuals on the basis of race*, color, sex, sexual orientation, gender identity, sex stereotypes, sex characteristics, religion, disability, age, genetic information, active military/veteran status, marital status, familial status, pregnancy, or pregnancy-related condition, homelessness, ancestry, ethnic background, national origin, or any other category protected by state or federal law in the administration of its educational and employment policies, or in its programs and activities.

Students **-** For students, discrimination includes, but is not limited to, unequal treatment with regard to course registration, guidance counseling, course instruction, and extracurricular activities and athletic programs.

COMPLAINT PROCEDURE FOR DISCRIMINATION

Any student or staff member who feels he or she has been a victim of discrimination because of race, religion, national origin, disability, sexual orientation, gender bias, or gender identity should make a report to the Complaint Officer, Director of Pupil Personnel, 781-767-1226, or the Building Principal at 781-767-4600. Civil Rights Complaint Forms are available in all school principal's offices and in the central office. The Director of Pupil Personnel, who also serves as the District's Title IX Coordinator, is responsible for ensuring that Title IX regulations and related District policies are followed in the investigation and/or resolution of any allegations of gender-based discrimination that fall within the parameters of Title IX. See page 28 for further notice relating to Title IX.

ALTERNATIVE COMPLAINT PROCEDURES

In addition to, or instead of, filing a discrimination complaint through this policy, a person may choose to exercise other options, including but not limited to filing a complaint with outside agencies or filing a private lawsuit.

NO SCHOOL DAYS

When it is necessary to close school because of storm conditions, announcements will be made through Talking Points. Please keep your contact information updated. Information will also be available on the school website, social media, and on local television stations.

PHYSICAL EDUCATION CLASSES

All elementary school students are required to attend physical education classes. A child may be excused from participation only with a note from the parent/guardian or physician. If a child is going to miss physical education for one class, he/she must bring a note from home. However, if the physical problem is such that the child will miss physical education for two or more classes, a note from a physician is required. This note must inform the school of the nature of the problem and the date on which the doctor anticipates that the child will be able to return to physical education class. Sneakers are required at all times in order to ensure the safety of your child.

If a doctor recommends no PE or any medical restrictions, those restrictions will also be followed during outdoor recess.

PRIVATE PARTY INVITATIONS

Students wishing to distribute private party invitations at school must choose one of the following scenarios below to avoid hurt feelings among students who are not invited to a particular event.

- Distribute invitations to all girls in the homeroom.
- Distribute invitations to all boys in the homeroom.
- Distribute invitations to the entire homeroom.

Students wishing to send invitations to a select group of students should utilize the Student School Directory and distribute outside of school.

REPORT CARDS

Report cards will be distributed at the end of each of the three marking periods. Please sign and return the signature envelope to your child's teacher.

RESPONSIBILITY FOR SCHOOL MATERIALS AND PROPERTY

The Holbrook Public Schools take pride in their resources. It is the responsibility of each student to use school materials in an appropriate manner.

Parents/guardians will be required to reimburse the school for lost/damaged library or textbooks. A bill will be sent with the amount listed needed to replace the library or text book. If the lost library or textbook is found prior to the purchase of a replacement book, the amount will be refunded.

SCHOOL CONFERENCES

Parents/guardians are encouraged to take an active role in school affairs. If circumstances relating to the classroom are to be discussed, it is extremely important that the situation be discussed with the teacher initially. All meetings with staff are by appointment only. Adequate notice may be needed in order to arrange a convenient time. Please call the main office to schedule a date and time if you wish to meet with your child's teacher. In the event that you are unable to make your appointment, please contact the main office as soon as possible.

SCHOOL HOURS

8:15 a.m. Teachers' day commences/doors open for student arrival
8:30 a.m. Students' day commences
3:00 p.m. Dismissal
3:15 p.m. Teachers' day ends

1 Hour Delay
9:15 a.m. Teachers' day commences/doors open for student arrival
9:30 a.m. Students' day commences
3:00 p.m. Dismissal
3:15 p.m. Teachers' day ends

1½ Hour Delay
9:45 a.m. Teachers' day commences/doors open for student arrival
10:00 a.m. Students' day commences
3:00 p.m. Dismissal
3:15 p.m. Teachers' day ends

2 Hour Delay
10:15 a.m. Teachers' day commences/doors open for student arrival
10:30 a.m. Students' day commences
3:00 p.m. Dismissal
3:15 p.m. Teachers' day ends

Student Early Release
8:15 a.m. Teachers' day commences/doors open for student arrival
8:30 a.m. Students' day commences
11:45 a.m. Dismissal
3:15 p.m. Teachers' day ends

SCHOOL COUNCIL

The Education Reform Act of 1993 mandated the formation of School Councils in every public school in Massachusetts. Composed of representatives from the teaching staff, the parents and the community, these councils have been entrusted with several responsibilities: the review of the school budget; the assessment of the needs of the school; the identification of goals for the school, based on these needs; and, the development of a school improvement plan. Further information about participation in this process may be obtained from the administration.

SURVEILLANCE CAMERAS

Surveillance cameras are located throughout the school campus and anyone on school property may be videotaped.

TECHNOLOGY & INTERNET ACCEPTABLE USE POLICY

Purpose

The District's experience with the use of technology has been very positive and the vast majority of students use the system appropriately. However, inherent in the use of computer networks and the Internet is the potential for misuse and abuse. This Acceptable Use Policy (AUP) is reviewed and approved by the School Committee to comply with existing law and balance the desire to use technology with the need to protect the District from unnecessary liability.

Personal Safety

Information on our website such as news and information about our students may include photographs, written work, and/or artwork. In addition, Technology projects may include student web pages and Webcams. This information will be known as "public information."

Any parent or guardian may write to their school principal requesting that we not post "public information" related to their child. The request must clearly state the student's name. This request must be submitted annually after the first day of the school year. The student's name will be posted on the "Web Posting Exception List" and made available for internal use only. Users may not post information for any student listed on the "Web Posting Exception List."

No one is permitted to release "personal information" via the web or e-mail such as last names, addresses, phone numbers or other identifying information. Exceptions will be granted for transmitting of personal information to the "Commonwealth of Massachusetts," other official agencies or organizations sanctioned by Holbrook Public Schools. Any release of "personal information" must be approved by either the Director of Technology or the Superintendent.

Illegal Activities

Users are subject to all State and Federal laws related to the use of the Internet and Computer systems. Violation of these laws will be reported to the proper authorities. These laws cover the following:

1. Users will not attempt to gain unauthorized access to the District computing systems through the network or any other methods.
2. Users will not attempt to log on to another person's account.
3. Users will not transmit or use viruses.
4. Users will not deface or intentionally destroy computers.
5. Users will not issue threats or unlawfully harass others via the internet or school computers.
6. All illegal activities are subject to criminal and civil prosecution provided under State and Federal laws.

Copyright Information

All materials available on the Internet are protected by copyright. Copyright laws automatically protect "original works of authorship fixed in any tangible medium of expression" such as literary and musical works and graphics. A copyright notice does not have to be affixed and no registration is required. You should ask for permission to copy something and list your source!

Security

Users are responsible for the use of their individual accounts and should take all reasonable precautions to prevent unauthorized attempts by another user. Your password shall not be given

out or told to anyone. It is your password and will protect you and your files. When you are done with a computer, you must log off to protect access to your files and to the system.

Communications and Storage

Holbrook Public Schools monitors online communications through "sniffing" or other means to the following applications: e-mail, Internet use, chats and other network traffic. In addition, we monitor what you store on our computer systems and servers. By agreeing to the Acceptable Use Policy, you are giving us consent to monitor and intercept your communications including the examination of files on our systems and servers.

Posting Information

Posting of information may be done in two fashions. The first is official information, which is designed to represent the views of the Holbrook Public Schools. In posting of official information, the user has no First Amendment rights to express his/her personal views. The second form of posting is through email and personal web pages, which must be preceded by a disclaimer noting that it represents only the personal view of the user. This type of posting is subject to First Amendment rights. Regardless of which way information is posted, the user must comply with the section titled "Personal Safety."

Web Content Filtering

The Holbrook Public Schools use a web content filter to remove questionable sites that may be deemed offensive or for non-educational use. This filter is in place as required by Federal Law.

Computer Etiquette

- When you sit down at a computer, inspect it for any problems and report them right away to the teacher in charge of the computer. This is important because you will be responsible for any damage that is found that was not reported by you.
- Teachers will keep a log of where each student sits. Damage to computers shall be reported. You will be responsible for damaging public property.
- If something becomes broken, report it right away.
- No food or drinks are permitted in a computer lab or near the computers. All trash shall be disposed of properly.
- Students shall not use school computers for the purpose of bullying other students (*i.e.* cyber bullying). Students who engage in such conduct will be subject to disciplinary action as provided for in this student handbook.
- Computers are provided for your schoolwork. Gaming, listening to CD's or surfing for personal reasons should be done at home.
- Do not alter the computer settings. These changes may make it more difficult for the next person that sits down at that computer.
- Do not download software or copy software from home or any other source. You may only use the software provided on the computers. If you have a request, then please submit it to the Director of Technology at dot@holbrook.k12.ma.us or in writing to: Director of Technology, c/o Holbrook Public Schools, 245 South Franklin Street, Holbrook, MA 02343. If you ignore this section and install unauthorized software, then you are subject to the same provisions under Illegal Activities.
- At any time a computer may be reloaded and any information on it will be destroyed. You may only store information on your Network File Share or on removable media such as a floppy.

Violations

Due process shall be used as provided by State and Federal Laws. Holbrook Public Schools will give the user notice of the alleged misconduct and opportunity to tell his or her side of the story. However, the Director of Technology reserves the right to revoke computer privileges of any user without notice or a particular reason. Consequences for the violation of the "Acceptable Use Policy" will be determined by the School Administration in cooperation with the Director of Technology.

Google Workspace for Education

The Holbrook Public School District uses Google Workspace for Education, along with other computer based apps and services, to provide a learning environment for your students both inside and outside of the classroom. Google Workspace for Education is a set of educational

productivity tools from Google including Gmail, Calendar, Docs, and Classroom. Students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st century digital citizenship skills.

The Holbrook Public School District is a member of the TEC-SDPA (The Education Cooperative - Student Data Privacy Alliance). TEC-SDPA verifies that companies, such as Google, agrees and signs legally binding documents that outlines vendor duties and responsibilities required to protect student data in compliance with all applicable federal and state privacy statutes, including FERPA, PPRA, and COPPA.

By signing the student handbook, you are giving permission for The Holbrook Public School District to create/maintain a Google Workspace for Education account for your student and for Google to collect, use, and disclose information about your child for educational purposes only.

TELEPHONE

Students are not permitted to use the phone for personal reasons. Students should arrange playdates with classmates at home, not through the use of the school phone. Continual requests to use the telephone will result in a conference with the parent/student/and administrator to address the issue.

VALUABLES

We discourage children from bringing valuable personal property to school since we cannot take responsibility for its loss or damage. Additionally, please do not allow your child to bring large sums of money to school, as the school personnel cannot be responsible for loss of cash. The school personnel will make every attempt to exert reasonable care for such items, but are not responsible for loss or damage.

VISITORS

Visitors to JFK must check in through the office (Door 1) upon arrival. All visitors will need to show a photo ID for scanning through the security system prior to gaining admission to the building. Visitors are required to wear a visitors pass, plainly visible while present in the building. JFK reserves the right to decline entry if there is a concern for the safety of students and staff. Safety of students and staff is of paramount concern. Teachers may bring visitors to class for educational purposes so long as the visit is approved by the principal in advance.

APPENDIX

POLICY PROHIBITING BULLYING

The Holbrook Public Schools is committed to maintaining a school environment where students are free from bullying and cyberbullying and the effects thereof. We further recognize that students may be more vulnerable to bullying based upon actual or perceived differences related to race, color, religion, ancestry, national origin, sex, socio-economic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical developmental or sensory disability or by associations with other people who have one or more of these characteristics. We will provide support to students whose vulnerability is brought to the attention of a teacher, guidance counselor or administrator through observation or direct report from a student, staff member or parent/guardian. This support may be in the form of counseling, education to support both the student's ability to report bullying and his/her skills, knowledge and strategies to respond to bullying or harassment. Acts of bullying and cyberbullying are prohibited:

1. 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 the school district; or through the use of technology or an electronic device owned, leased or used by the school district and

2. at a location, activity, function or program that is not school-related, or through the use of technology or an electronic device that is not owned, leased or used by the school district, if the acts create a hostile environment at school for the target, infringes on the rights of the target at school or materially and substantially disrupts the education process or the orderly operation of a school.

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

DEFINITIONS

Aggressor is a student or a staff member who engages in bullying, cyberbullying, or retaliation.

Bullying, as defined in M.G.L. c.71, s. 37O, is the repeated use by one or more students or by a staff member of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that: causes physical or emotional harm to the target or damage to the target's property; places 25the target in reasonable fear of harm to himself or of damage to his property; creates a hostile environment at school for the target; infringes on the rights of the target at school; or materially and substantially disrupts the education process or the orderly operation of a school.

Bullying may include conduct such as physical intimidation or assault, including intimidating an individual into taking an action against his/her will; oral or written threats; teasing; putdowns; name-calling; stalking; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation.

Cyberbullying, as defined in M.G.L. c.71, s. 37O is bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectric or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyberbullying also includes:

1. the creation of a web page or blog in which the creator assumes the identity of another person;
2. 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 above in clauses (i) to (v), inclusive, of the definition of bullying; and

3. 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 above in clauses (i) to (v), inclusive, of the definition of bullying.

Cyber-bullying may include conduct such as sending derogatory, harassing or threatening email messages, instant messages, or text messages; creating websites that ridicule, humiliate, or intimidate others; and posting on websites or disseminating embarrassing or inappropriate pictures or images of others.

Hostile environment, as defined in M.G.L. c. 71, s. 37O, 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.

Retaliation is any form of intimidation, reprisal, or harassment directed against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Target is a student against whom bullying, cyberbullying or retaliation has been perpetrated.

A. BULLYING AND RETALIATION ARE PROHIBITED AND WILL LEAD TO DISCIPLINE

The Holbrook Public Schools absolutely prohibits bullying, cyber-bullying and retaliation as defined above. Students or staff who engage in bullying or retaliation will be subject to disciplinary action, however, with respect to students disciplinary action taken must balance the need for accountability with the need to teach appropriate behavior. The range of disciplinary action includes, but is not limited to, one or more of the following: verbal warnings, written warnings, reprimands, detentions, short-term or long-term suspensions, expulsions from school or termination from employment as determined by the school officials, subject to applicable procedural requirements. Nothing in this policy is intended to prevent the school officials from taking disciplinary action for conduct that does not meet the definition of bullying or cyber-bullying, as defined above, but nevertheless is inappropriate for the school environment or a staff member's position.

B. REPORTING OBLIGATIONS

Reporting by Staff: A member of 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, shall immediately report any instance of bullying or retaliation s/he has witnessed or become aware of to the school principal or designee. In the event of an allegation against the Principal, the matter should be reported to the Superintendent and if against the Superintendent, to the Chair of the School Committee.

Reporting by Students, Parents/Guardians, and Others: The district expects students, parents/guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the School Principal or designee (or in the case of an allegation against the Principal, to the Superintendent and if against the Superintendent, to the Chair of the School Committee). An individual may make an anonymous report of bullying or retaliation, however, no disciplinary action may be taken against a student solely on the basis of an anonymous report. A student who knowingly makes a false accusation of bullying or retaliation shall be subject to disciplinary action.

Reporting to Parents/Guardians: In the event the Holbrook Public Schools determines that bullying or retaliation has occurred, the Principal or designee must promptly notify the parent/guardian of the target and the aggressor of that determination and of the school's procedures for responding to it. If the alleged target and alleged aggressor attend different schools, the Principal receiving the report shall inform the Principal of the other student's school, who shall notify the student's parents/guardians of the report and procedures. There may also be circumstances in which the Principal/designee contacts parents/guardians prior to an investigation and determination of bullying.

Reporting to Local Law Enforcement: At any point after receipt of a report of bullying or retaliation, or during or after an investigation, if the school official has a reasonable basis to believe that the incident may involve criminal conduct, the school official will notify the local law enforcement agency. In addition, if an incident of bullying or retaliation occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in a local school district, charter school, nonpublic school, approved private day or residential school or collaborative school, the Superintendent of the Holbrook Public Schools or designee will notify local law enforcement if s/he believes that criminal charges may be pursued. In making the determination whether notification to law enforcement is appropriate, the principal may consult with the police officer designated as the liaison to the school and any other individuals the principal deems appropriate. The principal shall document the reasons for his or her decision to notify law enforcement. Nothing in this section shall be interpreted to require reporting to a law enforcement agency in situations in which bullying and retaliation can be handled appropriately within the school district or school.

Reporting to Administrator of Another School District or School: If an incident of bullying or retaliation involves students from more than one school district, charter school, non-public school, approved private day or residential school or collaborative school and the Holbrook Public Schools is the first to be informed of the bullying or retaliation, then the Superintendent of the Holbrook Public Schools or designee must, consistent with state and federal law, promptly notify the appropriate administrator of the other school district or school so that both may take appropriate action.

Reporting to Other Agencies: In certain cases, bullying of a student may constitute child abuse under Massachusetts law. The Holbrook Public Schools will comply with all legal requirements governing the reporting of suspected cases of child abuse.

C. INVESTIGATION

An appropriate school official shall promptly investigate a report of bullying or retaliation, giving consideration to all the circumstances at hand, including the nature of the allegations and the ages of the students involved. The following are general guidelines for responding to a report of bullying or retaliation. The guidelines will be adapted as necessary to respond appropriately to the complaint.

Pre-Investigation: Even before fully investigating allegations of bullying or retaliation, school personnel will consider whether there is a need to take immediate steps to support the alleged target and/or protect the alleged target from further potential incidents of concern. In taking any such action, however, the rights of both the alleged target and alleged aggressor must be considered. Parents of the target or aggressor may also be contacted prior to the investigation if the applicable school official deems appropriate.

Written statement of the complaint: The investigator will seek to determine the basis of the complaint, gathering information from the complainant, including such matters as: what specifically happened, who committed the alleged acts, who was present or may have information about the events, when the events occurred (date, time of day), and where the events occurred.

It is helpful to have these facts in writing. If age appropriate, the complainant may be asked to put the complaint in writing and to sign and date it. If the complainant cannot or chooses not to write a complaint, the investigator will record the allegations, read them to the complainant to confirm accuracy, and ask the complainant to sign the document. If the complainant cannot or chooses not to sign, the investigator may sign and date the document her/himself.

Interviews: Once the allegations of the complainant are established, the investigator will gather other evidence, which often involves interviews of the alleged aggressor and/or other witnesses. If appropriate, the investigator should remind the alleged aggressor and witnesses that retaliation against persons whom they believe might have reported the incidents or cooperated with the investigation is strictly prohibited and will result in disciplinary action.

Confidentiality: The confidentiality of the complainant and the other witnesses will be maintained to the extent practicable given the school's obligation to investigate and address the matter.

D. DETERMINATION

School personnel must weigh all of the evidence objectively to determine whether the alleged events occurred and, if they did, whether the events constitute bullying or retaliation. The determination must be based upon all of the facts and circumstances and the perspective of a reasonable person. When applied to children, the "reasonable person" standard is generally "that of a reasonable person of like age, intelligence, and experience under like circumstances." See Ellison v. Brady, 924 F.2d 872 (9th Cir. 1991).

If bullying or retaliation is substantiated, the school will take steps reasonably calculated to prevent recurrence and ensure that the target is not restricted in participating in school or in benefiting from school activities. As with the investigation, the response will be individually tailored to all of the circumstances, including the nature of the conduct, whether the aggressor is a student or staff member and the age of the students involved. In addition to taking disciplinary action, the following are examples of steps that may be taken to prevent the recurrence of bullying or retaliation:

- Holding parent conferences;
- Transferring student's classroom or school;
- Limiting or denying student access to a part, or area, of a school;
- Enhancing adult supervision on school premises;
- Excluding from participation in school-sponsored or school-related functions, after-school programs, and/or extracurricular activities;

Providing relevant educational activities for individual students or groups of students. Guidance Counselors and others in the school setting who have been trained in working with students on interpersonal issues may be helpful in providing such programs.

Personalized Action Plan for students and directives for future conduct, including providing the target with a process for reporting any concerns about future conduct immediately. It is critical to involve the student in creating an action plan that involves a reporting process that works for that particular student.

Arranging for communication between the parties, if appropriate, to assist them in resolving issues which have arisen between them. (Such an approach will be used cautiously since communication can sometimes exacerbate, rather than alleviate, the target's concerns and since the conduct often involves an imbalance of power.) Providing counseling (or other appropriate services) or referral to such services for the target and/or the student aggressor and/or for appropriate family members of said students.

E. CLOSING THE COMPLAINT AND POSSIBLE FOLLOW-UP

School officials will promptly provide notice to the parent/guardian of a target and a student aggressor about whether or not the complaint was substantiated and, if substantiated, what action is being taken to prevent any further acts of bullying or retaliation. Specific information about disciplinary action taken generally will not be released to the target's parents/ guardians—unless it involves a "stay away" or other directive that the target must be aware of in order to report violations.

The district will retain a report of the complaint, containing the name of the complainant, the date of the complaint, investigator, school, a brief statement of the nature of the complaint, the outcome of the investigation, and the action taken.

If appropriate, within a reasonable time period following closure of the complaint, the school officials will contact the target to determine whether there has been any recurrence of the prohibited conduct.

If either party is dissatisfied with the results of the investigation, he/she may direct his/her concerns in writing to the Superintendent or designee for further consideration. In addition, regardless of the outcome, school officials will inform parents about the Department of Elementary and Secondary Education Program Resolution System (PRS) and how to access that system. Information can be found at: http://www.doe.mass.edu/pqa, emails can be sent to

compliance@doe.mass.edu or individuals can call 781-338-3700. Hard copies of this information are also available at the Superintendent's office.

The above language is intended to be consistent with the Holbrook Public School's Bullying Prevention and Intervention Plan. A copy of the complete Plan is available on the school website.

REFERENCES: Massachusetts Department of Elementary and Secondary Education's Model Bullying Prevention and Intervention Plan

LEGAL REFS.: Title VII, Section 703, Civil Rights Act of 1964 as amended
Federal Regulation 74676 issued by EEO Commission
Title IX of the Education Amendments of 1972
603 CMR 26.00
MGL 71:37O
MGL 265:43, 43A
MGL 268:13B 29
MGL 269:14A

CROSS REFS.: AC, Nondiscrimination
ACAB, Sexual Harassment
JBA, Student-to-Student Harassment
JICFA, Prohibition of Hazing
JK, Student Discipline Regulations

HARASSMENT BASED UPON PROTECTED CLASSIFICATIONS

Harassment in school or the workplace occurs when a student's or adult's behavior or inappropriate language is so severe and pervasive as to create a hostile, offensive or intimidating school or work environment by which a student's participation in school activities, or staff member's terms and conditions of employment, are adversely affected or are reasonably feared to be adversely affected. Harassment can include any unwelcome verbal, written or physical conduct which offends, denigrates or belittles any individual because of race, color, religion, national origin, marital status, sex, gender identity, sexual orientation or disability. Such conduct includes, but is not limited to, unsolicited derogatory remarks, or requests for sex, jokes, demeaning comments or behavior, slurs, mimicking, name calling, graffiti, innuendo, gestures, physical contact, stalking, threatening, bullying, extorting or display or circulation by any means of sexually suggestive written materials, forms of correspondence or pictures.

STUDENT COMPLAINT PROCEDURE FOR HARASSMENT

Any student who believes that he/she has been a victim of harassment by a member of the school staff should make a report to the Harassment Complaint Officer, the Director of Pupil Personnel, 781-767-1226, or the Building Principal. Harassment Complaint Forms are available in each school principal's office and in the central office. The Director or the Principal (or designee) is responsible for investigating such complaints, and if harassment is found, taking the steps necessary to prevent recurrence and to mitigate the harmful effects of the conduct.

INFORMAL EDUCATIONAL/RESOLUTION OPTION FOR PEER HARASSMENT

Any student, who believes that he/she has been harassed by another student, should report the incident to the Principal, Guidance Department or any staff member. While the Holbrook Public Schools acknowledges its obligation to investigate and address such complaints, it also acknowledges that communication, mediation, education, and counseling may sometimes be effective in resolving harassment complaints between and among students. Thus, counselors or administrative staff may propose such an informal option in appropriate circumstances, with the understanding that the informal option is never appropriate for severe or persistent harassment, or when there is retaliatory behavior or a significant imbalance in power between the parties. Informal procedures may include, but are not limited to:

With the presence of staff, a face-to-face or written communication between the alleged target and the student aggressor that includes:

1. An exact description of the behavior, including when and where it occurred:
2. A description of how the behavior made the victim feel – embarrassed, intimidated, angry, etc.:
3. A request that the behavior stop because it is harassment and is against the law; and
4. A statement that the behavior stops, nothing further will be said and no further action will be taken.
5. An agreement by the aggressor that the conduct will in fact stop

If resolution is reached, both parties will sign a statement. The Guidance Counselor will document the complaint, the meeting, and resolution. This documentation shall be kept in the Guidance Office. Within a reasonable time following this meeting, the Guidance Counselor or other staff member will meet with the complainant to confirm resolution of the situation.

In the event either student does not wish to participate or in the event participation does not lead to a resolution, the complaint will be forwarded to the Principal or Harassment Complaint Officer for formal investigation and disciplinary action, where appropriate. Further, at any time, the student has the option of filing a Harassment Complaint form with the complaint officer, Director of Pupil Personnel, 781-767-1226. Harassment Complaint forms are available in each school principal's office and in the central office. For information about complaints under Title IX, see Title IX Notice below.

TITLE IX NOTICE

Title IX of the Education Amendments of 1972 states: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance. (20 USC §1681).

The District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations. The District shall respond promptly and meaningfully to all allegations of discrimination based upon sex, including sexual harassment.

Please note that while this policy sets forth the District's goals of promoting an environment that is free of harassment including sexual and sex-based harassment, the policy is not designed or intended to limit the District's authority to discipline or take remedial action for conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of harassment or sexual or sex-based harassment.

Inquiries or complaints related to Title IX may be referred to the District's Title IX Coordinator: Robert Compton, Director of Pupil Personnel, Holbrook Public Schools, 245 South Franklin Street, Holbrook, MA 02343, 781-767-1226, rcompton@holbrook.k12.ma.us. The District's grievance procedures under Title IX can be obtained by contacting Mr. Compton as set forth above.

Pursuant to regulations promulgated by Title IX, the District must provide an environment free from discrimination based upon sex, including sexual harassment. According to Title IX, the following definition shall apply:

Sex-Based Harassment is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, that is:

(1) Quid pro quo harassment. An employee, agent, or other person authorized by the recipient to provide an aid, benefit, or service under the recipient's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;

(2) Hostile environment harassment. Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the recipient's education program or activity (i.e., creates a hostile environment).

(3) Specific offenses: (i) Sexual Assault, (ii) Dating Violence, (iii) Domestic Violence, and (iv) Stalking, as defined by federal law.

Retaliation: The District expressly prohibits retaliation in all forms. Retaliation is an action by a peer or employee aimed at infringing upon a person's rights under this policy (examples: intimidation, threats, coercion, or discrimination).

Complaints of Discrimination and/or Harassment on the basis of sex may also be reported to:

The Office for Civil Rights, US Department of Education
5 Post Office Square, 8th Floor
Boston, MA 02109-3921
Telephone: 617-289-0111, FAX: 617-289-0150
Electronic Mail: OCR.Boston@ed.gov

CHILD PORNOGRAPHY AND SEXUALLY EXPLICIT COMPUTER-GENERATED IMAGES

The possession, solicitation or dissemination of child pornography is a crime in Massachusetts and is prohibited in connection with the school environment. This includes images of sexually explicit

conduct involving someone under the age of eighteen, including the dissemination of images taken by or of one's self.

Further, the possession, solicitation or disseminating of computer-generated sexually explicit images of any individual, regardless of age, is a crime and is prohibited in connection with the school environment. Such material includes computer-generated images adapted, or modified, that are "fake" but indistinguishable from an actual individual.

Conduct of this nature is contrary to Holbrook's commitment to promoting a supportive, caring educational environment that allows each student to grow personally, socially and intellectually. It can have a long-lasting negative effect on students.

Any student who possesses solicits and/or disseminates sexually explicit images of a minor or any other person at school, on school grounds or at school-related events, using school technology or under any other circumstances resulting in a hostile environment at school for an individual, infringes on the rights of an individual at school or materially and substantially disrupts the education process or the orderly operation of a school shall be subject to long-term suspension, subject to applicable procedural requirements.

Consistent with state law and the Memorandum of Understanding between the Holbrook Public Schools and the Holbrook Police Department, students suspected of engaging in the conduct described above will be reported to the Holbrook Police Department.

STUDENT RECORDS

Holbrook Public Schools Annual Notice
The Family Education and Privacy Act
Massachusetts Student Records Regulations

The Family Educational Rights and Privacy Act (FERPA) and the Massachusetts Student Records Regulations ("Regulations") together provide parents and eligible students (those who have reached that age of 14 or who have entered ninth grade) certain rights with respect to the student's education records. A general overview of those rights is provided below. Parents and students may obtain a complete copy of their rights under the Massachusetts Student Record Regulations by contacting their guidance counselor.

(a)The **right to access** the student's education records. Parents or eligible students should submit their request for access to the building principal**.** Access is generally provided within ten days of a request.

(b)**Access to Student Records by Non-Custodial Parents** – As set forth in the amended regulation, 603 CMR 23.07(5), non-custodial parents are eligible to obtain access to their children's student records unless the school or district has been given documentation that: 1. the non-custodial parent has been denied legal custody based on a threat to the safety of the student or to the custodial parent, or 2. the non-custodial parent has been denied visitation or has been ordered to supervised visitation, or 3. the non-custodial parent's access to the student or to the custodial parent has been restricted by a temporary or permanent protective order, unless the order or any subsequent court order specifically allows access to student record information.

Information about the procedures to be followed in releasing records to non-custodial parents is available from the Principal. Please see the complete text of the amended regulations available on the Department of Education's website, www.doe.mass.edu/lawsregs/.

(c)The **right to request amendment** of the student's education records. Parents or eligible students should direct their request to the principal, clearly identifying the part of the record they wish to have amended, and why.

(d)The **right to consent to disclosures** of personally identifiable information contained in the student's education records, except to the extent that FERPA and the Massachusetts regulations authorize disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests in the records. Such school officials include professional, administrative and clerical staff who are employed by or under agreement with the Holbrook Public Schools and who need access to a record in order to fulfill their duties. The Holbrook Public Schools also discloses student records without parent/eligible student consent to officials of other elementary or secondary schools in which a student enrolls, or seeks, intends, or is instructed to enroll upon receipt of a request from such school officials. As required by federal law, the Holbrook Public Schools routinely releases the name, address and telephone listing of secondary school students to military recruiters and to institutions of higher learning upon request. In the event a parent or eligible student objects to the release of any of the above information, the parent/eligible student may state that objection in writing to the principal. Absent receipt of a written objection for the parent or eligible student by 10 (ten) school days after the issuance of the student handbook, this information will be released without further notice or consent.

(e)The **right to file a complaint** concerning alleged failures by the District to comply with the regulations and laws governing student records. Complaints may be filed at the Massachusetts Department of Education, 350 Main Street, Malden, MA 02148. In addition, complaints relative to federal statutes and regulations governing student records may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington DC.

PROCEDURES RELATING TO SUSPENSION FOR CONDUCT OTHER THAN STATUTORY OFFENSES

A. In-School Suspension For Less Than 10 Cumulative Days During A School Year

An in-school suspension is a removal of a student from regular classroom activities, but not from the school premises. The procedure for an in-school suspension of no more than (10) school days (consecutive or cumulatively for multiple infractions during the school year) will be as follows:

1. The administrator will inform the student of the disciplinary offense charged, the basis for the charge, and provide the student an opportunity to respond. If the administrator determines that the student committed the disciplinary offense, the administrator will inform the student of the length of the student's in-school suspension, which may not exceed 10 days, cumulatively or consecutively, in a school year.
2. On the same day as the in-school suspension decision, the administrator will 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 administrator will 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 a meeting will be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the administrator is unable to reach the parent after making and documenting at least (2) attempts to do so, such attempts will constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.
3. The administrator will 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 administrator to discuss the student's academic performance and behavior, strategies for student engagement and possible response to the behavior. Such a meeting will be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the administrator is unable to reach the parent after making and documenting at least (2) attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.
4. The administrator will 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 above, if such meeting has not already occurred. The administrator will 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 administrator and the parent.

An in-school suspension of more than 10 cumulative days in a school year will be subject to the procedures for long-term suspension.

B. Procedures For Short-Term, Out-Of-School Suspensions (10 Cumulative Days Or Less In A School Year)

Except in the case of an Emergency Removal as provided on page 34, prior to imposing a short-term out-of-school suspension (10 days or less in a school year) an administrator will provide the student and his/her parent oral and written notice and an opportunity to participate in an informal hearing.

1. Notice
   The written notice to the student and the parent will be in English and in the primary language of the home if other than English, or other means of communication where appropriate and will include the following:
   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 student to have a hearing with the administrator 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;

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 school and parent.

2. Efforts to Involve Parent
The administrator will make reasonable efforts to include the parent in the hearing. To conduct a hearing without the parent present, the administrator must be able to document reasonable efforts to include the parent. The administrator is presumed to have made reasonable efforts if the administrator 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.

3. Format of Hearing
The administrator will discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also will have an opportunity to present information, including mitigating facts, that the administrator should consider in determining whether other remedies and consequences may be appropriate. The administrator will provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the administrator should consider in determining consequences for the student.

4. Decision
The administrator will provide written notice to the student and parent of his/her 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 notice of determination may be in the form of an update to the original written notice of hearing. Further, if suspension is imposed, the decision must include notice of the principal/designee's consideration of the use of alternatives prior to issuing the suspension.

5. If the student is in grades pre-k through 3, the principal shall send his/her determination to the superintendent and explain the reasons prior to imposing an out-of-school suspension, before the short-term suspension takes effect. All written communications regarding the hearing and principal determination shall be either hand delivery or delivered by first-class mail, certified mail, or email to the address provided by the parent/guardian for school communications (or other method agreed to by the principal and parent/guardian) in English, and in the primary language in the home if other than English, or other means of communication where appropriate.

C. Procedures For Long-Term Suspension

Except in the case of an Emergency Removal provided on page 34, prior to imposing a long-term suspension (more than 10 days of suspension, whether in-school or out-of-school, whether consecutive or cumulative for multiple offenses during a school year), an administrator will follow the procedures for short-term suspension plus additional procedures as follows:

1. Notice
The notice will include all of the components for a short-terms suspension in Section B above, plus the following:
    a. In advance of the hearing, the opportunity to review the student's record and the documents upon which the administrator may rely in making a

determination to suspend the student or not;
b. the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense;
c. 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;
d. the right to cross-examine witnesses presented by the school district;
e. the right to request that the hearing be recorded by the administrator, and a copy of the audio recording provided to the student or parent upon request; and
f. the right to appeal the administrator's decision to impose long-term suspension to the superintendent.

2. Format of Hearing
The Hearing will afford the rights set forth in the notice above. The administrator will also provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the administrator should consider in determining consequences for the student.

3. Decision
Based on the evidence, the administrator will determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to long-term suspension, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The administrator will 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 school and the parent. If the administrator decides to suspend the student on a long-term basis, the written determination will:

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;
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 (if more than 10 cumulative days);
5. Notice of the principal/designee's consideration of the use of alternatives prior to issuing the suspension.
6. Inform the student of the right to appeal the administrator's decision to the superintendent or designee. Notice of the right of appeal will be in English and the primary language of the home if other than English, or other means of communication where appropriate, and will include the following information stated in plain language:
    a. the process for appealing the decision, including that the student or parent must file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that
    b. the long-term suspension will remain in effect unless and until the superintendent decides to reverse the administrator's determination on appeal.

No long-term suspension will last more than 90 school days in a school year nor extend beyond the end of the school year in which such suspension is imposed.

D. Exception For Emergency Removal

Notwithstanding the provisions for short or long-term suspension set forth above, a student

who is charged with a disciplinary offense may be removed temporarily from school if 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 administrator's judgment, there is no alternative available to alleviate the danger or disruption.

The administrator will immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger [or disruption] by the student.

The temporary removal will not exceed two (2) school days following the day of the emergency removal, during which time the administrator will provide the following, as applicable to the length of suspension:

- 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 other applicable matters;
- Provide written notice to the student and parent as provided in Section C or D above, as applicable;
- Provide the student an opportunity for a hearing with the administrator, as applicable, 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 administrator, student, and parent.
- Render a decision orally on the same day as the hearing, and in writing no later than the following school day.

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.

E. <u>Appeal To The Superintendent</u>

If a decision by an administrator, following the parent meeting, results in suspension of a student for more than <u>10 cumulative school days for the school year</u>, the student may appeal the decision to the superintendent. In order to do so the student or parent must file a notice of appeal with the superintendent within five (5) calendar days with a seven (7) day postponement option. The superintendent must 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. If the appeal is not filed within this time frame, the superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The following apply:

- The superintendent will make a good faith effort to include the parent in the hearing. The superintendent will 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 will send written notice to the parent of the date, time, and location of the hearing.
- The superintendent will conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence will be. The superintendent will arrange for an audio recording of the hearing, a copy of which will be provided to the student or parent upon request. The superintendent will 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 will have all the rights afforded the student at the administrator's hearing for long-term suspension as described in Section D above.
- The superintendent will issue a written decision within five (5) calendar days of the hearing which meets the requirements for a long-term suspension as described in Section D above. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the administrator, but will not impose a suspension greater than that imposed by the administrator's decision.

The decision of the superintendent constitutes the final decision of the school district.

PROCEDURES FOR STATUTORY OFFENSES – PRINCIPAL'S AUTHORITY FOR EXPULSION

Mass. Gen. Laws, Chapter 71 Section 37H (Controlled Substances, Dangerous Weapons And Assaults On Educational Personnel) states as follows:

1. 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.
2. 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.
3. Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).
4. 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 not be limited solely to a factual determination of whether the student has violated any provisions of this section.
5. Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to the school or provide educational services to the student in an education service plan, under section 21 of chapter 76.

EMERGENCY REMOVAL PENDING FORMAL HEARING FOR OFFENSES UNDER SECTION 37H

A student charged with offenses governed by Section 37H may be removed from school on an emergency basis pending a hearing if the principal determines that the student's presence poses a continuing danger to persons or property or an ongoing threat to the academic environment. In such circumstances, the hearing will be held as soon as is practical and, in any event, within 10 school days of the removal.

Mass. Gen. Laws, Chapter 71 Section 37H1/2 (Felony Complaints And Felony Convictions) States As Follows:

Notwithstanding the provisions of section eighty-four and sections sixteen and seventeen on chapter seventy-six:

1. Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the Superintendent. The student shall have the right to appeal the suspension to the Superintendent. The student shall notify the Superintendent in writing of his request for an appeal no later than five calendar days

following the effective date of the suspension. The Superintendent shall hold a hearing with the student and the student's parent(s)/guardian(s) within three (3) calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The Superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The Superintendent shall render a decision on the appeal within five (5) calendar days of the hearing. Such a decision shall be the final decision of the city, town or regional school district with regard to the suspension.

2. Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the Superintendent. The student shall have the right to appeal the expulsion to the Superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five (5) calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent(s)/guardian(s) within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal; or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such a decision shall be the final decision of the city, town or regional school district with regard to the expulsion. Upon expulsion of such a student, no school or school district shall be required to provide educational services to such student.
3. Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to the school or provide educational services to the student in an education service plan, under section 21 of chapter 76.

When considering a suspension/expulsion of a student charged with/convicted of felony, the Principal will use the standards and procedures set forth in M.G.L. c.71, §37H1/2 above. In addition, prior to initiating such procedures, the Principal may meet informally with the student and/or his parents to review the charge and the applicable standards if the Principal deems appropriate.

EMERGENCY REMOVAL PENDING FORMAL HEARING FOR UNDER SECTION 37H1/2

A student who is charged/convicted of a felony and thus subject to suspension/expulsion under Section 37H1/2 may be removed on an emergency basis pending a hearing if the principal determines that the student's presence poses a continuing danger to persons or property or an ongoing threat to the academic environment. In such circumstances, the hearing will be held as soon as is practical and, in any event, generally within 10 school days of the removal.

SCHOOL-WIDE EDUCATION SERVICE PLAN FOR STUDENTS WHO ARE EXCLUDED FOR MORE THAN TEN CONSECUTIVE DAYS

1. 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 principal shall inform the student and parent of this opportunity in writing when such suspension or expulsion is imposed.

2. Any student who is expelled or suspended from school for more than ten consecutive days, whether in school or out of school, shall have an opportunity to receive education services and to make academic progress toward meeting state and local requirements, through the school-wide education service plan.
3. Each school has a process for developing school-wide education service plans for education services that the school district will make available to students who are expelled or suspended from school for more than ten consecutive days. Each plan is individualized to the needs of each student and is developed in collaboration with the guidance department, special education department, and classroom teachers, as applicable. Students and their parents will be notified of the process for developing and arranging such services at the time of suspension/expulsion. Education services shall be based on, and be provided in a manner consistent with, the academic standards and curriculum frameworks established for all students under M.G.L. c 69, §§ 1D and1F
4. Notice of Education Services for Students in Long-Term Suspension and Expulsion; Enrollment Reporting.
    a. The 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 if other than English, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.
    b. For each student expelled or suspended from school for more than ten consecutive days, whether in school or out of school, the school district shall document the student's enrollment in education services. For data reporting purposes, the school shall track and report attendance, academic progress, and such other data as directed by the Department.