



# **Student and Family Handbook**

74 Accord Park Drive, Norwell, MA 02061  
[www.theaccordschool.org](http://www.theaccordschool.org) • 781-473-4221

## **The Accord School Philosophy**

Students at The Accord School develop the critical-thinking skills required for noticing and acting as problem solvers in a real-world environment. Students develop purposeful communication skills as they utilize and value their creativity. They learn in a caring, project-based environment, making use of a meaningful, diverse academic curriculum to prepare them for higher education and beyond. They develop the critical life skills required for collaborating while making and keeping friends.

We are fully committed to our students, supporting the development of their innate abilities to be effective caretakers for themselves, stewards of their community, and contributors to their world.

## **The Accord School Mission**

The Accord School is a welcoming and caring community that nurtures each student's individual strengths, while cultivating a sense of belonging for all.

Beginning on day one, compassionate, experienced educators prepare our students for academic and social-emotional success in high school by embracing their intellectual curiosity and creativity.

The Accord School:

- Is an encouraging, optimistic, and safe environment with purposefully small class sizes
- Provides each child with a dynamic curriculum uniquely suited to his or her interests, needs, and learning style
- Has a professional staff dedicated to supporting diverse learners and to being academic, social, and emotional mentors
- Provides a firm foundation for each student's social and emotional development
- Has an unwavering commitment to personalizing the educational experience for each student
- Offers a hands-on and project-based approach to teaching and learning
- Is proud to be a collaborative and inclusive school community
- Embraces an inclusive, community of students, teachers, and parents who value and encourage challenging risks
- Creates thoughtful, resilient, independent learners through engaging, developmentally-based teaching designed to meet varied learning styles
- Launches students as caring, generous, contributing members of the greater community by teaching citizenship and respect for self and others

As a school community who values neurodiversity, we serve students and families seeking an interdisciplinary, experiential approach to learning.

### **The Accord School Policy of Non-Discrimination**

The Accord School is committed to ensuring that all of its programs and facilities are accessible to all members of the public. We are dedicated to providing a safe and supportive learning environment and workplace for all students and staff members. We do not discriminate on the basis of race, color, age, disability, pregnancy, homelessness, sex/gender, gender identity, religion, national origin, ancestry, sexual orientation, genetics or military status, and do not tolerate any form of retaliation, or bias-based intimidation, threat or harassment that demeans individuals' dignity or interferes with their ability to learn or work. Questions concerning The Accord School's compliance with Title IX and other civil rights laws may be directed to Amy Hall.

### **The Accord School Statement of Diversity, Equity, Inclusion, and Belonging**

The Accord School believes in cultivating a space where all personalities, races, and gender identities are safe and celebrated. We are committed to providing an inclusive environment that recognizes and welcomes the differences and nuances of our students and staff.



## **Student & Family Handbook**

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# The Accord School Calendar

School Hours 8:45-2:55pm

## Academic School Calendar 2025-2026

SEPTEMBER

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

9/2: Teacher In Service 9:30-1:30  
 9/3: Teacher In Service 9:30-1:30  
 9/4: Teacher In Service 9:30-1:30  
 9/5: Orientation 9:00-11:00 (ALL)  
 9/8: Trimester I Begins  
 9/22: Parent Night 7-8:30

OCTOBER

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

10/9: Teacher In Service : No School  
 10/10: NO SCHOOL - Holiday Wknd  
 10/13: NO SCHOOL - Holiday Wknd

NOVEMBER

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

11/10 Teacher In Service : No School  
 11/11: NO SCHOOL - Veterans  
 11/25: Trimester 1 Ends  
 11/26: NO SCHOOL Thanksgiving  
 11/27: NO SCHOOL Thanksgiving  
 11/28: NO SCHOOL Thanksgiving

DECEMBER

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

12/5: Report Cards  
 12/1 : Trimester II Begins  
 12/19: Holiday Break Begins

JANUARY

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1/1: Holiday Break Ends  
 1/2: Teacher In Service : No School  
 1/19: NO SCHOOL MLK Jr. Day  
 1/28 : Parent Teacher Conferences

FEBRUARY

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

2/16 Winter Break Begins  
 2/20 Winter Break Ends  
 Teacher In Service : No School

MARCH

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

3/13 : Trimester II Ends  
 3/16: Trimester III Begins  
 3/20 : Report Cards

APRIL

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

4/3 : NO SCHOOL Good Friday  
 4/6: Teacher In Service No School  
 4/20 : Spring Break Begins  
 4/24: Spring Break Ends

MAY

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

5/22: NO SCHOOL Memorial Day  
 5/25: NO SCHOOL Memorial Day

JUNE

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

6/5 : School Art Show: Details TBD  
 Trimester III Ends  
 6/11: End of year celebration  
 6/12 : 12:00 Dismissal  
 Last Day of School  
 Report Cards

Teacher In Service- No School for Students

No School

Report Cards

### **The Accord School Core Faculty & Staff**

Katy Boucher, Director	<a href="mailto:katy@theaccordschool.org">katy@theaccordschool.org</a>
Liz Couture, Math	<a href="mailto:lizcouture@theaccordschool.org">lizcouture@theaccordschool.org</a>
Nancy Cooney, Nurse	<a href="mailto:nursenancy@theaccordschool.org">nursenancy@theaccordschool.org</a>
Sophie Elliott, Student Skills	<a href="mailto:sophieelliott@theaccordschool.org">sophieelliott@theaccordschool.org</a>
Laureen Ducharme Social Studies	<a href="mailto:laureenducharme@theaccordschool.org">laureenducharme@theaccordschool.org</a>
Lisa Grize, Art	<a href="mailto:lisagrize@theaccordschool.org">lisagrize@theaccordschool.org</a>
Heather Guiney, English	<a href="mailto:heatherguiney@theaccordschool.org">heatherguiney@theaccordschool.org</a>
Amy Hall, Operations Manager	<a href="mailto:amyhall@theaccordschool.org">amyhall@theaccordschool.org</a>
Jacqui Finn, Communications	<a href="mailto:jacquifinn@theaccordschool.org">jacquifinn@theaccordschool.org</a>
Bruce Frost, Accord Center	<a href="mailto:brucefrost@theaccordschool.org">brucefrost@theaccordschool.org</a>
Aidan Moore, Movement	<a href="mailto:aidanmoore@theaccordschool.org">aidanmoore@theaccordschool.org</a>
Tracie Scavongelli, Science	<a href="mailto:traciescavongelli@theaccordschool.org">traciescavongelli@theaccordschool.org</a>
Laurene Waltman, Comm. Support	<a href="mailto:laurenwaltman@theaccordschool.org">laurenwaltman@theaccordschool.org</a>

### **Board of Directors**

Adam Hayes, Chair  
Michael Baker  
Tracy Caldwell  
Gary Casagrande  
Betsy Crouch  
Neal Dunn  
Julie Guillemin  
Sheila Kukstis  
Phil Melanson  
Jody Trinchet  
Bruce Weinstein

### **Board Role**

The Accord School Board of Directors is responsible for the governance and oversight of the school. The Board holds regularly scheduled meetings during the school year, with additional meetings called as needed. The Board of Directors determines the school's mission, establishes the broad general policies under which the school manages the day-to-day operations. The Board maintains the financial stability of the school and supervises the allocation of all resources. The Board establishes a budget for the school and oversees the budget and finances. Finally, the Board is responsible for long term strategic planning.

## **The Accord School Community**

### **School Culture**

Our school culture promotes actively making connections between thinking and doing. Our curriculum purposefully connects a student's educational experience to his or her interests, needs, and learning style in a meaningful way. Our hands-on approach, small class sizes, and nurturing environment promote a depth of understanding, and the broader integration of the knowledge and skills necessary for life in today's world. We are proud to be a unique place for learning - one that blends the care, attention, and individualized approach with the vibrancy and variety of a more traditional education.

### **School Conduct and Expectations**

We are a school community who values kindness, inclusion, and problem solving. We expect our students to treat one another with respect and dignity. When a student struggles to conduct themselves in a way that fosters the values of our community, teachers work with the student and their parents to understand why and what is getting in their way. We view social and academic mistakes as an opportunity to learn, grow, and make better future decisions.

### **Student Records**

Student records received and maintained by The Accord School:

- Ensure compliance with Massachusetts General Laws and relevant Department of Elementary and Secondary Education guidance.
- Preserve essential records for historical, legal, and educational purposes.
- Protect the privacy and security of student data.

This policy applies to all physical and electronic records pertaining to individual students, including:

- Permanent Records (maintained on Student Management System TADS):
  - Application materials (accepted)
  - Enrollment forms
  - Attendance records
  - Report Cards
  - Disciplinary records
- Active Records (upon student withdrawal):
  - Individualized Education Plans
  - Assessments and Neurological Testing
  - Health records (subject to HIPAA regulations)

- Custody Information

#### *Transfer & Disposal Procedures:*

When a student transfers out of The Accord School, their physical active record is transferred to their next school via insured United States Mail or hand delivery. Families are notified of the transfer, and the contents of the record, by a copy of a records receipt.

Items in the record that are not sent to the next school are disposed of via shredding.

#### *Access to Records:*

Access to student records will be granted on a need-to-know basis in accordance with applicable laws and regulations. Parents/guardians and eligible students have the right to review and request amendments to their records.

#### *Review and Updates:*

This policy will be reviewed and updated periodically to reflect changes in laws, regulations, or the school's practices.

#### *Contact:*

Questions about this policy should be directed to the School Director.

### **Communication**

#### **Parents and Faculty/Administration**

Parents play an essential and positive role in the life of the school and are true partners in their student's education. This collaborative spirit is a hallmark of The Accord School. For us, this means that there is a free flow of communication about each student's progress. While in many ways technology facilitates communication, email and other forms of electronic communication can also complicate the process of understanding and resolving issues. If you have a serious concern, finding a time to talk face-to-face or on the phone directly with a teacher is often the easiest way to problem-solve.

In order to build the climate of trust and respect that allows for true collaboration, our ideal is for teachers, administrators, and parents to communicate about concerns openly and constructively. The first step in doing this is to communicate directly with the parties closest to the concern. If you have a concern about something happening in the classroom, contact the classroom teacher first. Questions about a student's adjustment to or performance in school should be directed to your student's teacher. Faculty



members meet regularly to communicate about student needs, and your student's teacher will gather any information needed to address your questions.

Faculty members do not have classroom phones. While email is not always the best way to communicate, it is the most efficient way to make first contact with a teacher. This may be to share information the teachers might benefit from knowing as they work with your student, or to schedule a time for the faculty member to call you during non-teaching time to discuss any issues that are arising with the student.

### **Family Update**

The primary source of school-related information is the weekly newsletter. The email contains the most up-to-date news regarding current or upcoming school community events. Parents with questions concerning calendar items, registration dates, field trips, meetings, order forms, and similar items should look to the newsletter first. If your email or contact information changes, please notify Laurene Waltman at [laurenwaltman@theaccordschool.org](mailto:laurenwaltman@theaccordschool.org).

### **Curriculum Night**

Held every September, Curriculum Night is an opportunity for parents to meet their student's teachers and the school administration. This evening is designed to provide essential information concerning the specifics of the classroom and curriculum plans for the year, while becoming acquainted with the various branches of The Accord community. Please keep in mind that this is not a time to confer with your student's teachers about specific needs. Individual conferences can be scheduled at any time with the teachers directly.

### **Conferences**

Formal conferences are offered in January. However, teachers are available to meet with parents and students to discuss progress, strengths, and challenges at other times during the year. If parents have specific concerns or information that they would like to share about their child, they should contact their child's teacher directly to schedule a meeting.

### **Progress Reports**

Progress reports are sent at the end of each trimester in December, March, and June. These include specific benchmarks and a narrative detailing progress in each subject. Progress reports are reviewed and discussed at parent/teacher conferences.

### **Unusual Circumstances**

Please notify the Assistant School Director in the event of any difficult or unusual circumstances so that we will understand and appropriately respond to the student's needs.

### **Early Morning School Closing or Delayed Start**

The Accord School will notify families via email and text message about inclement weather closings or delays.

### **Emergency Closing During School Day**

If for some reason, we are required to close school during the course of the day, we will notify parents by phone.

### **Emergency/Crisis Plan**

In the event of an Emergency/Crisis requiring evacuation from the school building, students will proceed, accompanied by their teachers, to The Company Theatre Parking lot on Accord Park Drive. Parents will be notified by phone or text message to pick their students up at this location.

## **School Structure and Procedures**

### **Attendance**

Students are expected to be at school during school hours. Students who arrive in their classroom after the start of the school day will be marked tardy. Students who are tardy are expected to sign in at the front desk if arriving late to school. Parents should call The Accord School (781-473-4221) by 8:00 if their student will be absent, late, or requires early dismissal.

Any unexcused tardies will require a problem solving conversation. Any student who arrives after 10:00 AM or is dismissed before 11:00 AM and does not have a doctor's note, court documentation, or bereavement documentation will be excluded from participation in extracurricular activities that day, which may include, but is not limited to, athletic contests and dances. If a student has more than three unexcused tardies in a trimester, the student and parent(s) will meet with the Director or a designee. If a student exceeds eight tardies from a class in a trimester, then the student may receive no credit from his or her course(s) and may have to repeat the course(s) and/or may lose eligibility to participate in extracurricular activities during the trimester, including sports and dances.

Students may have at most five unexcused absences per trimester. If students exceed five unexcused absences in a trimester, then they will receive no credit from their course(s) and may have to repeat the course(s).

The Accord School discourages vacations other than those scheduled on the school calendar. If additional vacation time is planned, written notification should be sent to both the student's teacher and the Director at least two weeks prior to departure. Absences for vacation time will be unexcused. Please keep in mind that end of unit celebrations and field trips are critical parts of the curriculum and attendance is expected. Attendance

is documented on the Progress Reports. Ongoing attendance concerns will be addressed by the Director directly with the parents.

The only absences or tardies that are excused are those for religious observances, the death of a family member, medical appointments, or sickness. For absences over three consecutive days, due to sickness, The Accord School has the right to request medical documentation of the illness. If no medical documentation is provided, upon request, then The Accord School will not excuse the absences.

If a student must take medical leave for over fourteen days due to serious illness, bodily injury or mental health, as determined and documented by a medical evaluation, a parent or guardian may request a longer leave for the student. In these cases, the Director will discuss with the parents about what steps the family is taking to ensure that the student can return to school and the treatment plan, and whether the Director will grant the leave. The Accord School may require a student to drop a course or courses if the prolonged absence will make it impossible to complete the courses. To return to The Accord School, the parents must provide a thorough, written evaluation from a physician or professional, stating that the student is safe to return. The Accord School reserves the right to require additional evaluations by a physician of its choosing. The Accord School will only allow a student to return when it is confident that the student can return safely.

The administration tries to keep major religious holidays in mind as the school calendar is created each year. Religious holidays for which school is not already closed are also excused if requested by the family in writing. If a student has an ongoing medical condition that requires appointments during the school day, the family should contact the Director. The Accord School encourages families to schedule all other appointments to occur outside of school hours, but understands that it may not be possible in all circumstances.

### **Before School Procedures**

Students should be dropped off at the front entrance of the building. In order to foster independence, parents should not accompany students into the building, unless there is a scheduled event or meeting. The Accord School opens 15 minutes prior to the start of the school day for students. No students may be dropped off prior to this time, unless special arrangements are made. Most students have routines to help them begin each day, so parents should park at the front of the building and enter through the front entrance if they must enter the building.

### **After School Procedures**

Students are to leave the school building at the conclusion of their last academic class. Students are not to be unattended on school grounds or in the building after dismissal.

### **Authorized Individuals**

Authorized Individuals are individuals, other than a child's parent or legal guardian, who have been given specific written permission to pick up a child from school. Some

examples of Authorized Individuals are grandparents, neighbors, childcare providers, and parents of other students. The school must be notified of these people in writing. Please make sure that Authorized Individuals are familiar with the school's dismissal procedure and to inform them that they may be required to show identification upon arrival.

Students will be dismissed only to parents or legal guardians or Authorized Individuals. If there is an emergency during the day and someone not on the authorized guardian list must pick up your child, please call and talk to a staff member.

### **Change in Dismissal Plan**

Students may be dismissed early by advanced written parental request. Parents or Authorized Individuals must report to the front desk. A staff member will then retrieve and dismiss the student. Early dismissals are recorded on the student's attendance record as such. Ongoing concerns about early dismissal will be addressed between the Director and the parents.

Instruction continues until 2:55pm and teachers often use the last few minutes to organize the students, give important information, review the day, plan student work, and make announcements. While the occasional early dismissal may be unavoidable, parents are asked not to schedule regular events, lessons, or appointments that require a student to leave early. Students leaving early from school and missing classroom time are expected to complete any and all missed assignments, and tasks such as homeroom duties.

## **Academic Expectations**

### **Schedule**

Students are expected to attend all classes and plan their work time to accomplish their independent assignments.

### **Classroom Attendance and Behavior**

Standard behavioral expectations include that each student arrives to class on time prepared to learn, is an active participant, and does not interfere with others' learning. Teacher permission is required for a student to leave an assigned class. Additional expectations will be added based upon the annual agreements that students develop with teachers at the start of the year.

If a student is disruptive in class, the teacher will work with the student to determine the cause of the disruption and find a solution. If the student is unable to explain what is causing the disruption and is unable to stop at that time, he or she will be asked to take a break outside the classroom. The teacher will follow up when the student is able to engage in a problem-solving conversation. Depending on the nature of the problem, parents or the Director may need to be notified of the disruption, problem, and proposed solution.

Participation in off-site learning opportunities, such as Farm Friday, is a privilege. In rare circumstances, a student's eligibility to participate may be revoked due to behavioral concerns.

### **Academic Integrity (Honor Code)**

Developing academic integrity is an important part of learning at The Accord School. All students are expected to be honest about their work and to give credit to others, whether as collaborators or as sources. Through research and projects, students will learn how to cite sources. Plagiarism- copying someone else's work and presenting it as your own- is cheating and is not permitted. Using AI to generate content for a school assignment and turning it in as original work is also not permitted. The Accord School teachers actively educate students on responsibility and hold them to academically honest standards.

### **Purposeful Homework**

Purposeful Homework serves two educational goals: it provides an opportunity for students to extend learning beyond the classroom, and it teaches independence. Homework is assigned Monday-Wednesday by teachers. Time is provided within the school day for students to complete some assignments. However, if there is work that students are not able to complete, then students are responsible to complete it at home.

### **Assessment**

The goal of assessment at The Accord School is to provide a starting point and ongoing guide for the individualized instruction for students at the school. Assessment must be closely tied to the work the students engage in every day at the school. For this reason, assessment is frequent, often informal, and responsive to the needs of the student. Far from being a moment of anxiety, we see assessment as an opportunity for each individual to share their successes, to engage in the process of their own learning, and as an essential moment in the creation of the partnership between a student and teacher.

## **Field Trips**

Field trips are an integral part of the learning experience. There will be a permission slip for each field trip. Sometimes extra help from parents will be needed to make field trips successful. Please indicate on the permission slip your availability to chaperone or drive if needed. All parent chaperones must have a completed CORI check before they can participate. CORI forms are available in the office. Extra fees may be added for certain special field trips such as overnight trips or outdoor excursions.

## **Experiential learning and use of materials**

Experiential learning often requires that students use materials not commonly found in classrooms. Whether working in the kitchen or on a woodworking project, a student may find themselves tempted to use materials in a way the teacher has not approved for that class time or project. Students misusing materials or tools will be asked to put away the materials and work on something else until after the teacher and student have had a problem-solving conversation.

## **Technology**

### **Technology Use**

At The Accord School, technology is valued as a tool to support, enhance, and advance the educational experience and daily operations of students, faculty, and administration, while seamlessly establishing connections to a broader community.

If a teacher feels that a student is not complying with expectations for technology use, and the student is not making a good faith effort to participate in a problem-solving conversation to resolve the issue, the teacher may restrict use and will follow up with the student and parents, if necessary.

Each user of technology and/or his or her parents shall be personally responsible, both legally, financially and otherwise, for his/her use of school technology, and shall use The Accord School technology only in conformance with this Policy.

The Accord School makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its technology provided under this Policy. The Accord School shall not be responsible for any claims, losses, damages, injuries or costs or fees (including attorney's fees) of any kind suffered or incurred, directly or indirectly, by any user arising from use of The Accord School's technology. The Accord School specifically denies any responsibility for the accuracy or quality of information obtained through the Internet.

Users of The Accord School technology are expected to be polite and not abusive to other users, utilize appropriate language, such as no swearing, vulgarity or other inappropriate language, and consider what others may find hurtful or offensive when sharing content.

The Accord School has the right, but not the duty, to monitor, inspect, copy, review, delete, destroy, maintain and/or store at any time without prior notice any and all messages, data and information created, sent, or retrieved over The Accord School technology. This includes, but is not limited to, any and all electronically stored information and electronic files, electronic mail communications, and Internet website history. All students are expected to use appropriate judgment and caution in communications concerning students and staff to ensure that personally identifiable information remains confidential.

The Accord School will only discipline students for off-campus misconduct with technology only if the misconduct is a continuation of or has a nexus with improper conduct that occurred on school grounds, the misconduct has a direct and immediate effect either on school discipline or on the general safety and welfare of students, the misconduct is reasonably likely to cause a material and substantial disruption of school activities, the misconduct constitutes cyberbullying or harassment or if the misconduct disrupts The Accord School technology.

## **General Expectations**

Students may not use technology:

- In a manner that would violate any federal, state, or local statute, regulation, rule or policy;
- For commercial activities, product advertisement or political lobbying;
- For gambling;
- For participating in any communication that facilitates the illegal sale or use of drugs or alcohol;
- For engaging in cyberbullying as defined in Chapter 92 of the Massachusetts Acts of 2010, that is bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by such things as electronic mail, internet communications, instant message, text message or facsimile;

- For displaying or downloading any kind of sexually explicit offensive image or document;
- For using another's password or accessing another's account without express authorization of The Accord School and pretending to be someone else when sending information;
- For hacking or engaging in activities designed to, or that might reasonably be foreseen to, expose The Accord School technology or other computers to computer viruses, other harmful software, or other injury or damage;
- Downloading, using or distributing pirated, unlicensed, software or data, and downloading, using or distributing any software that is not authorized by The AccordSchool;
- Unauthorized copying, downloading, or distributing of copyrighted software or materials. This includes, but is not limited to: e-mail, text files, program files, image files, database files, sound files, music files, and video files;
- Installing and/or operating peer-to-peer software;
- Plagiarizing or utilizing Artificial Intelligence (AI) to complete assignments;
- Spamming or the unauthorized use of The Accord School distribution lists for emails. This includes creating or forwarding chain letters or pyramid schemes of any type; and
- Using proxy websites that allow a user to browse the internet anonymously and intentionally bypasses firewall and content filters or modifying policies, machine settings or infrastructure to gain unauthorized access to resources or to evade established security configurations.

### **Computer Use Expectations**

- Students are required to have a computer, netbook, or personal iPad with keyboard for academic use at home. Chromebooks are made available to students within the school day, and may be used for educational purposes in the classroom with teacher permission.
- Students who discover problems with a school-owned Chromebook should bring it to the attention of a member of the staff. Students are expected to return the Chromebook in the same condition as when supplied.
- All users are expected to demonstrate respect, courtesy for others, and common sense in their use of their personal and school computers and Chromebook. Failure to do so may result in the suspension of computing privileges.
- Use of personal mobile devices including cell phones will not be allowed during academic hours or during field trips. Students are encouraged to leave mobile devices at home, however if they are brought to school, they must be kept in the student's backpack.
- Personal devices are not permitted for use during the school day or on school grounds.
- If a student's family prefers them to bring a cell phone or personal device to be left in their backpack, the parent agrees that their student is responsible for the device. The school will not be responsible in the event that the device is lost, stolen, or damaged while on school property.



## **Internet Use Expectations**

- Students are not allowed to visit websites that are unrelated to academic activities, unless explicitly allowed by a staff member.
- Students are expected to use good judgment when performing internet searches.
  - Visits to all websites are subject to monitoring.
  - Computer files on school property are not private.
  - Teachers have access to Google accounts created for school purposes.
  - Files on computers, including all servers, are the property of The Accord School. They are subject to inspection by The Accord School at any time without notice.
  - All rules concerning copyright, plagiarism, and citation of sources apply to information found on the Internet in other media and information sources.

## **Technology Recommendations for Students and Parents**

- In the interest of safety and a healthy connection between a student's online world and school life, The Accord School strongly encourages parents to carefully monitor students' internet activity at home. For more information about creating a safe experience online for children, visit the Attorney General's website at:  
<http://www.mass.gov/ago/public-safety/cyber-crime-and-internet-safety/>

## **Cell Phone Use:**

Students are strongly discouraged from bringing cell phones to school, but if they must, are expected to leave them in their bags during school hours. Teachers may take cell phones away for the day if they are being used without permission. Students are not permitted to take pictures of any staff or student with phones, tablets, ipods, or any personal recording devices while in the school building or on school grounds. This policy is with respect to student confidentiality.

## **Community Expectations**

### **General Expectations**

Accord students are expected to participate, be trustworthy, and show respect.

**Participate** – The Accord School does not use traditional letter or numeric average grades for assessment or reporting in middle school classes. This relieves some traditional pressures from the Middle School environment, but means that students must commit to understanding the process of their learning. The Accord School utilizes Standards Based grading, which allows students, teachers, and parents a clearer picture of mastery of specific learning goals in each class. This also allows for teachers to streamline support as needed, and for students to practice a growth mindset. There is also ample opportunity for students to have a hand in designing their own education through project work, group work, and personal choice, which is an exciting and challenging responsibility. Our faculty works hard to support students' growth and

develop strengths as they work on skills that are harder for them to learn, while incorporating individual interests. Students will get the most out of their education if they participate fully in the ways that teachers help them plan and perform. With flexibility comes responsibility, and The Accord School will help students learn how to tap into their inner resources to make the most of their academic, social, emotional, and physical growth. Students are asked to participate as fully as possible to achieve this goal. At the Accord School, we aim to prepare students to track their own strengths and weaknesses and to be prepared for high schools that utilize numeric grade systems.

**Be Trustworthy** – While The Accord School's community is a flexible and supportive one, all students are expected to be trustworthy to take full advantage of it. Students who do not live up to this standard will see their flexibility limited. Untrustworthy behavior may result in the limitation of choices, availability of technology, flexibility in break times, and other key aspects of The Accord School's program.

If a student has any doubt about what is appropriate, please bring it up with a teacher prior to acting. An Accord School education is about problem-solving, learning how to face tough situations, and developing the confidence to make good choices.

**Show Respect** – The Accord School is committed to creating and maintaining a safe atmosphere while honoring individuality. This includes physical, social, and emotional safety. This atmosphere is achieved through the combination of participation, trustworthiness, and respect for self and others.

Respect includes:

- Listening carefully, responding appropriately. Disagreement can be productive, but insisting that one opinion is the only correct one is not constructive.
- Appropriate behavior – be on time to classes/appointments/advisory, be prepared with the materials you need, speak in an appropriate way to match the class activity, do your best to remain in class, maintain appropriate physical space, and use
- Appropriate language- address and interact with peers, faculty, and staff in a way that helps to foster our respectful and inclusive environment
- No violence or cruelty – including fights, gossiping, and insulting others.
- No vandalism – including destruction, stealing, or defacing of school, or personal property.

### **When Expectations Are Not Met**

In general, students are admitted to The Accord School because we feel that they are capable of meeting our general expectations. When a student is unable to meet these expectations, we assume that he or she is doing the best that they can at that moment. Faculty and staff are called upon to do their utmost to maintain the safe atmosphere described above.

The Accord School faculty and staff incorporate a developmental, collaborative, educational approach to solving problems and concerns into our school program. If

students are not able to meet expectations, we will identify what problems need to be solved, what student concerns are at play, what staff concerns must be addressed, and what potential solutions can be tried. As part of the problem solving, students may be asked to leave the classroom and given the opportunity to calm themselves. When the student is able to engage in a problem-solving conversation productively, such a conversation will occur. It is critical that students are able to participate in the conversation productively for it to work. If the student is unable to calm him or herself, parents will be notified and a plan will be made for the student to leave campus as soon as possible. A problem-solving conversation will be held when the student is able to participate and before he or she returns to school. These conversations happen throughout the school day, both formally and informally, as students develop skills and are challenged to grow academically, socially, and emotionally.

All initial problem-solving conversations held in these situations are a reflection of the high respect The Accord School has for its students and families. They are not, however, the only problem-solving conversations that will occur related to such incidents. Depending on the complexity of the problem, the skills the students bring to the situations, and the ability of student, family, and school to create appropriate solutions, outside help may be sought. This may include consultation with a medical or mental health professional, learning specialist, or other professional resource.

The Accord School works hard to take a collaborative approach with students when they are not meeting the expectations of the school. This means trying to understand the underlying problems behind behaviors during school. We believe that students want to do well and if they are having a hard time then something is getting in the way. That said, there are behaviors or patterns of behavior, which are egregious and disruptive to the learning and safety of other students. The Collaborative Problem Solving approach will likely not be used for the following egregious and disruptive behaviors:

- Students found on The Accord School premises or at school-sponsored or school-related events in possession of a dangerous weapon. A dangerous weapon is any instrument or instrumentality constructed or used in a manner likely to produce death or great bodily harm. Guns and knives are dangerous weapons, but so are normally innocent objects, if they are used in a dangerous manner;
- Students found to discriminate or harass another student through The Accord School's Harassment and Non-discrimination Procedures;
- Students found to have bullied other students under The Accord School's Anti-Bullying Policy;
- Students found on The Accord School premises or at school-sponsored or school-related events in possession of alcohol or a controlled substance including, but not limited to, marijuana, cocaine, heroin or prescription pills, not prescribed to the student; or

- Any student who assaults a student or staff member on school premises or at school-sponsored or school-related events. Assault is a threat of bodily harm coupled with an ability to cause the harm. Assault is also an actual physical attack of another individual.

This list of offenses is not exhaustive. The Director or her designee has sole discretion to determine when the educational approach is appropriate and when The Accord School will use the collaborative and educational approach. If the Director or designee determines it appropriate given the offense, he or she may assign not utilize a collaborative and educational approach, and instead assign detentions, suspend, or terminate the student. If the Director or designee is suspending the student, the parents will receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. A parent or student has no right to appeal the Director's decision on the suspension.

If the Director or her designee believes that it is necessary to terminate the student's enrollment, then the Director or designee will provide the family an opportunity for a hearing and will notify the parents in writing of this opportunity. The student may have representation, along with the opportunity to present evidence and witnesses at said hearing. The Director or designee may suspend the student until the hearing is held. A parent or student has no right to appeal the Director's decision on the termination of enrollment.

### **Dress Code**

Students should wear neat, clean, comfortable, and modest clothing that encourages movement and that they can manage independently. Students may want to bring a clean shirt to change into. Platform shoes, flip flops, and sandals are discouraged due to the increased risk of ankle and knee injuries. Heelys (or any footwear with inset wheels) are not allowed. Any personal items or dress, such as lunch boxes and t-shirts, that depict violence are inappropriate and not allowed. Sneakers must be worn for physical education and students must change from boots to indoor shoes during the winter season. Students go outside daily and should plan accordingly. Please bring in sunscreen, rain gear, and snow gear as needed. All additional clothing should be labeled, transported to school in a bag, and stored in the student's locker. If a student tends to engage in projects that may produce wet or otherwise uncomfortable clothing, please consider keeping a full change of clothes in the locker. All clothing, jewelry and personal items must be free from obscenities, nudity, violence, advertising or promoting drugs/alcohol, symbols or words that upset/incite others or defame the beliefs or heritage of others.

### **Food**

If your student has a food allergy, please be sure to include that information on your medical forms and confirm that the nurse has the information before the start of the school year.

Allergies are a serious concern. The Accord School becomes a nut-free school when

any student enrolled has an allergy, and will communicate that peanut or tree-nut oriented products in student snacks and lunches are prohibited. Lunch is a social time for our students and by avoiding nut products, students can socialize more freely at lunch and snack times. Due to multiple food allergies among students and faculty, no food should be brought to school to share without prior approval from the nurse. The faculty has access to allergy information for all students in order to assure safe food preparation during school-related cooking projects. Food that is available at other times is clearly marked with ingredient and processing information.

Students should plan to bring a morning snack, lunch, and afternoon snack. While there are not set times for snacks, students often need a little energy boost sometime in the middle of the morning and again in the afternoon during the school day. Students should bring water bottles with them to school for use throughout the day. Many water bottles look similar; please make sure yours is clearly labeled to avoid confusion.

Students have access to a refrigerator and microwave.

### **Cleanliness of School**

It is the shared responsibility of all students to maintain the appearance and safety of facilities. Students are expected to keep the campus and surrounding property free of litter.

### **Lost and Found**

Unmarked and/or forgotten personal items are gathered in a collection box in the office. Unclaimed items will eventually be donated to charities. The box is typically emptied before the major school vacations. The Accord School will announce the upcoming donations in the Weekly Parent Newsletter.

### **Admission Visits**

Admission visits occur regularly between October and May. Most are held during a weekday morning. Students are asked to be courteous to our visitors. Applicants for admission may visit a class at any time of the year, but are most common in January and February. The Admissions Director may ask a student to be an “ambassador” for a prospective student, so that he or she can become familiar with the school.

### **Drugs/Alcohol**

Students are prohibited from possessing, ingesting, selling or distributing alcohol, prescription, non-prescription or street drugs on school property or at school events. The use of drugs and/or alcohol will not be tolerated in school or at school events. If a student is involved in, or reasonably suspected of being involved in, a drug or alcohol-related activity, immediate action will be taken.

If a student is reasonably suspected to be under the influence or is in possession of drugs or alcohol, the Director or designee will search the student and if found in possession, parents/guardians will be contacted, as well as local police if appropriate. Appropriate disciplinary measures, such as suspension or termination of enrollment, will be implemented based on the specific factual circumstances.

If a student is suspected of being under the influence of drugs or alcohol, a staff member will make a determination as to whether the student is intoxicated or under the influence of drugs or alcohol. If so, the parents/guardians will be called to pick up their child. In the event that a student is incoherent or nonfunctional, an emergency "911" call will be placed on the student's behalf.

### **No Tobacco/Vaping Policy**

Use of any tobacco or vaping products within The Accord School building, facility, vehicles, or on school grounds by any individual, student or staff member is prohibited. School grounds shall include, but are not limited to the parking lot and surrounding grounds. All tobacco products, vapes, lighters and matches will be confiscated and will not be returned. Possession and/or use of chewing tobacco, snuff, or any other tobacco product is strictly prohibited in school or on school grounds or at school sponsored activities and events.

### **Searches and Seizures**

Lockers are the property of The Accord School and may be entered at any time, with or without cause. Periodic general inspections of lockers are conducted by The Accord School for any reason, at any time, without notice, without student consent, and without parental consent. Students have no expectations of privacy in their lockers.

The Accord School may search a student's person, student's belongings, or automobile based on a reasonable suspicion of illegal or unauthorized materials. A reasonable suspicion is based on the totality of the circumstances known to The Accord School and based on the belief that the search will result in finding a particular object sought.

The search will be reasonable in scope. Searches of a student's person will be limited. If a more extensive or invasive search is needed, a student should be detained until parents are present. If the parents fail to come to The Accord School within a reasonable time, then The Accord School can terminate the student's enrollment. The concern over a possession of weapons may necessitate immediate action, but the scope of any search must always be reasonable. The Accord School will call police if weapons are involved.

If a search yields illegal or contraband materials, they will be turned over to the police for ultimate disposition.

## **Health and Wellness**

### **Health Forms**

Parents must complete health forms in the TADS system before the start of the school year. Forms and copies of insurance cards must be updated annually. Parents should inform the school in writing of any changes during the school year so that medical information may be kept current. This includes any changes in medication given at home and changes to insurance.

### **Physicals**

The Accord School does not perform physical examinations or sight, hearing, or posture exams of every enrolled pupil. The Accord School recommends that parents consult with the child's health care provider or local school committee or board of health to ensure that these examinations are conducted.

### **Illness**

In order to reduce the spread of contagious illness, students should remain home from school under the following circumstances:

Head Lice—until treated (notice of a lice case will be sent home to parents of students in that class);  
Chicken Pox—for 5 days after the appearance of the last vesicle;  
Streptococcal Infections—for 24 hours from the start of antibiotic treatment;  
Conjunctivitis—for 24 hours from the start of antibiotic treatment;

OR

Any condition making it difficult for a student to participate in the regular activities for the school day such as fever over 100 degrees, severe coughing, vomiting, diarrhea, severe nasal discharge, evidence of infection, sore throat or swollen neck glands, difficulty breathing, weakness or tiredness. A student must be fever free, without medication, for 24 hours before returning to school. Please inform the office of any communicable illness (such as strep) as soon as possible.

### **Dispensing Medication**

The Accord School nurse administers medications, and individual arrangements must be made with the nurse for both prescription and over-the-counter medications. Students are prohibited from self-administering medication and The Accord School does not administer either prescription or over-the-counter medications to students. To the extent that a parent believes that a student requires or may require medication or reasonable accommodations during school hours, please contact the Director.

## **In Case of Emergency**

Parents must list all medications students may be taking on the Health Form. The office must be notified of any changes in medications or dosages. If an emergency arises, The Accord School must have all the up-to-date information so that the students can receive the appropriate treatment.

## **Infectious Diseases**

Please contact the nurse if your student has an infectious disease.

## **Medical Emergency**

If a student becomes seriously ill or injured at school, the office will make every effort to contact the parents and persons listed on the emergency form. Arranging transportation home or to a medical facility remains the responsibility of the parent or guardian except where a delay could have critical consequences. In those instances where The Accord School has to arrange transportation, the parent or guardian is still responsible for the costs.

## **First Aid**

When a student requires first aid, at the staff's discretion, a parent will be notified via an injury report or telephone call. If a student is unable to continue with the school day due to illness or injury, it is the responsibility of the parent to arrange to have the student picked up as soon as possible.

## **Health and Wellness**

The Accord School is committed to educating and caring for the whole student. To that end, the school's curriculum includes a wellness component that is designed to help students make informed decisions about a variety of issues that involve their health and well-being.

The Accord School has a part time consulting school nurse. If a student becomes ill or injured at school, if the nurse is not available, they will be assessed by the school director, and parents will be called as appropriate. In an emergency, both 911 and parents will be called.

## **Inoculation Requirements for School Entry**

All students entering The Accord School are required to have up-to-date immunization records and will not be admitted without appropriate documentation unless exempt for sincere religious or medical reasons. If the student is exempt for medical reasons, he or she must present a certification from a physician that the physician has examined the child and in the opinion of the physician the physical condition of the child is such that his or her health would be endangered by such vaccination or by any of such



immunizations. To be exempt for religious reasons, the parents must provide a writing stating that vaccination or immunizations conflict with their sincere religious beliefs. Parents must provide both the medical and religious exemptions documentation to The Accord School on an annual basis at the beginning of each school year. This documentation will be kept by The Accord School in the student's record.

The following immunizations are required to enroll in The Accord School:

	<b>Grades 5-6</b>	<b>Grades 7-9</b>
<b>Hepatitis B</b>	3 doses or Laboratory proof of immunity	3 doses or Laboratory proof of immunity
<b>DTaP/DTP/DT/Td</b>	≥4 doses DTaP/DTP or ≥ 3 doses Td DT is only acceptable when accompanied by a letter stating a medical contraindication to DTaP/DTP.	4 doses DTaP/DTP or ≥3 doses Td; plus 1 Td booster DT is only acceptable when accompanied by a letter stating a medical contraindication to DTaP/DTP.
<b>Polio</b>	≥3 doses	≥3 doses
<b>Hib</b>	NA	NA
<b>MMR</b>	2 doses measles, 1 mumps, 1 rubella or Laboratory proof of immunity  A second dose of measles vaccine, given at least 4 weeks after the first, is required for entry to all grades K-12	2 doses measles, 1 mumps, 1 rubella or Laboratory proof of immunity  A second dose of measles vaccine, given at least 4 weeks after the first, is required for entry to all grades K-12
<b>Varicella</b>	1 dose or a physician-certified reliable history of chicken pox.  A reliable history of chickenpox is defined as: 1) physician interpretation of parent/guardian description of chickenpox; 2) physician diagnosis of chickenpox; or 3) laboratory proof of immunity.	<13 years old – 1 dose ≥13 years old – 2 doses or a physician-certified reliable history of chicken pox.  A reliable history of chickenpox is defined as: 1) physician interpretation of parent/guardian description of chickenpox; 2) physician diagnosis of chickenpox; or 3) laboratory proof of immunity.

<b>Meningococcal</b>	NA	NA
<b>Influenza</b>	Per Massachusetts state law, all students must have a flu shot prior to December 31, 2020.	

### **Mandated Reporters**

Employees of The Accord School are considered mandated reporters. M.G.L. Chapter 119, Section 51A requires mandated reporters to make an oral report to the Department of Children and Families (DCF) immediately when an employee knows, or has reasonable cause to believe, that a child under the age of 18 years is experiencing physical, sexual, or emotional abuse or neglect. For more information, please contact the Director.

The Accord School strives to be a safe environment for families, and we encourage full communication to problem solve for the best outcome and educational experience for the student.

## **Tuition and Enrollment**

### **Tuition Payment Plans**

The Accord School offers 1 payment, 2 payment and 10 payment plans through TADS ([www.tads.com](http://www.tads.com)). See TADS for details about payment plans.

### **Refunds, Withdrawals, and Late Enrollments**

Once an Enrollment Agreement is signed, full payment is due as scheduled. No reduction or refund is made for absence, cancellation, or termination of enrollment for any reason. The school reserves the right to suspend, dismiss, or withdraw a student for academic or other reasons. Late enrollment tuition is prorated from the date of entrance.

### **Re-enrollment**

To formally enroll or re-enroll, please complete the Enrollment Agreement through TADS, our online tuition management service, as soon as possible. An Enrollment Agreement must be completed and initial \$1,000 deposit paid before tuition contracts can be issued. Your tuition contract will be emailed to you soon after you have completed the enrollment agreement. Through the tuition contract, you can indicate your payment preferences and process your tuition deposit. Enrollment costs are budgeted in December for the upcoming full academic year. No reduction or refund is made for absence, cancellation, or termination of enrollment for any reason. The school reserves the right to suspend, dismiss, or withdraw a student for academic or other reasons. Late enrollment tuition is prorated from the date of entrance.

## **Inclusion & Safety Policies and Procedures**

### **Non-Discrimination**

The Accord School admits students of any race, disability, sex, color, national origin, gender identity, sexual orientation, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sex, national and ethnic origin, gender identity, or sexual orientation in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

### **Anti-Harassment and Nondiscrimination**

#### **Policy**

All persons associated with The Accord School, including, but not necessarily limited to, the staff, students and third parties, have the right to a positive and safe environment that is free from harassment and discrimination based on actual or perceived race, color, sex, national and ethnic origin, gender identity, or sexual orientation. The Accord School prohibits harassment while on school grounds, while going to or coming from school, while at school activities on or off school grounds, or while otherwise in a The Accord School program or activity. All persons are expected to conduct themselves at all times so as to provide an atmosphere free from harassment. Further, The Accord School prohibits any retaliation against an individual who has complained about harassment or cooperated in an investigation of harassment based on a protected category.

The Accord School will take prompt and responsive steps reasonably designed to stop any harassment based on a protected category, eliminate the hostile environment if one has been created, and prevent recurrences of any harassment of which it becomes aware or should have been aware, regardless of whether a formal complaint is filed. The Accord School is committed to working with students, staff, families, law enforcement agencies, and the community to prevent issues of violence, which may include, but not be limited to sex-based harassment.

This policy sets forth our goal of promoting a workplace and school environment that is free of harassment based on an individual's membership in a protected category and is not designed or intended to limit our authority to discipline or take remedial action for workplace or school conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of harassment.

Harassment is banned not just at school during school hours, but also before or after school hours on all school property, including school functions, or school events held at other locations. The policy also applies to any off-campus conduct that causes or threatens to cause a substantial and material disruption at school, or interferes with the

rights of students or employees to be free from a hostile school environment taking into consideration the totality of the circumstances on and off campus.

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

- A student alleges that she was sexually assaulted by another student off school grounds and that, upon returning to school, she was taunted and harassed by other students who are the assailant's friends.
- While at home, a student makes a post that contains statements about a fellow student's private life on an online platform for their "followers," many of whom are students at his school. The post is viewed multiple times, and is a primary topic of conversation at school for weeks, and results in the harassed student staying home and missing school.

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

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

## **Definitions**

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

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

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

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

## Investigation Process

Any employee, student, or third party who believes that he or she has experienced harassment, violence or discrimination on the basis of his or her actual or perceived race, color, sex, national and ethnic origin, gender identity, or sexual orientation or who has witnessed or learns about the harassment, violence or discrimination of another person in the school environment, should inform the Director immediately or as soon as possible.

This procedure is intended to provide reliable and impartial investigations of all complaints and applies to all complaints filed by employees, students, or third parties as well as to reports and incidents of harassment or discrimination.

Any Accord School employee who observes or otherwise learns or becomes aware of an act or possible act of harassment, violence or discrimination toward a student, another employee or third party shall intervene to attempt to stop the act and shall report it to the Director immediately, or as soon as possible.

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

Although The Accord School encourages a written complaint, use of a formal reporting requirement is not required. Oral reports will be considered complaints as well.

The Accord School will determine whether the alleged victim wants to utilize formal or informal procedures and if the alleged victim chooses formal procedures, begin to investigate every complaint of harassment, discrimination or violence. If it is determined that harassment has occurred, the Director or designee will take appropriate action to end the harassment, discrimination or violence and to ensure that it is not repeated.

Confidentiality of the complaint and investigation will be maintained to the extent feasible. The Director or designee will inform witnesses and others involved in the resolution process of the importance of maintaining confidentiality.

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

- A. A student who has a complaint against another student may choose to use the Informal Procedure.
- B. An employee who has a complaint against another employee may choose to use the Informal Procedure.
- C. The Informal Procedure is entirely voluntary and the complainants can opt out at any time and trigger the formal complaint process.
- D. A student who has a complaint against an employee shall be handled only through the Formal Procedure.
- E. Complaints of sexual assault will not be resolved through the informal process.

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

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

## **Procedures for Filing a Complaint**

### **INFORMAL**

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

It may be possible to resolve a complaint through Collaborative Problem Solving, which is facilitated by the Director or a designee. If the alleged victim or alleged perpetrator is a student under the age of eighteen (18), the Director or designee will notify the student's parent(s)/guardian(s) if, after initial consultation with the student, it is determined to be in the best interest of the student. If the alleged victim and the alleged perpetrator feel that a resolution has been achieved, then the conversation remains confidential and no further action needs to be taken. The results of any Collaborative Problem Solving shall be maintained by the Director. The informal process is entirely voluntary and parties can opt out anytime and trigger a formal complaint process.

### **FORMAL**

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

#### ***Step 1:***

The Director or designee will meet with the complainant and/or alleged victim (if they are different) by telephone or in person. The Director or designee will summarize in writing the written or verbal allegations of the alleged victim. If a student under eighteen (18) years of age is involved, his/her parent(s) and/or guardian (s) shall be notified immediately unless, after consultation with the student, it is determined not to be in the best interests of the student.

#### ***Step 2:***

A prompt investigation shall be completed by the Director or designee of the alleged discrimination/harassment complaint.

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

consist of any other methods and documents deemed pertinent by the Director or designee.

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

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

### *Step 3:*

The Director or designee will document his or her findings. The report shall include:

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

A "preponderance of the evidence" means that it is more likely than not that the alleged conduct occurred. The Director or designee shall further decide what action, if any, is required. The Director or designee shall send the written report of the findings to the alleged victim and alleged aggressor. The Director or designee shall maintain the written report of the investigation, findings and disposition.

Formal disciplinary actions shall be imposed in the event that the preponderance of the evidence indicates an alleged violation. The seriousness of the offense including the



nature and degree of harm caused shall be considered when deciding the appropriate disciplinary action.

- If the person alleged to have violated this policy is a staff member, possible discipline includes, but is not limited to, letters of reprimand, reassignment, and other disciplinary actions, including suspension or job termination.
- If the person alleged to have violated this policy is a student, possible discipline includes reprimand, detention, suspension or termination.

The Director or designee may take other disciplinary action against students and staff as necessary and appropriate.

#### *Step 4:*

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

### **Interim Measures**

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

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

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

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

## **Referral to Law Enforcement Agencies or Other Agencies**

Some alleged conduct may constitute both a violation of The Accord School policies and criminal activity. The Director or designee will refer matters to law enforcement and other agencies as appropriate under the law, and inform the complainant of the right to file a criminal complaint.

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

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

## **Confidentiality**

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

The Director or designee will inform witnesses and others involved in the resolution process of the importance of maintaining confidentiality.

## **Retaliation**

Complainants and those who participate in the complaint resolution process or who otherwise oppose in a reasonable manner an act or policy believed to constitute discrimination are protected from retaliation. The Director or designee will inform all involved individuals that retaliation is prohibited, and that anyone who feels they have experienced harassment, coercion, intimidation, or discrimination for filing a complaint or participating in the resolution process should inform the grievance officer or the

discrimination/harassment complaint official. The Accord School will investigate reports of retaliation and, where retaliation is found, take separate remedial and disciplinary action.

### **Bias Incident Reporting Process**

A bias incident is any action or behavior that targets an individual or group based on their protected characteristics, such as race, ethnicity, religion, gender, sexual orientation, disability, or any other personal attribute. This can include:

- Microaggressions: Subtle, often unintentional discriminatory comments or behaviors.
- Bullying or harassment: Repeated intentional negative actions aimed at another person.
- Hate speech: Expressions of hostility or violence directed towards a particular group or individual.
- Physical assault: Any unwanted physical contact motivated by bias.

### **Why Report a Bias Incident?**

Reporting bias incidents helps us:

- Understand the scope and nature of bias incidents occurring at The Accord School.
- Identify trends and patterns to address underlying issues.
- Take appropriate action to stop bias-based behavior and support those affected.
- Promote a culture of respect and inclusivity for everyone at The Accord School.

### **How to Report a Bias Incident:**

There are several ways you can report a bias incident:

- Email: Send an email to any trusted [staff member](mailto:staff_member) ([firstlast@theaccordschool.org](mailto:firstlast@theaccordschool.org), [katy@theaccordschool.org](mailto:katy@theaccordschool.org))
- In Person: Speak to any trusted staff member

### **What Information Should be Included in the Report?**

You will be guided to provide as much detail as possible when reporting a bias incident, including:

- What happened: Be specific about the incident, including the date, time, location, and involved individuals.
- What was said or done: Use direct quotes if possible.
- How did it make you feel: Describe the emotional impact of the incident.
- Witnesses: If there were any witnesses, please provide their contact information.
- Additional information: Include any other relevant details that may help us understand the incident.

### **Confidentiality and Support:**

All reports will be handled with sensitivity and confidentiality. You will not be retaliated against for reporting an incident. The Accord School will provide support to anyone who has experienced a bias incident. This may include individual counseling, mediation, and educational resources.

### **Next Steps:**

Once a report is received, The Accord School will:

- Investigate the incident thoroughly.
- Provide education to all involved.
- Provide support to the individuals involved.
- Take appropriate disciplinary action as necessary.
- Develop strategies to prevent similar incidents from happening in the future.

## **Bullying Prevention and Intervention Plan**

### **Introduction**

At The Accord School we expect that all members of our school community will treat each other with kindness, civility, and respect. It is the policy of the School to provide and maintain a learning environment that is free of bullying and any other forms of verbal or physical misconduct that disrupts the learning environment or makes it unsafe.

The Accord School Bullying Prevention and Intervention Plan, set forth below, is published in response to the Massachusetts law against bullying and is an integral part of our efforts to promote learning and to prevent behavior that can impede the learning process. Our Plan spells out The Accord School's comprehensive approach to address bullying, cyber-bullying, and retaliation.

This Plan is consistent with broader protections at The Accord School against discrimination, harassment, bullying, and retaliation that appear in our Student and Parent Handbook. It is important that this Plan be well understood by all members of The Accord School community. The Director is responsible for the implementation and

administration of this Plan. Questions and concerns related to this Plan may be referred to the Director.

### **Policy against Bullying, Cyber-Bullying, and Retaliation**

The School will not tolerate any form of bullying or cyber-bullying, nor will we tolerate retaliation against any person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying. Bullying and cyber-bullying are prohibited on school grounds, property immediately adjacent to school grounds, and at school-sponsored or school-related events, activities, functions, and programs. Bullying and cyber-bullying are also prohibited on school buses leased or used by the school, and through technology or an electronic device owned, leased or used by the school. In addition, bullying and cyber-bullying are prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the school, if the bullying creates a hostile environment at school for a targeted student; infringes on the rights of a targeted student at school; or materially and substantially disrupts the educational process or the orderly operation of the school.

### **Definitions**

The following definitions are drawn from the Massachusetts Anti-Bullying Law (signed May 3, 2010):

*Bullying* is defined as the repeated use by one or more students or by 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: causes physical or emotional harm to the targeted student or damage to the targeted student's property; places the targeted student in reasonable fear of harm to himself or herself or of damage to his or her property; creates a hostile environment at school for the targeted student; infringes on the rights of the targeted student at school; or materially or substantially disrupts the educational process or the orderly operation of the school. Bullying includes cyberbullying.

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

*A Hostile Environment* is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive as to materially alter the conditions of a student's educational experience.

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

### **Legal Definitions and School Policy**

It is important to bear in mind that stricter standards of behavior may apply under The Accord School's policies. For example, although the law defines bullying as "repeated use" of certain expressions, acts, and/or gestures, The Accord School reserves the right to apply disciplinary measures and other corrective action in a case of a single expression, act or gesture, if The Accord School determines that it is of sufficient severity to warrant disciplinary measures or other remedial action or that the repetition of that expression, act, or gesture might reasonably result in bullying as defined under the law.

### **Prevention of Bullying and Cyber-bullying**

At The Accord School, we believe that social-emotional learning is as important as any other subject in a student's education. Without the ability to work well with others, solve problems, self-advocate, be a flexible thinker, and understand the impact one's own behavior has upon others, a person has significantly less chance of success in life and career beyond school.

We work hard to incorporate these important principles into everything we do at The Accord School. A significant part of this work is supported through The Accord School's strong emphasis on social emotional learning, character education and community services, and Collaborative Problem Solving.

Accord School uses every available opportunity, formal and informal, to reinforce and teach these valuable skills and give students the opportunity to practice these life skills in a safe, supportive setting. All students at The Accord School learn that as members of our community they have a right to be treated with civility and respect.

The Accord School's approach emphasizes respect for differences, and teachers are clear in their expectations for student behavior. When necessary, parents are notified and asked to assist in reinforcing these standards with their students at home. Our faculty and administrators work proactively to ensure that all students are well informed about what is expected of them and to reinforce positive conduct. In class discussion and role play, modeling by faculty and staff, and regular class sessions we focus on peer relationships and empower students to take action if they feel targeted or if they witness other students engaging in bullying or other unacceptable behavior. While we support student's appropriate attempts to solve peer problems on their own, our faculty and administration are actively involved in each student's school day and are proactive in providing whatever support is needed to enhance peer relationships.

The Accord School administration and faculty recognize that it is essential that expectations for student conduct extend to all classrooms, hallways, kitchen, bathrooms, lunch and recess times, playgrounds, buses, and the like. The School strives to ensure that ample adult supervision is provided at all times during the school day.

The Accord will also work with parents as part of this approach to provide information on how parents and guardians can reinforce the curriculum at home and support The Accord School; the dynamics of bullying; and online safety and cyber-bullying.

### **Vulnerable Students**

The Accord School recognizes that certain students may be more vulnerable to becoming a target of bullying or harassment based on actual or perceived differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability or by association with a person who has any of these characteristics.

The Accord School will address this vulnerability and support these students through its social-emotional curriculum and working proactively to ensure that all students understand acceptable behavior.

### **Reports of Bullying, Cyber-bullying, or Retaliation**

Any student who is the target of bullying or cyberbullying or has witnessed an incident of bullying or cyberbullying or otherwise has relevant information about bullying or cyber-bullying prohibited by this policy is strongly encouraged to report the matter orally or in writing to the Director or to any other faculty member with whom the student is comfortable speaking. Also, any student who is the subject of retaliation in violation of this policy or who knows of another student who has been subject to retaliation is urged to report it as soon as possible.

A parent of a student who is the target of bullying or cyberbullying (or of a student who has witnessed or otherwise has relevant information about bullying or cyber-bullying) is strongly urged to promptly notify the Director or a faculty member. A parent should also report any incident of retaliation in violation of this policy to the Director or faculty member.

Any member of the faculty or staff of the School who witnesses or otherwise becomes aware of bullying or cyber-bullying in violation of this policy or who becomes aware of retaliation against a student who reported information concerning a violation of this policy is required to report it immediately to the Director. There are to be no exceptions. A member of the faculty or staff may not make promises of confidentiality to a student or parent who informs him/her of an allegation of bullying, cyber-bullying, or retaliation.

Faculty and staff may not make reports under this policy anonymously. Parents and students may make reports of bullying or retaliation anonymously; provided, however, that no disciplinary action shall be taken against a student solely on the basis of an

anonymous report. As a result, The Accord School urges students and their parents not to make reports anonymously. Although there are circumstances in which an anonymous report can be better than none at all, it is far more difficult to determine the facts of what occurred if complaints are made anonymously.

Students and parents are encouraged to bear in mind that the School takes its policy against retaliation seriously. Also, while the School cannot promise strict confidentiality, because information must be shared in order to conduct an effective investigation, the School releases information concerning complaints of bullying, cyber-bullying, and retaliation only on a legitimate need-to-know basis.

A student who knowingly makes a false accusation of bullying or retaliation shall be subject to disciplinary action

### **Responding to a Report of Bullying, Cyber-bullying, or Retaliation**

*1. Preliminary Considerations.* When a complaint of bullying, cyber-bullying or retaliation is brought to the attention of the Director, an assessment is made as to whether any initial steps need to be taken to protect the well-being of students and to prevent disruption of their learning environment while the investigation is being conducted. As appropriate, strategies such as increased supervision may be implemented to prevent further bullying, cyber-bullying, or retaliation during the investigation.

If an incident of bullying or retaliation involves students from more than one school district, charter school, non-public school, approved private day or residential school or collaborative school, The Accord School shall, consistent with state and federal law, promptly notify the appropriate administrator of the other school district or school so that both may take appropriate action.

If an incident of bullying or retaliation occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in The Accord School, The Accord School shall contact law enforcement.

*2. Obligation to Notify Parents.* It is the policy of the School to notify the parents of any student who is an alleged target of bullying, cyber-bullying, or retaliation and the parents of any student who may have been accused of engaging in such behavior promptly after a complaint is made. Parents or guardians of a victim shall also be notified of the action taken to prevent any further acts of bullying or retaliation.

*3. Investigation.* The following is an outline of the procedure that is pursued once a complaint has been brought to the attention of the Director:  
An impartial investigation of the complaint is conducted by the Director. That investigation may include (but will not necessarily be limited to) interviews with the person who made the complaint, with the student who was the target of the alleged bullying, cyber-bullying, or retaliation, with the person or persons against whom the complaint was made, and with any students, faculty, staff or other persons who witnessed or who may have otherwise have relevant information about the alleged incident. Depending on the circumstances, the Director conducting the investigation may



consult with the Board Chair or other board members, faculty, and/or outside counsel, school psychologist, or other relevant professional.

*4. Resolution, Notification, and Follow-up.* Following interviews and any other investigation undertaken, as the School deems appropriate, the Director will determine whether and to what extent the allegation of bullying, cyber-bullying or retaliation has been substantiated. If it is determined that the policy set forth in this Plan has been violated, the Director will determine what disciplinary action and/or other remedial action is appropriate and how it will be implemented.

The goal of an investigation and any disciplinary or other remedial process that is imposed following that investigation is to correct the situation to the extent it is reasonably possible and to take such steps as can be taken to prevent there being a repetition of the incident and to protect and prevent the student or students targeted and others who participated in the investigation from being subject to retaliation.

If the Director determines that bullying or retaliation has occurred, he or she shall take appropriate disciplinary actions, notify the parent or guardians of the perpetrator, notify the parent or guardian of the victim, and to the extent consistent with state and federal law, notify them of the action taken to prevent any further acts of bullying or retaliation. As part of this determination the Director will assess the victim's need for protection and take appropriate steps as necessary to restore a sense of safety for the victim, and, as appropriate, refer perpetrators, victims, and family members of each student for counseling or other services.

The disciplinary actions that may be taken against a perpetrator of bullying or retaliation include the full range of disciplinary sanctions for other forms of student misconduct, up to and including dismissal from school. In taking disciplinary action, The Accord School will strive to balance the need for accountability with the need to teach appropriate problem solving skills. No disciplinary action will be taken against a student solely on the basis of an anonymous report.

In certain circumstances, such as when a crime may have been committed or a student may have been subject to abuse or neglect of the type that is reportable under Section 51A of the Massachusetts laws, law enforcement or another appropriate government agency may be notified.

Upon completion of the investigation, the Director will meet individually with the student or students who were the target of the alleged incident and the student or students against whom the complaint was made and their parents to report the results of the investigation and, where disciplinary or other corrective action is determined to be appropriate, to inform the parties of the steps that will be taken to correct the situation. *The amount of information provided in these meetings may be limited by confidentiality laws.*

Follow-up contacts will be made with any student found to have been targeted in violation of this policy and his/her parents to inquire as to whether there have been any further incidents.

The Accord School will notify the parents or guardians of the victim about the department's problem resolution system and the process for seeking assistance or filing a claim through the problem resolution system.

The Accord School will provide referral to appropriate services for perpetrators and victims and for appropriate family members of said students when the bullying is substantiated. The Accord School has a list of referral sources that will be provided.

### **Conclusion**

This plan is intended: to prevent bullying and cyber-bullying among our students; to encourage students and their parents to have confidence in the School's procedures and to come forward promptly whenever a student is subject to conduct that is prohibited by this or any other School policy; and to implement appropriate discipline and other corrective measures when they are found to be warranted.

### **Accommodations**

The Accord School receives no federal funds for special needs accommodations. The Accord School students must meet all academic and behavioral requirements. Students may not be admitted to The Accord School due to the lack of adequate staff, resources, and facilities to support the student. The Accord School will discuss with families of applicants with known disabilities whether The Accord School will be able to offer their children the appropriate accommodations or modifications to help them be successful at The Accord School.

To the extent reasonable, The Accord School will provide accommodations and modifications to students in the most integrated setting appropriate. For students who need support, accommodations, or curricular adjustments, it is the responsibility of the parents to contact the Director. The Accord School requires documentation indicating that the student's disability substantially limits a major life activity, including learning. Students who present The Accord School with appropriate documentation of disability will be granted those requested accommodations or modifications that are supported by the documentation and considered reasonable in The Accord School educational setting. Any accommodations or modifications would be made through an interactive process between the student/parents and the Director.

Examples of accommodations include allowing a student use of a school laptop computer for test taking, extended time on testing, and enlarged format for tests.

Even after supportive services, modifications, and accommodations have been put in place, a student may still not be able to fulfill his or her academic requirements satisfactorily. In such instances, the Director may notify the student's parents that the accommodations put into place may not suffice to ensure the student's success at The Accord School. At that time, The Accord School, the student (if age appropriate), and his or her parents will discuss whether it makes sense for the student to continue at The Accord School. If there is a disagreement, The Accord School will decide, in its sole

discretion, whether to terminate the student's enrollment or issue a re-enrollment contract to the student.

### **Anti-Hazing**

Hazing is prohibited by Massachusetts State Law and is forbidden at The Accord School. As required by Massachusetts General Laws Chapter 269 Sections 17-19 below is a full copy of the An Act Prohibiting the Practice of Hazing, M.G.L. c. 269, §§ 17-19.

Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which wilfully 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.

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

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Section 19. Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants

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

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

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