



*A Handbook for
Students
and their Families*

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

This handbook is not intended to be exhaustive or all-encompassing in its description of District policies, rules, or expectations. It does not define prohibited conduct or the scope of administrative authority in finite terms. The Superintendent, building Principals, and their designees retain full discretion to respond to situations, behaviors, or circumstances not specifically addressed herein, consistent with the Massachusetts General Laws, applicable School Committee policies, and the best interests of the school community. The District reserves the right to amend this handbook at any time; students and families will be notified of any material changes

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

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

DISTRICT ADMINISTRATION (open 8:00-4:00 pm)

Superintendent: Dr. June Saba-Maguire

Assistant Superintendent for Finance and Operations: James Kiely

Chief Technology Officer: Jonathan Gallishaw

Executive Director of Teaching and Learning-Elementary: Catherine Pavao

Executive Director of Teaching and Learning-Secondary: Dr. Ross Thibault

Executive Director of Student Services: Laurie Dionisio

Asst. Director of Student Services: Kimberly Redlon

BUILDING ADMINISTRATION

Cushman School 746 Dartmouth Street Dartmouth, MA 02748 508-996-3926 <i>Stephanie Riccardi, Early Childhood Director</i>	Quinn School 529 Hawthorn Street Dartmouth, MA 02747 508-997-3178 <i>Dr. Audra Thomas, Principal</i> <i>Stephanie Yermalovich, Assistant Principal</i> <i>Dr. Rebecca Hurley, Assistant Principal</i>
DeMello School 654 Dartmouth Street Dartmouth, MA 02748 508-996-6759 <i>Elizabeth Correia, Principal</i> <i>Adam Hill, Assistant Principal</i>	Dartmouth Middle School 366 Slocum Road Dartmouth, MA 02747 508-997-9332 <i>Charles (Marc) Hayes, Principal</i> <i>Jessica Pratt, Associate Principal</i> <i>William Madden, Assistant Principal</i> <i>Justin Zexter, Assistant Principal</i>
Potter School 185 Cross Road Dartmouth, MA 02747 508-996-8259 <i>Melissa McHenry, Principal</i> <i>Benjamin Grande, Assistant Principal</i>	Dartmouth High School 555 Bakerville Road Dartmouth, MA 02747 508-961-2700 <i>Ryan Shea, Principal</i> <i>Stephanie Santos, Associate Principal</i> <i>Michael Martin, Assistant Principal</i> <i>Graham Coogan, Assistant Principal</i>

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WELCOME TO DARTMOUTH PUBLIC SCHOOLS

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

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



Dartmouth Public Schools

2024
2029

Strategic Plan

Our Mission

Together with students, staff, families, and community, we are committed to cultivating a safe, supportive, and inclusive learning environment that empowers all students to become compassionate, informed, and contributing members of our local and global community.

Our Vision

United as **ONE DARTMOUTH**, we are invested in the ongoing improvement of our community. Dartmouth Public Schools proudly offers unparalleled opportunities leading to educational excellence and success for current and future generations.



Our Strategic Focus Areas

- Teaching and Learning
- Safe and Supportive Schools
- Family and Community Engagement
- Budget and Capital Improvements

Our Core Values

P
Personal
excellence and
responsibility

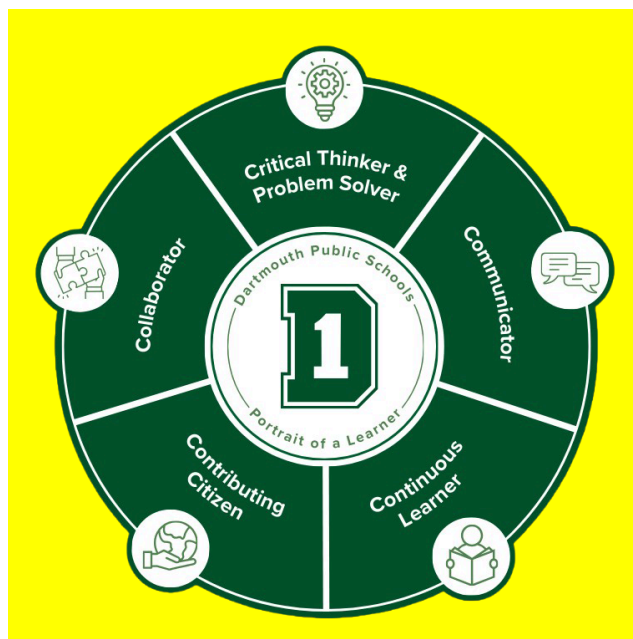
R
Respect
for self and
others

I
Inclusivity,
equity, and
belonging

D
Diverse
opportunities
and student
agency (voice
and choice)

E
Ethical
commitments

ONE Dartmouth | www.dartmouth.school 



DARTMOUTH SYMBOLS

Logo: Dartmouth Indian

Colors: Green and White

Song: “Glory To Dartmouth”

*Glory to Dartmouth
loyal we sing. Now all
together, let the echoes
ring for Dartmouth. Our
team's a winner We've
got the stuff.
We wear the Dartmouth green and that's enough.*



USE OF DARTMOUTH “INDIANS” SYMBOL

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

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

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

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

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

GENERAL INFORMATION

SCHOOL HOURS

	<u>Regular Day</u>	<u>Arrival</u>	<u>Early Release Days</u>	<u>Office Hours</u>
Preschool Four-year-old Full day	9:05-3:05 pm	8:45-9:05 am	No Preschool Sessions	8:00-4:00 pm
Preschool 3 Year-old Half days	Morning Session 9:00-11:25am Afternoon Session 1:00-3:25pm	8:45-9:00am 12:45-1:00pm	No Preschool Sessions	8:00-4:00pm
Elementary (K-5)	9:05-3:25 pm	8:45-9:05 am	9:05 - 12:55 pm (lunch served)	8:00-4:00 pm
Middle School	7:45–2:08 pm	7:10 – 7:45 am	7:45 – 11:40 am	7:00-3:30 pm
High School	7:30-2:03 pm	7:00 – 7:30 am	7:30 – 11:35 am	7:00-3:00 pm

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

ARRIVAL AND DISMISSAL

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

All requests for changes in transportation arrangements must be made in writing to the school office, including any change to the usual end-of-day plans. Should a student need to occasionally ride a different bus, parents will need to notify the school of this request in writing. The note should include as many details as possible such as names, addresses, bus routes, etc. The stop where the student is being dropped off must be an already established stop and can not be a store or work place.

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

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

BUS TRANSPORTATION

Bus transportation is provided at the elementary level for all students. Bus transportation at the secondary level is provided for middle and high school students living more than 1/2 mile radius of the school. Students are assigned to a bus that picks them up and delivers them as close as

possible to their home. Each bus has a limit on the number of students that it can carry. For this reason, students are expected to ride their assigned bus. Additionally, parent/guardians are not allowed on school buses.

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

Our school district utilizes a smartphone app to assure communication, school bus safety, and efficiency. The Edulog Parent Portal app provides parents/guardians with planned time and location information for their child's bus ride to school. On a daily basis, the app will show the GPS location of the bus and send a push notification when it is nearing an assigned bus stop. This app is free of charge for our parents/guardians, caregivers, and students. In addition to displaying the location of the bus and sending the notifications, families can also receive time-sensitive messages from our transportation department. The Edulog Parent Portal app integrates with our school bus routing system, which is also provided by Education Logistics, Inc. (Edulog), a premier provider of school bus technology. School bus locations are sent from a GPS device installed on each bus, which not only provides up-to-date information, but also for our school bus maintenance staff who need to know the real-time location of each bus for maintenance and other service requirements. The app can be downloaded from the Google Play Store or the Apple App Store. Security is important - only parents/guardians have access to their student's transportation information through the app via a secure login process. Parents/guardians must know their student's school of attendance, ID number and date of birth in addition to the exact spelling of their first name and last name. Please know that the goal is to provide safe and efficient transportation for all Dartmouth Public School children riding the school bus. By improving communication and expanding the information available to you by implementing this app, we are working hard to meet and exceed that goal. Additional information about using Edulog Parent Portal is available on our web site at: www.dartmouth.school and click on the Transportation Icon in the top right. If you have additional questions regarding the app, please contact our transportation department at: Transportation@dartmouthschools.org

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

WALKERS AND BIKE RIDERS

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



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

ATTENDANCE

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

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

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

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

- Illness or injury that prevents the student from attending school verified by a **physician's note**
- Bereavement in family
- Weather so inclement as to endanger the health of the child (per authorization of the Superintendent of Schools)
- Observance of major religious holidays
- Court appearances
- Nurse dismissals
- Field trips
- College visits (HS w/pre-approval)
- Athletic contests (HS MIAA)

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

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

REPORTING STUDENT ABSENCES

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

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

CHANGE OF ADDRESS/PHONE NUMBERS

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

SCHOOL CANCELLATION



Inclement weather and unusual circumstances sometimes occur, causing delays, early dismissals, or school cancellations. The District's notification system will automatically call all homes in the district to announce changes to the school schedule. This information can also be accessed on the district website, www.dartmouth.school and through social media.

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

VISITORS

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

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

STUDENT SHADOWING

Student shadowing opportunities may be provided upon request

SCHOOL COUNCILS

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

CAMPUS RESOURCES

CAFETERIA

Well-balanced meals are served twice daily in each school, breakfast and lunch. Students may also bring meals from home. Students are not allowed to share any food/snacks due to potential food allergies.

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

All food and drinks must be consumed in designated spaces due to potential food allergy concerns

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

LUNCH PAYMENT

All school lunches are free for all students. The Dartmouth Public Schools participates in the 'mySchoolBucks' program, which allows parents/guardians to deposit money into an account for their child(ren) to use when purchasing additional cafeteria items. A card system is used for meal and a la carte purchases. Students use their ID card which will be scanned at the point of service regardless of meal eligibility status (free, reduced-price or regular price). The funds for their purchase will automatically be withdrawn from the account. Deposits in any amount may be made to a student's personal account at www.myschoolbucks.com While students will still have the option of paying as they go through the line, advance payment will speed transactions, allow lines to move quickly and afford more time for eating.

FREE AND REDUCED-PRICE MEALS

While school lunches are free for all students, we encourage families to fill out free and reduced lunch applications as doing so can influence school funding sources. You may find instructions on the application process and application form on our [website](#). Applications are also available in

each individual building. Students must **re-apply each year** for the free and reduced-price meal program.

LIBRARY MEDIA CENTER (LMC)

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

LOCKERS

A locker (Quinn gr. 3-5 /MS/HS) and a combination lock (MS/HS) are assigned to each student for their exclusive use. A student is encouraged to safeguard their locker.

They should be sure that the locker is secured before leaving it. The same care and concern should be used when using gym lockers. Please note our schools are not responsible for lost or stolen articles.



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

UNAPPROVED ITEMS

Any suspicion of a student having an unapproved item will be searched by school personnel. Refusal of a search will be a presumption of guilt and appropriate steps will be followed. (Please refer to the Student Conduct Section)

LOST AND FOUND

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

RESTROOMS

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

STUDENT SUPPORT SERVICES

Guidance Department Services (MS/HS):

Student records are confidential and may be accessed only by parents/guardians and certain school personnel. A student's transcript of high school courses and grades is kept for sixty years after graduation or upon leaving the high school. Any release of official transcript from the high school (for

post-secondary purposes) requires a student and/or parent/guardian signature and is available within forty-eight hours from request.

School Resource Officers:

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

School Nurses/Health Office:

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



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

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

If your child needs to be dismissed due to illness, it is your responsibility to provide transportation. If it is deemed necessary that emergency medical attention is needed, the student will be transported to St. Luke's Hospital. The school will also need information about the person responsible for the child/ren while parents/guardians are on vacation.

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

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

Nut/Other Life-Threatening Allergies



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

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

Dispensing Medications Policy

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

Head Lice

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

Student Insurance

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

PARENT-SCHOOL COMMUNICATION



A variety of avenues exist for effective parent-teacher communication. Dartmouth Public Schools utilized the Parent Square App to communicate with families through phone, email and text. Families and caregivers are encouraged to sign up for this free application to connect with their student's school.

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

Communication Chain

If you have a concern with your student, communication should always begin with the staff member involved in the initial circumstance. We ask you to follow the communication chain below in working towards a solution:

Teacher/School Counselor/Nurse
Assistant Principal
Principal
Central Office

Please be advised that you may be directed back to the appropriate source to discuss a situation when a staff member is bypassed in the communication.

Two Way Communication: Phone Calls, Emails to Faculty and Staff

Students and parents/guardians are encouraged to communicate with staff concerning school-related content and questions. Faculty and staff are expected to respond in a timely fashion, usually within one

business day.

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

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

ACADEMIC RESOURCES

STUDENT SUPPORT TEAM MEETING AND RESPONSE TO INTERVENTION (RTI)

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

SPECIAL EDUCATION STUDENT SERVICES

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



<https://www.dartmouth.school/our-district/departments/pupil-support-services>

SPECIAL EDUCATION REFERRALS

Some students with disabilities may require specialized instruction and/or supportive services to help them make effective progress in school. Within five (5) school days of a referral for testing,

a consent form authorizing an evaluation of the child will be forwarded to the parent/guardian(s). Upon receipt of the parent/guardian(s)' consent, an evaluation will be conducted within thirty (30) school days and a team meeting will be held within forty-five (45) school days to determine if the child is eligible for special education services. If the child is found eligible for special education services, the team will develop an Individualized Education Program (IEP) identifying the necessary services.

SECTION 504

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

POLICIES, PRACTICES AND PROCEDURES STATE AND FEDERAL LAWS/REGULATIONS

ASBESTOS

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

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

HOMELESSNESS

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

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

Students who are considered homeless will be able to attend their school of origin (the school where the child/youth attended when permanently housed or last enrolled), and fully participate

in all school activities and services including preschool programs, Title 1, Special Education, summer programming, extra-curricular activities, English Language Learner Program, School Nutritional Programs and all other programs available to resident students.

If you have any questions about McKinney Vento, please contact the Homeless Liaison at 508-997-3391 x1113. All information is kept confidential.

PHYSICAL EDUCATION REQUIREMENTS (MASSACHUSETTS)

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

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

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

SCHOOL ADMISSION

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

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

STUDENT ACCEPTABLE USE POLICY

Through the efforts of the Dartmouth Public Schools, staff and students have access to computers, networks and the Internet. Students are responsible for appropriate behavior when using school computers and networks just as they are in the classroom and/or on the playground. School rules for behavior and communications as defined in the Student Handbook apply; therefore, any action that is disruptive to the educational process will not be tolerated. It is general policy that all computers are to be used in a responsible, efficient, ethical and legal manner. The use of the computer is a privilege, not a right, and may be revoked if abused. The user shall assume full liability, legal, financial or otherwise for their actions. Students will be

required to have parent/guardian permission for Internet use through the signing of the ***Student Acceptable Use Policy Statement and Student/Parent Contract*** form or online through our yearly student information review. Should a parent/guardian prefer that a student not have independent Internet access, they may have use of the Internet for teacher-directed classroom activities under strict teacher supervision.

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

Students are not permitted to use personal electronic devices for school-related work during the school day. The District provides each student with a Chromebook to ensure equitable access to technology and to maintain a safe, monitored learning environment. All academic work must be completed on District-issued devices, which allow the District to ensure that digital content meets appropriate educational standards.

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

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

Estimated Costs of Repairs

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

CELL PHONE USAGE

To maintain a focused, engaging, and distraction-free learning environment, students are not permitted to use or have access to their cell phones during the school day. * Expectation: Upon arriving at school, all cell phones must be turned off (or silenced) and stored away in a secure location, which may vary from building to building.

Urgent Communication: If a parent or guardian needs to reach a student during the school day for an emergency, they must contact the main office directly. Similarly, students who need to make an urgent call may do so from the office with permission.

Failure to follow this procedure may result in progressive disciplinary measures, including the device being confiscated and held in the front office so a parent or guardian can pick it up.. We appreciate the cooperation of students and families in prioritizing learning and face-to-face connection.

VIDEOTAPING AND PHOTOGRAPHING

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



STUDENT DRESS CODE

The responsibility for the dress and appearance of the students will rest with individual students and parents/guardians. In conjunction with MGL c. 71, § 83, they have the right to determine how the student will dress, providing that attire is not destructive to school property, complies with requirements for health and safety, and does not cause disorder or disruption.

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

STUDENT CONDUCT

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

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

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

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

Students who do not accept their responsibilities or commit infractions of the discipline policy

are assessed with the penalties listed below. It should be noted that it is impossible to list all infractions, and the administration retains the right to impose penalties for all acts contrary to proper behavior not expressly stated herein.

Progressive Discipline

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

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

Examples of Progressive discipline include:

- Warning/call home
- Office referral
- After session/detention/loss of privileges/Restorative practices
- In school suspension/out of school suspension

Alternatives to Suspension

When possible, the principal or their designee may assign an alternative to suspension consequence within the school day. In accordance with Massachusetts General Laws Chapter 222 students will have access to their curriculum, assessments, and services during this time. Appropriate teachers will meet and assist with progress during the day. Students who choose not to follow the rules may be suspended out of school

Suspensions

MASSACHUSETTS GENERAL LAWS, CH. 71, S. 37H

(a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or knife; or a controlled substance as defined in chapter ninety-four (94c) C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.

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

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

rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

(d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten (10) days from the date of the expulsion in which to notify the superintendent of their appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated provisions of this section.

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

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

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

In addition, any school department personnel shall report in writing to their immediate supervisor an incident involving a student's possession or use of a dangerous weapon on school premises at any time. Students should not bring in any toy or other object which resembles a weapon, knife, or gun of any kind. Objects of this nature will be confiscated and may result in the student being referred to the principal for further action, depending on the individual situation. Any suspicion of a student having any of the above related items will be searched by school personnel. Refusal of a search will be a presumption of guilt and the above steps will be followed.

MASSACHUSETTS GENERAL LAWS, CH. 71, S. 37H½

Notwithstanding the provisions of Section eighty-four and Sections sixteen and seventeen of Chapter seventysix: 22

(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 reason for such suspension prior to such suspension taking effect. The student shall also receive written notification of their right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such 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 or guardian within three (3) 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 (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 expulsion.

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

MASSACHUSETTS GENERAL LAWS, CH. 71, S. 37H³/₄

Suspension or expulsion on grounds other than those set forth in Secs. 37H or 37H¹/₂

(a) This section shall govern the suspension and expulsion of students enrolled in a public

school in the commonwealth who are not charged with a violation of subsections (a) or (b) of section 37H or with a felony under section 37H ½.

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

(c) For any suspension or expulsion under this section, the principal or headmaster of a school in which the student is enrolled, or a designee, shall provide, to the student and to the parent or guardian of the student, notice of the charges and the reason for the suspension or expulsion in English and in the primary language spoken in the home of the student. The student shall receive the written notification and shall have the opportunity to meet with the principal or headmaster, or a designee, to discuss the charges and reasons for the suspension or expulsion prior to the suspension or expulsion taking effect. The principal or headmaster, or a designee, shall ensure that the parent or guardian of the student is included in the meeting, provided that such meeting may take place without the parent or guardian only if the principal or headmaster, or a designee, can document reasonable efforts to include the parent or guardian in that meeting. The department shall promulgate rules and regulations that address a principal's duties under this subsection and procedures for including parents in student exclusion meetings, hearings or interviews under this subsection.

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

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

(f) No student shall be suspended or expelled from a school or school district for a time period that exceeds 90 school days, beginning the first day the student is removed from an assigned school building. Consistent with the Massachusetts student discipline law (Chapter 222 of the Acts of 2012) and the student discipline regulations (603 CMR 53.00), Dartmouth's student discipline policy includes specific procedures related to student suspensions and expulsions and is designed to provide students who are suspended or expelled the opportunity to make academic progress. Our goals are:

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

STUDENT DISCIPLINE AND DUE PROCESS RIGHTS

Consistent with the Massachusetts student discipline law (Chapter 222 of the Acts of 2012) and the student discipline regulations (603 CMR 53.00), Dartmouth Public Schools' student discipline policy includes specific procedures related to student suspensions and expulsions and is designed to provide students who are suspended or expelled the opportunity to make academic progress. Our goals are:

1. To keep schools safe and supportive for all students while ensuring fair and effective disciplinary practices;
2. To promote engagement of a student and a student's parent or guardian in discussion of the student's misconduct, and the options for responding to it;
3. To assure that every student who is expelled or suspended, regardless of the reason for suspension or expulsion, has the opportunity to receive education services to make academic progress during the period of suspension or expulsion; and

4. To limit the use of long-term suspension as a consequence for student misconduct until other consequences have been considered and tried as appropriate.

A. Due Process

Except in cases of emergency or when the student's continued presence poses a danger to person or property, the principal may not impose a suspension without first providing the student and the parent or guardian with oral and written notice of the offense, the basis for the charge and the potential consequences, and providing the student an opportunity for a hearing on the alleged offense and the parent or guardian an opportunity to participate in the hearing. The principal shall make reasonable efforts to notify the parent or guardian orally of the opportunity to attend the hearing. A hearing may be conducted without the parent or guardian present if, after reasonable, good faith efforts to include the parent or guardian, the principal is unable to secure their participation.

This section does not apply to the suspension of a student for: (a) possession of a dangerous weapon; (b) possession of a controlled substance; (c) assault on a member of the educational staff; or (d) a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if the principal determines that the student's continued presence in school would have a detrimental effect on the general welfare of the school, as provided in G.L. c. 71, §§37H or 37H½.

i. Principal's Hearing (G.L. c. 71, § 37 H ¾)

The principal shall determine the extent of the rights afforded to a student at a disciplinary hearing based on the anticipated consequences for the offense. Students facing a long-term suspension will be afforded greater minimum rights than students facing a short-term suspension. For additional information refer to 603 CMR 53.08.

- a. In- School Suspension (up to 10 days): An in-school suspension is the removal of a student from regular classroom activities, but not from the school premises. The principal (or designee) shall inform the student of the disciplinary offense charged and the basis for the charge. The student shall be provided an opportunity to dispute the charges and explain the circumstances surrounding the incident. If the principal determines that the student committed the disciplinary offense, the principal shall inform the student of the length of the in-school suspension. On the same day the ISS is assigned, the principal shall make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the offense, and the length of the ISS. The principal shall deliver written notice to the student and parent on the day of the suspension (via hand-delivery, certified mail, first-class mail, or email). This notice must state the reason and the length of the in-school suspension and invite the parent to a meeting with the principal to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior.
- b. Short-term Suspension (up to 10 days): At a minimum, the principal shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student shall have an opportunity to present information, including mitigating facts that the principal should consider in determining whether other remedies or consequences (other than suspension) may be sufficient and appropriate. If present, the parent or

guardian shall be provided an opportunity to discuss the student's conduct and other information, including mitigating circumstances that the principal should consider in determining consequences for the student.

Following the hearing, the principal shall notify the student and parent or guardian of the determination, the reasons for the determination, and length of any suspension being imposed. The determination shall be in writing. Students shall be provided with the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal.

- c. Long-term Suspension: At a minimum, a student facing a long-term suspension shall be afforded all of the rights afforded a student in a short-term suspension hearing. In addition, a student facing a long-term suspension shall have the following additional rights:
- In advance of hearing, the opportunity to review the student's record and the documents upon which the principal may rely in making their determination;
 - The right to be represented by counsel or a lay person at the student's choice and at the student's/parent's or guardian's expense;
 - The right to produce witnesses on their behalf;
 - The right to cross examine witnesses presented by the school district; and
 - The right to request that the hearing be recorded.

The principal's determination shall be in writing and sent to the student and parent or guardian. If the principal decides to suspend the student, the written determination shall:

- Identify the offense, the date on which the hearing took place and the participants at the hearing;
- Set out the key facts and conclusions reached by the principal;
- Identify the length and effective date of suspension;
- Include notice of the student's opportunity to receive education services to make academic progress during the suspension;
- Inform the student of the right to appeal the decision to the superintendent (or designee). Appeal to the superintendent is only provided in those cases where the principal has imposed a long-term suspension.

ii. Superintendent's Hearing

A student placed on long-term suspension following a hearing with the principal shall have the right to appeal the principal's decision to the superintendent. The appeal must be filed within five (5) calendar days of the effective date of the long-term suspension. The superintendent shall hold the hearing within three (3) school days of the student's request, unless the student or parent or guardian request an extension of up to seven (7) additional calendar days, in which case the superintendent shall grant the extension. A good faith effort will be made to include the parent or guardian in the hearing.

The superintendent shall send written notice to the parent or guardian of the date, time, and location of the hearing.

The superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parents or guardian upon request. The student shall have all of the rights afforded at the Principal's Hearing for long-term suspension. The superintendent shall issue a

written decision within five (5) calendar days of the hearing. While the superintendent may modify the principal's decision to reduce the suspension or consequence imposed on the student, under no circumstances may the superintendent impose a suspension which is greater than that imposed by the principal's decision. The decision of the superintendent shall be the final decision of the school district.

iii. Emergency Removal

Nothing in these rules and regulations shall prevent the principal from removing a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially alters and substantially disrupts the order of the school, and, in the principal's judgment, there is no alternative available to alleviate the danger or disruption. The principal shall immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger presented by the student. The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the principal shall:

- Make immediate and reasonable efforts to notify the student and the student's parent or guardian of the emergency removal, the reason(s) for the removal and other matters set forth in 603 CMR 53.06(2);
- Provide written notice to the student and parent or guardian pursuant to 603 CMR 53.06(2);
- Provide the student with an opportunity for a hearing and the parent or guardian an opportunity to attend the hearing, before the expiration of two (2) school days, unless an extension of time for the hearing is agreed to by the principal, student and parent or guardian.
- A decision must be rendered (orally) on the same day as the hearing, and in writing no later than the following school day.

A student may not be removed from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.

Expulsion

Although suspension is limited to no more than ninety (90) school days in a school year under M.G.L. c. 71 s. 37H¾, principals continue to have discretion under M.G.L. c. 71, sections 37H and 37H½ to impose a longer suspension or expulsion on a student for one of the statutory offenses, such as possession of a dangerous weapon or a controlled substance on school grounds, or assault on school staff.

The student shall receive written notification of the charges and the reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of their 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.

G. DISCIPLINE OF STUDENTS WITH DISABILITIES

Students with Individualized Education Programs (IEPs) are expected to abide by the same rules as students without disabilities. However, there are different procedures for the discipline of students with disabilities under the federal IDEA and Massachusetts law. Parents/Guardians will be provided with copies of these procedures.

Students with disabilities may be disciplined in the same manner as their non-disabled peers for up to ten (10) cumulative school days in the same year, as long as the removal does not constitute a change of placement. When suspension of a student with a disability will constitute a change in placement (including removal to a 45-day interim alternative educational setting) the following procedures need to be followed. Relevant members of the student's IEP Team shall conduct a Manifestation Determination. As in a Team meeting, the parent/guardian shall receive a **written invitation** to the Manifestation Determination Team meeting, **as well as a copy of the procedural safeguards**. At that review, the Team must determine if the misconduct was a manifestation of the student's disability. This **must** take place within ten (10) **school days** of the occurrence of the behavioral incident in question.

Consideration of whether the behavior is a manifestation of the student's disability:

The law provides that the Team must consider evaluation information, observational information, the student's IEP and placement, and must determine whether the behavior prompting disciplinary removal was a manifestation of the student's disability. The behavior is considered a manifestation of the student's disability if the conduct in question was caused by, or had a direct and substantial relationship to the student's disability or was a **direct result of the school district's failure to implement the student's IEP**.

If the Team determines that the behavior was related to the student's disability, then the student may not be removed from their current educational placement. However, the IEP Team, which includes the parent/guardian, can develop a new IEP and decide upon a new placement. Once a parent/guardian consent for a change in placement is provided, the student will be moved to the agreed upon placement.

If a parent/guardian does not agree to a change in placement, the District can go to the Bureau of Special Education Appeals and request that the Hearing Officer order a removal from the current educational placement.

If the Team determines the behavior was not related to your student's disability, then the school may suspend or otherwise discipline your child according to the school's code of student conduct, except that for any period of removal exceeding ten (10) cumulative school days, the school district must provide your child with a Free Appropriate Public Education (FAPE). The school district must determine the educational services necessary for your child to access FAPE and the manner and location of providing those services.

In the case of a disagreement with the Team's determination:

If the parent(s) disagrees with the Team's decision on the "manifestation determination" or with the decision relating to placement of the student in an interim alternative education setting or any other disciplinary action, the parent(s) have the right to appeal the Team's decision by requesting an expedited hearing from the Bureau of Special Education Appeals (BSEA).

Removals that do not require a manifestation determination:

School personnel may remove a student to an interim alternative educational setting for not more than forty-five (45) school days without regard to whether the behavior is determined to be a manifestation of the child's disability, in cases where a child carries or possesses a weapon to or at school, on school premises, or to or at a school function; knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function; or has inflicted serious bodily injury upon another person while at school, on

school premises, or at a school function.

I. STUDENTS NOT YET ELIGIBLE FOR SPECIAL EDUCATION

Students who have not been determined to be eligible for special education and related services and who have engaged in behavior that violates the District's Code of Conduct may assert any other protections provided to students with disabilities if the school district had knowledge that the student was a student with a disability before the behavior that resulted in the disciplinary action occurred.

The school district may be considered to have prior knowledge if, before the behavior that resulted in the disciplinary action occurred:

- The parent expressed concern in writing to administrative personnel of the student's school or to the student's teacher that the student is in need of special education and related services, or The parent requested an evaluation of the student, or
- District staff expressed, directly to the Director of Special Education or other supervisory personnel, specific concerns about a pattern of behavior demonstrated by the student.

The District may not be deemed to have had knowledge if the parent/guardian has not consented to an evaluation of the student or has refused special education services, or if an evaluation of the student was completed and resulted in a determination of ineligibility.

If the District had no knowledge that the student is a student with a disability, the student may be subjected to disciplinary measures applied to students without disabilities. However, if the parent/guardian requests an evaluation during the time period in which the student is subjected to these disciplinary measures, the District must conduct an expedited evaluation to determine whether the student is eligible for special education and related services. Until the evaluation is completed, the student remains in the educational placement determined by the District which can include suspension or expulsion without educational services. If, after the evaluation, the student is determined to be eligible the district must provide special education and related services in accordance with the IDEA.

PHYSICAL RESTRAINT PREVENTION AND BEHAVIOR SUPPORT POLICY

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

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

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

This Physical Restraint Prevention and Behavior Support Policy does not preclude any teacher, employee or agent of a public education program from using reasonable force to protect students,

other persons, or themselves from assault or imminent, serious, physical harm..

For the full Physical Restrain Policy (instruction policies JKAA), please reference our [website](#)

BULLYING PREVENTION POLICY

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

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

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

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

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

Reporting Bullying

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

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

Protecting students who report. Retaliation against students for reporting bullying is prohibited. Students who retaliate against others will receive appropriate consequences as outlined in our school discipline code. Students may report bullying anonymously. No disciplinary action will be taken solely on the basis of an anonymous report unless substantiated by further investigation. False accusations of bullying against others are not allowed and will result in consequences

outlined in our school discipline code. When interviewing the student accused of bullying or other students about the bullying, do not name the student who reported if possible. In some cases, however, the bullying may be too severe to protect confidentiality. In these cases, assure the student that adults will do everything they can do to protect them from retaliation.

Consequences of Bullying

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

Parent Notification

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

Staff Education and Responsibilities

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

Student and Parent Education

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

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

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

Restoring Safety for the Target and Others

The Principal will oversee the restoration of the target's sense of safety in the school environment, as well as the safety of others, and will implement strategies to ensure a sense of safety for a person who reports bullying, provides information during an investigation, witnesses bullying, or provides reliable information about an act of bullying. Such strategies

may include providing a safe space for the target and/or the aggressor in classrooms, common spaces, and on the bus; providing a “safe adult” to check in with the student on a consistent basis (daily if warranted); additional supervision during transition times; prearranged seating at lunch or on the bus. If necessary, the principal or designee may make programmatic and/or schedule changes.

HAZING

Dartmouth Public Schools takes a firm stand against the hazing, initiation, etc. of any student by members of any class, group, team or other activity. The term “hazing” shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

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

NOTICE OF DISCRIMINATION/HARASSMENT

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

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

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

determination if a violation has occurred. If there has been a violation, the Coordinator will indicate the steps taken to correct it.

For the full Acceptable Use policy (instruction policies AC, ACA, ACAB), please refer to our [website](#).

For further inquiries, please contact the Regional Director, Office for Civil Rights, US Dept. of Education,

J.W. McCormack POCH, Room 222, Boston, MA 02109. <https://www.ed.gov/about/ed-offices/ocr>

SEXUAL HARASSMENT

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

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

Anyone who experiences sexual harassment should let the offender know immediately and firmly that you do not appreciate the behavior, and you should immediately contact your Counselor or building administrator (if it is safe to do so). The administrator will notify the Title IX Administrators (Laurie Dionisio, Executive Director of Student Services, or James Kiely, Assistant Superintendent for Facilities and Operations). The Counselor will work with the student to see that appropriate action is taken. Depending on the severity of the offense, the range of discipline for sexual harassment includes: participation in (a) session(s) on the problem of sexual harassment in our culture and in our school; detention; research or other academic work on the topic of sexual harassment; apology to the victim; further counseling; suspension (number of days similar to other serious offenses).

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

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

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

504 CONTACT - DISTRICT
Laurie Dionisio, Executive Director of
Student Services 8 Bush Street, Dartmouth,
MA 02748
(508-997-3391)

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)

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

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

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

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

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

RUN, HIDE, FIGHT.

Dartmouth Public Schools has adopted and faculty/students receive annual training in the Run, Hide, Fight. protocol which addresses how to proactively handle a threat at school.

FIRE PROCEDURES

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

ACCESS TO STUDENT INFORMATION AND RECRUITING

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

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

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

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

Dartmouth has designated the following information as directory information:

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

NON-CUSTODIAL PARENTS

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

NOTIFICATION OF RIGHTS UNDER FERPA

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

These rights are:

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

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW Washington, DC 20202-4605

STUDENT RECORDS

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

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

PARENT/GUARDIAN AUTHORIZATION

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

RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

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

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

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

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

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

Inspect, upon request and before administration or use -

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

Dartmouth Public Schools has developed policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and

the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Dartmouth Public Schools will also directly notify parent/guardians and eligible students, specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

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

Parent/guardians/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW Washington, D.C.
20202-4605

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

I. REPORT

1. Name of Reporter/Person Filing the Report: _____

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

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

3. Check whether you are a: ☐ Student ☐ Staff member (specify role) _____

☐ Parent ☐ Administrator ☐ Other (specify) _____

Your contact information/telephone number: _____

4. If student, state your school: _____

5. If staff member, state your school or work site: _____

6. Information about the incident:

Name of Target (of behavior): _____

Name of Aggressor (person who engaged in the behavior): _____

Date(s) of Incident(s): _____

Time When Incident(s) Occurred: _____

Location of Incident(s) (Be as specific as possible): _____

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

Name: _____ ☐ Student ☐ Staff ☐ Other

Name: _____ ☐

Name: _____ ☐ Student ☐ Staff ☐ Other

Student ☐ Staff ☐ Other

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

9. Signature of Person Filing this Report: _____ **Date:** _____

(Note: Reports may be filed anonymously.)

10. Form Given to:_____Position_____Date: _____

II. INVESTIGATION

1. Investigator(s): _____ Positions(s): _____

2. Interviews:

Interviewed Aggressor Name: _____ Date: _____

Interviewed Target Name: _____ Date: _____

Interviewed Witnesses Name: _____ Date: _____

Name: _____ Date: _____

Name: _____ Date: _____

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

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

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

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

III. CONCLUSIONS FROM THE INVESTIGATION

1. Finding of bullying or retaliation:

YES Bullying ☐ Retaliation ☐

NO Incident documented as _____ Discipline referral only ☐

2. Contacts:

Target's parent/guardian date: _____ Aggressor's parent/guardian date: _____

Law Enforcement date: _____

3. Action Taken:

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

Other _____

4. Describe Safety Planning:

Follow-up with Target: scheduled for _____

Follow-up with Aggressor: scheduled for _____

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

Report forwarded to Superintendent: Date _____

Signature and Title: _____ Date: _____



SUMMARIES & SIGNATURE PAGE

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

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

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

Pictures, Names, or Quotes in the Media

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

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

Directory Information Notice

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

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

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

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

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

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

Notice on Transfer of Records to Another School

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

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

Parent Notification

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

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

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

Acceptable Use Policy (AUP): Student Technology

Internet Access Permitted

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

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

SIGNATURE PAGES FOR STUDENTS AND PARENTS/GUARDIANS

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

Student Handbook

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

☐

Acceptable Use Policy (AUP): Student Technology

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

☐

I grant Internet access to my child for instructional purposes.

☐

I do not grant Internet access to my child.

Pictures, Names, or Quotes in the Media

☐

I allow my child's name to be used or pictures to be taken for print/digital news and social media specific to Dartmouth Public Schools.

☐

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

Directory Information Notice

☐

I grant permission for the release of directory information for my child.

☐

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

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Parent/Guardian Signature: