

Grafton Middle School
Student/Parent-Guardian
Handbook
2024 - 2025



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School Information

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Table of Contents

Grafton Middle School

Vision	2
Mission Statement	
Guiding Beliefs	
Structure & Curriculum	

General Information

Absences	3
Adjustment Counselor	
After School Activities	
Alcohol/Drug Possession or Use	
Allergies	
Arrival & Dismissal	4
Band	
Bathroom Procedures	
Bicycles	
Blackstone Valley Tech	
Bullying	
Bus	5
Cell Phones & Electronic Devices	
Change of Address/Phone/Contact Information	
Chromebooks	
Class Trips	
CRA	6
Chorus	
Dress Code	
Dropping Off Item(s)	7
Early Dismissal	
Elevator Use	
Financial Assistance	
Field Trips	
Fire Drill	
Grading	8
Gum/Candy/Drinks	
Homework	
Immunizations	9
Internet Use	
Lockers	
Lost & Found	

Lunch	
MCAS	10
Medication	
Newsletter	
Nurse	
Office Hours	
Open House	11
Parent Concerns	
Parent-Teacher Conferences	
Personal Property & Valuables	12
Pictures & Videos	
PowerSchool Access	
Preparation for Class	
Promotion & Retention	
Psychologist	
Report Cards	
School Closings	
School Advisory Council	13
Schoolology	
Student Support Team	
Summer Reading	
Tardiness	
Teacher Communication	
Team Structure	
Telephone Use & Messages	14
Textbooks	
Vacations	
Visitors	
Volunteers	

Guide to Mutual Respect - Behavioral Expectations

Minor vs Major Offenses
Behavioral Interventions & Supports

School Committee Policies GPS District Policies / Federal & State Laws

**** Arabic, Chinese, Hindi, Portuguese & Spanish VERSIONS**

AVAILABLE ON PAGE 52 **

Grafton Middle School

Vision

Grafton Public Schools is an evolving and responsive community. We provide an interactive learning environment that ensures academic excellence and social responsibility. Our instructional programs foster personal integrity and critical thinking necessary for global citizenship. We empower our students to be active participants who thrive in an ever-changing world.

Mission Statement

The mission of Grafton Middle School is to prepare all students to be life-long learners and responsible citizens.

Guiding Beliefs

We believe education is the shared responsibility of students, school, home and community.

We believe investing in the education of our children benefits the community.

We believe all students love to learn and are capable of life-long learning.

We believe a balanced education develops a student intellectually, socially, physically, emotionally and creatively.

We believe all students are entitled to instructional excellence.

We believe students learn best in a safe, healthy, and supportive environment.

We believe students learn best when they are actively engaged in their own learning.

We believe mutual respect, personal dignity, and social responsibility are essential.

We believe education is key to responsible global citizenship.

School Structure & Curriculum

Grafton Middle School houses seventh and eighth graders. During this time of adolescence, students are experiencing great changes academically, emotionally and physically. It is a time when students must discover who they are as people, family members and citizens. In order to do this, students must explore and test their strengths, weaknesses, interests and talents. This is an especially exciting and challenging time of their lives.



Grafton Middle School is structured to support students as they mature toward who they will be in the future. Each of the grade levels is divided into two teaching teams, with six teachers: Math, Science, English, Social Studies, Spanish or French and Special Education. Students are grouped heterogeneously and move through each of their classes, with the exception of Math, where they are grouped according to the placement criteria. Some classes are not purely teamed in an effort to ensure appropriate class sizes. In addition to the team subjects, students also have classes in Art, Music, Physical Education, Computers, Health and Technology Engineering and have a choice of Band, Chorus or Enrichment. For further information on the courses offered at GMS, please visit the [Grafton Middle School website](#). All curricula are guided by the Massachusetts State Curriculum Frameworks.

General Information A - Z

A

Absences

When a student is absent for the day, parents should call the absence line (508) 839-5420 before 7:25am to provide notification of the absence. If the school is not notified, you will receive an automated call indicating that your child is absent from school and asking you to contact the school to verify the absence. If a student is absent for more than one day, parents may call the school before 9:00am to request assignments, which may be picked up after 2:00pm. It is suggested that parents call the school after 1:30pm to verify that homework has been sent to the office for pick-up.

Please refer to [School Committee Policy JE](#).

Adjustment Counselor

The School Adjustment Counselor provides mandated counseling services to students identified through an Individual Education Plan (IEP). In addition, the Adjustment Counselor is available to all students who may need to discuss academic difficulties, home situations or peer issues.



After School Activities

After school activities include a variety of intramural sports, competitive team sports, performing musical groups, yearbook, student council and special interest groups. Each fall a detailed list of after school offerings is sent home to parents in the Principal's Update and published on the school website. Most activities are held Tuesday through Thursday from 2:00pm - 2:45pm. School clubs and activities generally begin during and after the third week of September. Registration, tryouts and practices of interscholastic sports begin closer to the beginning of the playing season.

Alcohol/Drug Possession or Use by Students

School Committee Policy JICH states the following: "The Grafton Public Schools is committed to promoting the safety and general welfare of our students. A student shall not, regardless of the quantity, use or consume, possess, buy or sell, or give away any beverage containing alcohol; any tobacco product, including vapor/E-cigarettes; marijuana; steroids; or any controlled substance. The School Committee prohibits the use or consumption by students of alcohol, tobacco products, or drugs on school property, at any school function, or at any school sponsored event." See [School Committee Policy JICH](#) for greater detail.

Allergies

A number of students have allergies that may be potentially life-threatening. To help ensure the safety of all students we ask that students do not bring peanut products to school to share. This includes products made with peanut oil. See Grafton Public School's Protocol for Managing Life Threatening Allergies for more information.

Arrival and Dismissal

School is open for student arrival at 7:00am. In the morning, buses are scheduled to arrive at GMS on or before 7:10am. When students arrive, they must enter the building through the auditorium entrance and report to the auditorium/cafeteria. At 7:15am, students report to their lockers or first block class. First period class begins at 7:25am.

School dismisses at 1:50pm. Students exit through both the main exit and the auditorium exit based on day and grade. Bus riders report directly to their buses. Students who are being picked up follow the sidewalk to the Parent Pick Up area. Students who are walking home are expected to leave school grounds upon dismissal.

B

Band

Students enrolled in band will meet three periods out of a six day rotation. Students are expected to bring their band instrument to school on the day the band is scheduled. Band is a commitment that students are expected to keep for the year. This includes attending the band concerts in the evening.



Bathroom Procedure

Students are asked to use the bathroom between classes. In the case of an emergency, students must get permission from the teacher to leave the room and sign out prior to leaving the room. Students need a pass each time they leave a classroom.

Bicycles

Owners should provide locks to secure their bicycles to the rack located in the front of the school. Bicycles are to be ridden only on hard topped surfaces and not in the bus or parent pick up and drop off areas. It is recommended that students wear a helmet when riding their bicycles to and from school.

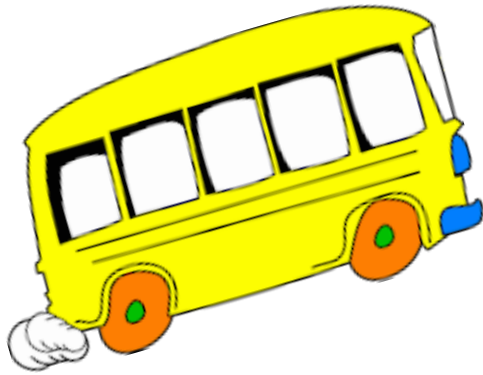
Blackstone Valley Regional Vocational Technical High School (BVT)

BVT is fully accredited by the New England Association of Schools and Colleges. It is regulated by the Massachusetts Department of Elementary and Secondary Education and is part of the Massachusetts network of regional vocational high schools. Students interested in attending BVT must follow the application process and meet the requirements. Additional information is available on our website.

Bullying

If a student is bullied, it is important to let an adult know so that the adult may intervene. Students and community members are encouraged to report bullying. Bullying reports can be made anonymously on the school website, in person by meeting with a school administrator, by email or by phone.

Please refer to [School Committee Policy JICFD](#).



Bus Pass

All students riding the bus must have a valid bus pass. Bus pass fees are assessed each year with a family cap, unless a student qualifies for free or reduced lunch, in which case the fee is waived. Students who do not have a valid bus pass will not be allowed to ride the bus. Parents may send an email to businfor@grafftonps.org if they have any questions about the bus pass.

Please refer to [School Committee Policy EEAD](#).

Bus Conduct

Students must obey the rules of the bus as outlined in the school committee policy. Students who do not ride respectfully risk losing bus privileges and are subject to

disciplinary action.

Please refer to [School Committee Policy EEAE](#)

C

Cell Phones and Electronic Devices

Students must keep cell phones and other electronic devices in a secure location during the school day. Cell phones and electronic devices should not be visible during classes or in the hallway. In some cases students may be invited to use their cell phone or electronic device in class.

Change of Address/Phone/Contact Information

Please notify the Grafton Middle School Main Office in writing of any changes to information on file. Please keep demographic information up to date on PowerSchool.

Chromebooks

Each student is assigned a chromebook that he/she will utilize and care for during his/her tenure at middle school. If a student experiences an issue with the chromebook, please contact techsupport@graffton.k12.ma.us.

Class Trips

Class trips are used to continue the educational process and learning experiences outside the walls of the school. Students on class trips must abide by school rules at all times. In accordance with School Committee Policy JK-R2, a student who is suspended may be excluded from school-related activities at the discretion of the Principal or Assistant Principal (dances, field trips, etc.) until the next marking period. Also, if a student faces disciplinary action leading to suspension prior to the departure date, he or she will not be able to attend the trip and all funds will be forfeited.



CRA (formerly CHINS)

CRA stands for Child Requiring Assistance. The administration may request the assistance of the Juvenile Court when a student is habitually absent from school or constantly fails to follow school rules. Families will be notified when a CRA petition is requested.

Chorus



Students enrolled in chorus will meet three periods out of a six day rotation. Chorus is a commitment that students are expected to keep for the year. This includes attending each of the evening band and chorus concerts.

D

Dress Code

Our goal is to maintain an appropriate school environment that is not affected negatively by clothing or grooming choices that cause safety issues, distractions or embarrassment. Student dress is a matter of personal pride as well as an indication of respect for the learning environment. While clothing styles will change over time, we provide the following guidelines for dressing as a student at Grafton Middle School:

- Clothing that excessively reveals the back, buttocks, stomach, torso or breasts is not to be worn. This includes short skirts and shorts that display a bare midsection, shirts that are low cut or show cleavage, pants below the waist and see-through clothes.
- Armbands/wristbands with metallic spikes, points or studs, multiple safety pins, wallet chains, or any other items that could be deemed dangerous are not permitted.
- Footwear is to be worn at all times. Footwear that is a safety hazard will not be allowed, including slippers.
- Wearing hats is permitted; hoods or other head coverings are not permitted except for religious or medical purposes.
- Coats or heavy jackets are not to be worn in the classroom and should be stored in the student's assigned locker.
- Clothing with offensive language, promoting the use of alcohol, drugs, tobacco, or other illegal or violent activities is not to be worn.
- Clothing considered to represent gang affiliation is prohibited.
- For special events, such as Spirit Week, students are permitted to wear hair spray and face paint, but it must be applied at home. For safety reasons, face paint should not be applied near the eyes.

Dropping Off Item(s) Procedure

Items brought in during the day for students should be left in the main office. Items should be clearly marked with the student's name and grade. Students will be called to the office to pick up items at lunch and prior to dismissal. Students will not be called during instructional time, as it is a disruption to learning. Exceptions will be made for medication and glasses only.

E

Early Dismissal

For early dismissal, students should bring a written request to the office in the morning and get a dismissal pass. Students will show the teacher the pass for dismissal and report to the office to wait for parent pickup. Parents must come into the office, identify themselves, and sign out the student on the sign out sheet. For safety purposes, parents may be asked to show identification.

Elevator Use

Students who have a medical condition that necessitates the use of the elevator and who also have a doctor's note may use the elevator. Students must have an elevator pass from the GMS Nurse and ride the elevator with a friend at all times.

F

Financial Assistance

Financial assistance is available for families who are unable to pay for student activities and field trips. Please contact the Nurse, Assistant Principal or Principal for more information.

Field Trips

Teachers may plan field trips to enhance their curriculum throughout the year. Notification and permission slips are sent home with students in advance of a trip. Permission slips **MUST** be returned in order for students to participate. No student will be excluded from a trip due to financial reasons. There may be behavioral requirements for students to attend a trip.

Fire Drills

A fire drill procedure sign is located in every room of the school building. Fire drill procedures are reviewed and rehearsed periodically throughout the year. Students and teachers will evacuate the building, according to these directions, quickly and silently. Safety is dependent upon the orderly evacuation of all.



G

Grading

Report card grades are made up of several components, including tests, quizzes, homework, projects and class participation.



A+ = 97-100
A = 93-96
A- = 90-92
B+ = 87-89
B = 83-86
B- = 80-82
0-59

C+ = 77-79
C = 73-76
C- = 70-72
D+ = 67-69
D = 63-66
D- = 60-62

F =

Gum/Candy/Drinks

Gum, candy and drinks are not allowed outside of the cafeteria, as it can destroy school property. Students may carry a water bottle with water only during the day. To remain hydrated, it is recommended that students bring a water bottle from home that they may refill with our filtered water during the school day.

H

Homework

Students will be assigned homework according to the Grafton School Committee Policy. If a student is having difficulty completing a homework assignment, parents are encouraged to contact the teacher directly. If a student continues to struggle with homework, parents are encouraged to contact administration to discuss strategies for homework completion.

Please refer to [School Committee Policy IKB](#).



I

Immunizations

Our school nurse enforces the schedule of immunizations issued by the Massachusetts Department of Public Health. At the middle school level, the target year is grade seven. Prior to enrolling in seventh grade, the students must be immunized and documentation must be sent to the school nurse before the start of school in August. Students without documentation will be excluded from school until immunized.

Internet Use

All students are required to sign the Acceptable Use Policy at the start of the school year.

Please refer to [School Committee Policy IJNDB](#).

L

Lockers

Locker assignments and use is optional. All students may be assigned a lock and locker at the beginning of each school year. Students may store their books, school supplies, backpacks and coats in their locker. Students are responsible for proper care of their locker.

Lost and Found

Lost items should be reported to the office. Lost and found boxes are located in the cafeteria and main office. Valuables found will be kept in the main office.

Lunch

Students have the choice of purchasing lunch from the cafeteria or bringing lunch from home. It is the responsibility of the students to clean up their lunch table and the floor around it. Students should not throw food or purposely leave a mess in the cafeteria.



The GMS Lunch Program allows parents to prepay their child's lunch account so that students do not need to carry money to school. Go to the [My School Bucks online site](#) to prepay your child's lunch. The prepay option also allows parents to limit their child's spending on snacks. All checks must be made payable to Grafton Hot Lunch Program. In the event a student forgets his/her lunch money, students will be allowed to charge up to \$15 with the expectations that the charge will be repaid as soon as possible.

A free or reduced lunch is available to families who qualify. The free or reduced price means are based on Federal Standards determined by the family size and maximum gross income of the family. An application form must be filled out each year to determine eligibility.

M

MCAS

Each spring all students participate in MCAS testing. These statewide tests measure student performance based on standards for content, knowledge and skills, as outlined in the Massachusetts State Curriculum Frameworks. Student results are reported in performance levels (Advanced, Proficient, Needs Improvement and Warning) based on criteria-referenced testing, as well as growth percentiles. The tests include a variety of questions: multiple choice and open response. Students in grade 7 take the English Language Arts Reading Comprehension and Mathematics tests. While students in grade 8 take the English Language Arts Reading Comprehension, Mathematics and Science, Technology & Engineering tests. All MCAS tests are taken online unless otherwise stipulated per IEP language.

Medication

Students may not have or take medication in school except under the supervision of the nurse. In order to dispense medication, the nurse requires written permission from a parent and physician orders. The medication must be in the original container and be delivered to the school by an adult. Students must have a consent form on file in order to take any over the counter medications, such as ibuprofen.

See [School Committee Policy JLCD](#)

N

Newsletter

A parent newsletter is emailed home weekly. Parents must register for the listserv by visiting the Grafton Public Schools website at grafftonps.org, choosing the [Parent link and Alert Solutions 2](#). Parents must register only once, as the lists follow the students from school to school.

Nurse

There is one full time nurse at Grafton Middle School available to students during the school day. The nurse provides first aid to injuries, intervention for chronic health problems, referrals to physicians and health professionals, and acts as a liaison for community health concerns. The nurse oversees the yearly health screenings for vision and hearing, height and weight, and posture. Concerns are communicated with parents. The nurse maintains a medical record for every student at GMS. It is important to update this file annually.

The school nurse is a member of the GMS Crisis Team and the GMS Student Support Team. She works closely with administration, faculty, parents/guardians and students to ensure a healthy and safe school environment.



O

Office Hours

The Grafton Middle School Main Office is open 7:00am - 3:00pm. There is one full time and one part time secretary to respond to the needs of the parents, students and staff.

Open House

In September, parents have the opportunity to meet the Principal, Assistant Principal and teachers during the annual Open House event. During the evening parents meet with teams of teachers to discuss general information regarding curriculum, procedures and special events. This time is not designated for individual student questions. Parent-Teacher conferences will be held later in the fall for discussions regarding individual students.



P

Parental Concerns

Parents are encouraged to call or email their child's teacher to discuss any concerns regarding academic performance, specific behaviors or incidents within the classroom. If problems arise that are not resolved through communicating with the classroom teacher, parents should contact the Principal or Assistant Principal by email or phone. Parents may call the school directly at 508-839-5420 or email any staff member using the following format: Last name followed by the first initial@grafton.k12.ma.us (e.g. starczewskic@grafton.k12.ma.us for Mr. Christopher Starczewski)

Please check the [Grafton Middle School website](#) for a complete listing of staff email addresses.

Parent-Teacher Conferences

Parent-Teacher Conferences occur once during the school year, generally in the late fall. Appointments, which are required, are scheduled on a first come, first serve basis. Parents are encouraged to register for the Principal Update email, as information regarding conference registration will be conveyed through the update. Parents are also encouraged to contact their child's teachers directly to schedule an appointment at any time during the school year if they have concerns about their child's academic performance.

Personal Property & Valuables

Students are assigned a locker with a lock for personal use throughout the school year. Students should store their personal property and valuables in their locked locker. For safety reasons, It is recommended that students leave valuable items at home.

Pictures & Videos

All students will have their picture taken at the start of the school year for their photo identification. Additionally, pictures and videos may be taken throughout the year during class activities, projects, school-wide assemblies, and for the GMS Memory Book. These pictures may be submitted to the local newspapers for publication or posted on the school website. Parental permission for student picture publication is requested at the start of each school year.

PowerSchool Access

All students and parents are given a secure username and password to access their child's grades and assignments through PowerSchool. It is recommended that parents review their child's academic performance with their child on a regular basis. Parents can access PowerSchool by visiting <https://grifton.powerschool.com/public/> .Parents should contact the main office if the username or password has been misplaced or does not work.

Preparation for Class

All students are expected to arrive at class on time and prepared. Individual teachers will communicate their expectations to students. However, all students should come to class with their chromebook, writing instrument and completed homework each day.

Promotion and Retention

Grafton Middle School adheres to the district policy of promotion and retention. In general, students are placed in the grade level to which they best fit academically, socially and emotionally.
See [*School Committee Policy IKE*](#).

Psychologist

The School Psychologist provides educational and psychological information to staff and families regarding student performance. The psychologist is responsible for testing, observation, consultation and report writing.

R

Report Cards

Report cards are issued online quarterly and at the end of the school year. However, parents can access their child's grades at any point during the school year through PowerSchool
<https://grifton.powerschool.com/public/>

S

School Closings

When school is canceled, the Superintendent will make use of several methods for communicating with families: The district website www.griftonps.org, Alert Solutions email, local television and radio stations.

School Advisory Council

The Massachusetts Education Reform Act requires schools to have a School Council composed of the Principal, teachers, parents, a community representative, and in some cases, students. The council meets throughout the school year to create the Grafton Middle School Improvement Plan.

Schoology

All courses are on Schoology, our learning management system. Each course includes coursework, resources and homework. Your child's Schoology calendar will reflect all assignments and upcoming assessments. This tool will serve as your child's agenda. Students may access their course via their Schoology student portal. Parents may also access their child's Schoology information via the Schoology Parent Portal.

Student Support Team

The Student Support Team (SST) is composed of an administrator, nurse, school adjustment counselor, school psychologist, special education team chairperson and teachers. The SST meets weekly to discuss and develop plans for struggling students.

Summer Reading

Students are asked to read throughout the summer. The summer reading selection and review sheet can be found on the school website

<http://www.graftonps.org/Domain/9>.



T

Tardiness

Students are expected to arrive at school and in classes on time, and consequences may be given for excessive tardies. If a student is tardy to school, they are required to check in at the main office to get a pass for class. Parents are encouraged to help students arrive at school on time. Classes begin each morning at 7:25am.

Teacher Communication

Teachers may be reached in any of the following ways:

- By email: last name followed by first initial@grafton.k12.ma.us
- By phone: Main office 508-839-5420
- By sending in a note with your child

Team Structure

Each grade within GMS is divided into two teams. Students are “on team” for the majority of the day, with the exception of their Related Arts and Band/Chorus/Enrichment periods. Foreign Language and Math may be exceptions as well.

Telephone Use & Messages

Students are allowed to use the office phone to call home before school, at lunch, and after school. Additionally, the office will relay urgent messages to students as appropriate. Students are encouraged to make after school plans before leaving home in the morning to avoid disruptions to their academic day.

Textbooks

Textbooks are distributed at the start of the school year. Students are expected to cover their textbook and keep them in good condition. Students must return their textbooks at the end of the school year. Costs will be assessed for lost or damaged books.

V

Vacations

School vacations are published in the school calendar. Parents are asked to support their student's academic progress by scheduling vacations during these times when school is not in session. If a student must miss school due to a family vacation, the absence is considered unexcused and students are responsible for making up missed work upon their return. Teachers are not required to provide students with work prior to their return.

Visitors

All visitors must enter the building through the main entrance and report to the main office. Visitors must sign in and wear a badge while in the building. Students not enrolled at GMS are not permitted to visit GMS during the school day. Students wishing to visit former teachers may do so after 2:00pm and with the permission of the teacher.

Volunteers

Anyone interested in volunteering at GMS should contact the Principal to inquire about and coordinate volunteer times and opportunities.



Guide to Mutual Respect - Behavioral Expectations

As a community, Grafton Middle School strives to maintain a positive learning environment for ALL students. To reach that goal, each group (staff, faculty, and students) within the school community is expected to follow four basic behavioral guidelines:

1. Respect yourself.
2. Respect others as you would respect yourself.
3. Respect the physical environment of the school.
4. Respect the learning environment of the school.



The following delineates the three categories within which offenses fall:

Levels	Examples of Behavior	Typical Consequences
Level 1 Classroom Management or minor building-wide offenses	<ul style="list-style-type: none"> • Tardy to class or school • Minor disruptions to class or in the hallway • Unprepared for class • Lack of academic work production and/or failure to complete/turn in homework • Electronic device violation 	<ul style="list-style-type: none"> • Informal conference with a teacher or administrator • Reflective writing assignment and/or plan to remedy the issue • Lunch Detention/Working Lunch • After School Detention • Friday Academy
Level 2 More serious offenses that jeopardize the positive learning environment	<ul style="list-style-type: none"> • Disruption of the learning environment • Teasing/inappropriate joking • Defying authority • Cheating, plagiarizing, forging a signature • Falsely reporting an incident • Truancy from class or school without permission • Violating the Technology Acceptable Use Policy • Repeated and/or flagrant Level 1 violation 	<ul style="list-style-type: none"> • After School Detention • Friday Academy • In-School Suspension
Level 3 Offenses that may be illegal in nature and could result in involving the Grafton Police Department or the Juvenile Court System	<ul style="list-style-type: none"> • Bullying/Harassment (MGL, Chapter 71, Section 370) • Stealing, destroying property, defacing property • Fighting, threatening violence, acting violently (MGL, Ch 71: Section 37H) • Possessing a weapon (MGL, Ch 71:Section 37H) • Possessing, using, and/or being under the influence of tobacco, alcohol, dangerous substances, or illegal drugs (MGL, Ch 71:Section 37H ½) • Possession, consumption, use, selling, buying, giving away e-cigarettes/vaping devices • Threatening and/or assaulting school personnel • Repeated and/or flagrant Level 2 violations 	<ul style="list-style-type: none"> • Friday Academy • In-School Suspension • Out-Of-School Suspension • Expulsion

[Please refer to School Committee Policy JK-R2](#)

Behavioral Interventions & Supports

Classroom Disciplinary Procedure for Distracting/Disruptive Behavior:

- 1st Offense:** Step 1--Whole class reminder
Step 2--Prompt from the teacher directed to specific student(s)
Step 3--Refocus Activity
Step 4--If student returns and repeats inappropriate behavior, teacher issues Teacher Detention (1:50pm-2:10pm---Date scheduled by teacher)
Step 5--Teacher contacts parent/guardian by email or phone regarding Teacher Detention
- 2nd offense: Exhibits Distracting/Disruptive Behavior Again or Student Skips Teacher Detention:**
Step 1--Teacher sends completed discipline form ("Student Referral Form for Administrative Action")
Step 2--Office Detention issued by administration. 1hr (1:50-2:50) Tuesday through Thursday
Step 3--Administration contacts parent/guardian by email or phone regarding office detention
- 3rd offense: Exhibits Distracting/Disruptive Behavior Again or Student Skips Office Detention:**
Step 1--Friday Detention issued by administration 1hr 30 min (1:50-3:20) Fridays
Step 2--Administration contacts parent/guardian by email or phone regarding Friday detention
- 4th offense: Exhibits Distracting/Disruptive Behavior Again or Student Skips Friday Detention:**
Step 1--In School Suspension issued by administration based on severity of incident and/or ongoing distracting/disruptive behaviors
Step 2--Email, hand to or mail home to parent/guardian suspension letter detailing inappropriate behavior

If, at any time, behavior is deemed serious by administration, using categories in The Guide to Mutual Respect , student will be issued an In-School Suspension, Out of School Suspension, or Expulsion with possible Court Action, following protocols cited in GPS School Committee Policy (JK-R2), which is in alignment with Chapter 222 of the MA Gen. Laws. Administration contacts parent/guardian and either emails, hands to or mails home parent/guardian suspension letter detailing discipline offense(s) and consequence

Our school committee policies can be found on the Grafton Public School website or by clicking [here](#).

School Committee Policies

School committee policies are reviewed and renewed on not only an annual basis, but a monthly basis as needed.

APPENDIX: GPS District Policies/Federal & State Laws

Topic	Page #
Empowered Digital Use Policy	19
Attendance K-12	20
Non-Discrimination Policy Including Harassment and Retaliation	20
Hazing	23
Bullying Prevention	24
Harassment/Discrimination	28
Alcohol, Tobacco and Drug Use	40
Firearms	41
Dangerous Weapon, Assault, Felony Complaint	41
Searches by Administration/Interrogation by Police	42
Student Records Regulations	43
School Discipline	43
Dress Code	50
Asbestos Management Plan	51

The student handbook includes a range of policies, laws and regulations related to students. For a full listing of all Grafton Public School policies, please go to <https://z2policy.ctspublish.com/masc/browse/graftonset/welcome/root> or contact the central office at 508-839-5421

1. EMPOWERED DIGITAL USE POLICY (GRAFTON SC POLICY: IJNDB)

Purpose

The School Committee recognizes the need for students to be prepared to contribute to and excel in a connected, global community. To that end, the district provides ongoing student instruction that develops digital citizenship skill sets for using technology as a tool. Information and communication technology are an integrated part of our curriculum across subjects and grades in developmentally appropriate ways and are aligned with the Massachusetts Curriculum Frameworks and standards, including seeking knowledge and understanding; thinking critically and solving problems; listening, communicating, and interacting effectively; and engaging and competing in a global environment.

Availability

The Superintendent or designee shall implement, monitor, and evaluate the district's system/network for instructional and administrative purposes.

All users shall acknowledge that they understand that using digital devices, whether personal or school owned, and the school district network is a privilege and when using them in accordance with School District guidelines they will retain that privilege

The Superintendent or designee shall develop and implement administrative guidelines, regulations, procedures, and user agreements, consistent with law and policy, which shall include but not be limited to the following:

- Digital devices, software, and networks shall be used in school for educational purposes and activities.
- An individual's personal information (including home/mobile phone numbers, mailing addresses, and passwords) and that of others shall be kept private.
- Individuals will show respect for themselves and others when using technology including social media.
- Users shall give acknowledgement to others for their ideas and work.
- Users shall report inappropriate use of technology immediately.

These procedures shall be reviewed annually by district administration together with students and teachers and shall provide a springboard for teaching and learning around topics such as internet safety, digital citizenship, and ethical use of technology.

2. ATTENDANCE K-12

Importance of regular attendance

While Massachusetts requires all students between the ages of 6 and 16 to attend school ([G.L. c. 76, § 1](#)). The Grafton Public School District also recognizes that students who attend school regularly are more likely to have success in school and careers. Research supports the connection between regular attendance and a student's personal, social, and emotional wellness and academic success. When students are not present in school, they miss out on opportunities for social development and often struggle to make adequate academic progress; they may disengage from learning as they get further off-track and may even drop out of school. The impact of missing school is significant. We are committed to working with students and their parents/guardians to promote consistent student attendance and engagement in learning.

(GRAFTON SC POLICY: JE)

The Grafton School Committee, realizing the importance of regular attendance as a factor in successful academic achievement, does endorse that the only excusable reasons for being absent school are those caused by:

- personal illness
- death in the family/family emergency
- documented medical, dental, legal appointments (including court appearances)
- religious observances
- school-sponsored trips or representing Grafton Public Schools at a school activity
- college interviews/visitations (per the High School handbook)
- extenuating circumstances with the approval of administration

Students absent for any of the above reasons will be provided the opportunity to make up missed work.

Parents are requested to notify the school the morning of the absence. In addition, the school requires a note, signed by the parent/guardian, to be sent with the student on the day of return stating the date and reason for the absence. Absence notes are kept on file.

This policy represents the minimal attendance policy of the Grafton Public Schools. Each level of school (elementary, middle and high school) may have more stringent attendance policies per parent/student handbook guidelines.

3. NON-DISCRIMINATION POLICY INCLUDING HARASSMENT AND RETALIATION (GRAFTON SC POLICY: AC)

The Grafton School Committee and Grafton Public Schools are committed to maintaining an education and work environment for all school community members. that is free from all forms of discrimination, including harassment and retaliation. The members of the school community include the School Committee, employees, administration, faculty, staff, students, volunteers in the schools, and parties contracted to perform work for the Grafton Public Schools.

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

This commitment to the community is affirmed by the following statements. The School Committee commits to:

1. Promoting the rights and responsibilities of all individuals as set forth in the State and Federal Constitutions, pertinent legislation, and applicable judicial interpretations.
2. Encouraging positive experiences in human values for children, youth and adults, all of whom have differing personal and family characteristics and who come from various socioeconomic, racial and ethnic groups.
3. Working toward a more integrated society and enlisting the support of individuals as well as groups and agencies, both private and governmental, in such an effort.
4. Using all appropriate communication and action techniques to air and address the grievances of individuals and groups.
5. Carefully consider, in all the decisions made within the school district, the potential benefits or adverse consequences that those decisions might have on the human relations.
6. Initiating a process of reviewing policies and practices of the school district in order to achieve to the greatest extent possible the objectives of this statement.

The Grafton Public Schools requires all members of the school community to conduct themselves in accordance with this policy.

It shall be a violation of this policy for any member of the school community to engage in any form of discrimination, including harassment and retaliation, or to violate any other civil right of any member of the school community. We recognize that discrimination can take a range of forms and can be targeted or unintentional; however, discrimination in any form, including harassment and retaliation, will not be tolerated.

It shall also be a violation of this policy for any school community member to subject any other member of the school community to any form of retaliation, including, but not limited to, coercion, intimidation, interference, punishment, discrimination, or harassment, for reporting or filing a complaint of discrimination, cooperating in an investigation, aiding or encouraging

another member of the school community to report such conduct or file a complaint, or opposing any act or practice reasonably believed to be prohibited by this policy.

*race to include traits historically associated with race, including, but not limited to, hair texture, hair type, hair length and protective hairstyles.

LEGAL REFS: Title VI, Civil Rights Act of 1964

Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972 Executive Order 11246, as amended by E.O. 11375

Equal Pay Act, as amended by the Education Amendments of 1972 Title IX, Education Amendments of 1972

Rehabilitation Act of 1973

Education for All Handicapped Children Act of 1975

No Child Left Behind Act of 2001, 20 U.S.C. § 7905 (The Boy Scouts of America Equal Access Act)

M.G.L. 71B:1 et seq. (Chapter 766 of the Acts of 1972)

Acts of 2022, Chapter 117 -

<https://malegislature.gov/Laws/SessionLaws/Acts/2022/Chapter117>

CROSS REF: [ACE](#), Nondiscrimination on the Basis of Disability

[ACAB](#), Sexual Harassment

[GBA](#), Equal Employment Opportunity

[IJ](#), Instructional Materials

[JB](#), Equal Educational Opportunities

SOURCE: MASC August 2022

Inquiries regarding the District's compliance with Title IX and other Civil Rights laws may be directed to the following:

Title IX/Civil Rights	IDEA/504/Homeless	Other Resources
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Coordinator	Coordinator	
Mandee Lape Director of Human Resources lapem@grafton.k12.ma.us Phone: 508-839-5421	Nicole MacDonald Director of Special Education macdonaldn@grafton.k12.ma.us Phone: 508-839-5421	U.S. Department of Education, Office for Civil Rights 33 Arch Street Boston, MA 02110 Phone: (617) 289-0111 Fax: (617) 289-0150

4. HAZING (GRAFTON SC POLICY: JICFA-E)

No student, employee or school organization under the control of the School Committee shall engage in the activity of hazing a student while on or off school property, or at a school sponsored event regardless of the location. No organization that uses the facilities or grounds under the control of the School Committee shall engage in the activity of hazing any person while on school property.

Any student who observes what appears to them to be the activity of hazing another student or person should report such information to the Principal including the time, date, location, names of identifiable participants and the types of behavior exhibited. Students and employees of the District are obligated by law to report incidents of hazing to the police department.

Any student who is present at a hazing has the obligation to report such an incident. Failure to do so may result in disciplinary action by the school against that student and could involve suspension from school for up to three days.

Any student who participates in the hazing of another student or other person may, upon the approval of the Principal, be suspended from school for up to ten (10) school days.

Any student determined by the Principal to be the organizer of a hazing activity may be recommended for expulsion from school but will receive no less disciplinary action than that of a participant.

In all cases relating to hazing, students will receive procedural due process.

SOURCE: MASC - Updated 2021

LEGAL REF.: M.G.L. [269:17](#), [18](#), [19](#)

5. BULLYING PREVENTION POLICY (GRAFTON SC POLICY: JICFB)

GPS Bullying Prevention/Intervention Plan.docx

The School Committee is committed to providing a safe, positive and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying, or cyber-bullying.

"Bullying" is the repeated use by one or more students or school staff members of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target that:

- causes physical or emotional harm to the target or damage to the target's property;
- places the target in reasonable fear of harm to themselves, or of damage to their property;
- creates a hostile environment at school for the target;
- infringes on the rights of the target at school; or
- materially and substantially disrupts the education process or the orderly operation of a school.

"Cyber-bullying" means 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.

Cyber-bullying shall also include the creation of electronic medium in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

Bullying and cyber-bullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyber-bullying are alleged, the full cooperation and assistance of parents/guardians and families are expected.

For the purpose of this policy, whenever the term bullying is used it is to denote either bullying, or cyber-bullying.

Bullying is prohibited:

- On school grounds;
- On property immediately adjacent to school grounds;
- At school-sponsored or school-related activities;
- At functions or programs whether on or off school grounds
- At school bus stops;
- On school buses or other vehicles owned, leased or used by the school district; or,
- Through the use of technology or an electronic device owned, leased or used by the school district;

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 district if the act or acts in question:

- create a hostile environment at school for the target;
- infringe on the rights of the target at school; and/or
- materially and substantially disrupt the education process or the orderly operation of a school.

Prevention and Intervention Plan

The Superintendent and/or their designee shall oversee the development of a prevention and intervention plan, in consultation with all district stakeholders, which may include teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians, consistent with the requirements of this policy, as well as state and federal laws. The bullying prevention and intervention plan shall be reviewed and updated at least biennially.

The Principal is responsible for the implementation and oversight of the bullying prevention and implementation plan within his or her school.

Reporting

Students, who believe that they are a target of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, are obligated to report incidents to a member of the school staff. The target shall, however, not be subject to discipline for failing to report bullying.

Each school shall have a means for anonymous reporting by students of incidents of bullying. No formal disciplinary action shall be taken solely on the basis of an anonymous report.

Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action.

Parents or guardians, or members of the community, are encouraged to report an incident of bullying as soon as possible.

A member of a school staff shall immediately report any instance of bullying the staff member has witnessed or become aware of to the school principal or their designee.

Investigation Procedures

The Principal or their designee, upon receipt of a viable report, shall promptly contact the parents or guardians of a student who has been the alleged target or alleged perpetrator of bullying. The actions being taken to prevent further acts of bullying shall be discussed.

The school Principal or a designee shall promptly investigate the report of bullying, using a Bullying/Cyber-bullying Report Form which may include interviewing the alleged target, alleged perpetrator, staff members, students and/or witnesses.

Support staff shall assess an alleged target's needs for protection and create and implement a safety plan that shall restore a sense of safety for that student.

Confidentiality shall be used to protect a person who reports bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying.

If the school Principal or a designee determines that bullying has occurred they shall take appropriate disciplinary action and if it is believed that criminal charges may be pursued against the perpetrator, the principal shall consult with the school's resource officer and the Superintendent to determine if criminal charges are warranted. If it is determined that criminal charges are warranted, the local law enforcement agency shall be notified.

The investigation shall be completed within fourteen school days from the date of the report. The parents or guardians shall be contacted upon completion of the investigation and informed of the results, including whether the allegations were found to be factual, whether a violation of this policy was found, and whether disciplinary action has or shall be taken. At a minimum the Principal or their designee shall contact the parents or guardians as to the status of the investigation on a weekly basis.

Disciplinary actions for students who have committed an act of bullying or retaliation shall be in accordance with district disciplinary policies.

Each school shall document any incident of bullying that is reported per this policy and a file shall be maintained by the Principal or designee. A monthly report shall be provided to the Superintendent.

Confidentiality shall be maintained to the extent consistent with the school's obligations under law.

Retaliation

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

Target Assistance

The school district shall provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to students, both targets and perpetrators, affected by bullying, as necessary.

Training and Assessment

Annual training shall be provided for school employees and volunteers who have significant contact with students in preventing, identifying, responding to, and reporting incidents of bullying.

Age-appropriate, evidence-based instruction on bullying prevention shall be incorporated into the curriculum for all K to 12 students.

Publication and Notice

Annual written notice of the relevant sections of the bullying prevention and intervention plan shall be provided to students and their parents or guardians, in age-appropriate terms.

Annual written notice of the bullying prevention and intervention plan shall be provided to all school staff. The faculty and staff at each school shall be trained annually on the bullying prevention and intervention plan applicable to the school.

Relevant sections of the bullying prevention and intervention plan relating to the duties of faculty and staff shall be included in the school employee handbook.

The bullying prevention and intervention plan shall be posted on the school district website.

LEGAL REFS.: Title VII, Section 703, Civil Rights Act of 1964 as amended

Federal Regulation 74676 issued by EEO Commission

Title IX of the Education Amendments of 1972

603 CMR 26:00

M.G.L. 71:37O; 265:43, 43A; 268:13B; 269:14A

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

CROSS REFS.: AC, Nondiscrimination

ACAB, Sexual Harassment

JIC, Student Discipline

JICFA, Prohibition of Hazing

SOURCE: MASC - Updated 2021

6. HARASSMENT POLICY (Grafton SC Policy: JBA)

Introduction

It is the goal of the Grafton School District to provide equal employment opportunity for all employees, to prevent any unlawful discrimination or harassment, including sexual harassment, of any individual working at or attending our schools, and to provide a mechanism by which individuals can bring any concerns about discrimination or harassment to the District's attention.

This policy is in effect while students/employees are on school grounds or property within the jurisdiction of the School District such as on school buses, or attending or engaging in school-related activities.

We expect all individuals to treat each other with dignity and respect. We are committed to maintaining a safe and secure environment in which staff and students are all treated with respect. The Grafton School District will not condone or tolerate any harassment, discrimination, or different treatment, of or among staff or students based upon characteristics that include but are not limited to:

Age (as defined by law)

Disability

Sex (including sexual orientation as defined by law)

Race

National Origin

Creed

Color

Religion

Veteran Status

Genetic information

Not only does the Grafton School District prohibit discriminatory treatment of its staff and students by supervisors and administrators, we also will not tolerate discriminatory treatment among staff or among students, including harassment.

Each student and employee of the Grafton Public Schools is personally responsible for ensuring that his/her conduct does not harass any other employee or student in schools. Each employee/student, including the Superintendent of Schools and Principals, is responsible for cooperating in any investigation of alleged harassment if requested to do so by the person conducting the investigation. Any individual who prevents or attempts to prevent an individual from making a complaint of harassment, or fails to cooperate with or interferes in any way with the investigation of such a complaint, will be subject to disciplinary action.

Harassment and Retaliation

Harassment, including sexual harassment, in any form or for any reason is absolutely forbidden and violates Title VI of the Civil Rights Act of 1964, Title IX of the Civil Rights Act of 1972, G.L. c.151B, and c.278s 3A of the Acts of 1996. The Grafton School District will not tolerate retaliation against any individual who has brought harassment or other inappropriate behavior to our attention. Retaliation is strictly forbidden, and if any individual is found to have retaliated against any individual for filing a complaint and/or cooperating in the investigation of any complaint, such action shall be grounds for separate discipline.

Harassment includes verbal or physical conduct which may or does offend, denigrate, or belittle any individual because of, or due to, any of the characteristics listed above. Such conduct includes pictures, jokes, comments, innuendoes, graffiti, or any other behavior, which creates an environment which is offensive and impairs the ability of the employees to work and students to learn.

The School District recognizes that employees and students have legal rights under Massachusetts and federal anti-discrimination laws that are not superseded by this policy.

The student and the employee retain all state and federal protection throughout a harassment investigation and both can seek the remedies afforded them by state and federal law at any time. The School District will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, but the need for confidentiality must be balanced with the need to investigate allegations of harassment thoroughly and to take disciplinary action when prohibited conduct has occurred.

Definitions

While all types of harassment are prohibited, sexual harassment requires particular attention.

Massachusetts General Laws, Chapter 151B, Section 1 (18):

The term "sexual harassment" shall mean sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when; (a) submission to or rejection of such advance, requests or conduct is made either explicitly or implicitly a term of condition of employment or as a basis for employment decisions; (b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive environment. Discrimination on the basis of sex shall include, but not be limited to sexual harassment.

Massachusetts General Laws, Chapter 151C, Section 1(e):

Sexual harassment means any sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when; (i) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of the provision of the benefits, privileges or placement services or as a basis for the evaluation of academic achievement; or (ii) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's education by creating an intimidating, hostile, humiliating or sexually offensive education environment.

Title VII of the 1964 Civil Rights Act:

Unwelcome sexual advances, requests for sexual favors and other verbal and physical conduct of a sexual nature constitute sexual harassment when; (1) submission to such conduct is made a term or condition of employment, (2) submission or rejection of such conduct is used as a basis for employment decisions, or (3) such conduct unreasonably interferes with work performance, or creates an intimidating, hostile or offensive working environment.

Examples of Sexual Harassment:

Sexual harassment may include but is not limited to:

1. Verbal harassment or abuse;
2. Subtle unwelcome pressure for sexual activity;
3. Inappropriate patting or pinching;
4. Intentional unwelcome brushing against an employee's (co-workers) or student's body;
5. Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
6. Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status;
7. Any sexually motivated unwelcome touching;
8. Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life;
9. Comments about an individual's body;
10. Comments about an individual's sexual activity, deficiencies, or prowess;
11. Displaying sexually suggestive objects, pictures, cartoons;
12. Unwelcome leering, whistling, sexual gestures, suggestive or insulting comments;
13. Inquiries into one's sexual experiences;
14. Discussion of one's sexual activities.

Investigation

The Harassment Investigator is the person appointed by the School Committee to investigate charges of harassment. The Harassment Investigator shall be a person both employees and students feel comfortable approaching with such a charge. The Grafton Public School District's Harassment Investigator and Title IX Coordinator is:

Mandee Lape

30 Providence Road

Grafton, MA 01519

508-839-5421

The Superintendent will be authorized to appoint a temporary substitute Harassment Investigator, if necessary.

Complainant and Respondent:

Complainant is the person bringing forth the charge of harassment.

Respondent is the person charged with harassment.

Reasonable Man/Reasonable Woman Standard:

The Harassment Investigator shall employ either a *reasonable man or a reasonable woman standard*, depending upon the sex of the complainant, when investigating a charge of harassment. That is, would a reasonable man or a reasonable woman perceive the conduct of the respondent as harassment.

Reprisal:

A *reprisal* is an action that is retaliatory in nature. Any other form of harassment shall be considered a reprisal. For example, respondent is a supervisor/teacher and gives complainant an undeserved negative evaluation/grade because complainant brought the claim of harassment against the respondent.

Employee(s):

Employee(s) shall be read to mean: administrators, teachers, clerical staff, cafeteria workers, educational assistants, custodial staff, and anyone else employed by, or a volunteer of, the School District.

Persons who need to know:

Persons who need to know shall include, at the appropriate time(s), the respondent, any witnesses, the Harassment Investigator, the representatives present in the investigation interviews, the complainant's parent(s) if complainant is a student, the Superintendent, and the School Committee.

Harassment may encompass an accumulation of incidents, and not just one incident, i.e., a remark/joke, etc. that may seem innocuous when said the first time but continues after complainant states that he/she is offended by that type of remark/joke, etc. The following procedure section refers to an "incident" of harassment but also means the accumulation of "incidents" to the point of harassment.

Procedure:

When the complainant is a student:

If a student confides in an employee that the student, or another student, has been treated inappropriately by either another student or an employee of the school department, the employee shall immediately bring the matter to the attention of the

building Principal. The principal will provide the student and his/her parents/guardians with a copy of policy GBAA. A written complaint must be filed with the Harassment Investigator within five (5) days of the incident.

The Harassment Investigator shall:

1. Notify the student and his/her parent(s)/guardian(s) that the student's claim of harassment has been referred to the Harassment Investigator for an investigation;
2. Notify the proper authorities if the situation warrants such obligation;
3. Notify the respondent of the charge against him/her. If the respondent is an employee, inform him/her that he/she may have a representative present when interviewed by the Harassment Investigator. If the respondent is a student, the parents/guardian are notified;
4. Interview the complainant with parent(s)/guardian(s);
5. Interview the respondent with union representation or parent/guardian, if requested;
6. Interview the employee who notified the Investigator of the claim of harassment;
7. Interview any witnesses to the harassment; and,
8. Submit a written determination to the Superintendent within 5 (five) days of the final interview. The report should include a determination of whether harassment occurred, a procedural summary, a summary of evidence, and finding of fact;
9. Re-interview the complainant and the respondent, under the same circumstances as the first interview, if the Harassment Investigator believes more information or clarification is necessary. Or, the Harassment Investigator may permit the complainant and the respondent the equal opportunity to submit written reports with any additional information.

The Harassment Investigator shall document the statements of the complainant, the respondent, and the witnesses, as to (a) the date(s) of the alleged incident(s); (b) the dates of the meetings with the interested parties; and (c) the persons present at the meetings.

The respondent shall be informed of the complainant's identity and shall also be informed that reprisals against the complainant shall/will not be tolerated.

The complainant and the respondent shall both verify the Harassment Investigator's documentation of their individual statements as to the incident(s) of harassment, by signing the Harassment Investigator's notes of the meeting(s), and making any corrections to their own statements if necessary.

Upon conclusion of the investigation:

1. The Harassment Investigator shall file a written report within five (5) days which shall include a determination of whether harassment occurred, a procedural summary, a summary of evidence, and finding of fact.
2. The Superintendent shall determine what action shall be taken within five (5) days, if any.
 - a. If the charge is substantiated, the action to be taken shall consist of, but not be limited to, one of the following:
 - i. (a) Warning
 - ii. (b) Suspension
 - iii. (c) Dismissal, following all due process procedures
 - iv. (d) Expulsion
 - b. The action of the Superintendent shall be taken as soon as possible following the submission of the Harassment Investigator's report.
 - c. The investigation report and, if action is taken, the report of said action shall be placed in the respondent's personnel file.
 - d. The complainant and the respondent will be notified within five (5) days that a determination has been made and if action on their part is required. A copy of the Harassment Investigator's written report shall be provided to both parties.

The decision of the Superintendent may be appealed by the complainant or the respondent within five (5) days. The aggrieved party shall provide a written statement of appeal including pertinent information supporting the appeal. The Superintendent shall review the information and reconsider his/her decision and or findings.

If action is taken, the Superintendent shall notify the School Committee in the same manner as he/she would in other serious matters.

IF HARASSMENT IS DETERMINED TO BE OF THE LEVEL OF "ASSAULT OF A MINOR", THE PROPER AUTHORITIES SHALL BE NOTIFIED AT ANY POINT IN TIME DURING THE INVESTIGATION. THE SCHOOL COMMITTEE'S INVESTIGATION, THROUGH ITS HARASSMENT INVESTIGATOR, SHALL BE SEPARATE; BUT THE SCHOOL COMMITTEE WILL COOPERATE WITH THE AUTHORITIES.

When the complainant is an employee and the respondent is an employee or volunteer:

If an employee believes that he/she has been harassed, he/she shall report the incident immediately in writing to the Harassment Investigator, or a person to whom the complainant feels comfortable reporting such a matter (e.g., union representative, supervisor, etc.). If the harassment is not reported to the Harassment Investigator initially, the person to whom it was reported shall notify the Harassment Investigator immediately upon learning about the harassment.

After the report of harassment, the Harassment Investigator shall immediately begin the investigation. The Harassment Investigator shall:

1. Interview both the complainant and the respondent, individually and privately, unless the presence of a union representative or other legal representative is requested;
2. Document the statements of both the complainant and the respondent by noting (a) the dates of the alleged incident(s), (b) the dates of the meetings with the complainant and the respondent, © the persons present at the meetings, and (d) the names of persons given as witnesses;
3. Interview any witnesses named by either the complainant or the respondent, individually and privately, unless the presence of a union representative or other legal representative is requested;
4. Document the statements of the witnesses, who will sign off as to the validity of the statements; and,
5. Re-interview the complainant and the respondent, under the same circumstances as the first interview, if the Harassment Investigator believes more information or clarification is necessary. Or, the Harassment Investigator may permit the complainant and the respondent equal opportunity to submit written reports with any additional information.

The complainant and the respondent shall both verify the Harassment Investigator's documentation of their individual statements as to the incident(s) of harassment by

signing the Harassment Investigator's notes of the meeting(s) and making any corrections to their own statements, if necessary.

The respondent shall be informed of the complainant's identity and shall also be informed that reprisals against the complainant will not be tolerated.

Upon conclusion of the investigation:

1. The Harassment Investigator shall file a written report within five (5) days, which shall include a determination of whether harassment occurred, a procedural summary, a summary of evidence, and finding of fact.
2. The Superintendent, upon receipt of report, shall determine what action shall be taken within five (5) days.

If the charge is substantiated, the action to be taken shall consist of, but not be limited to, one of the following.

Warning

Suspension

Dismissal, following all due process procedures

The action of the Superintendent shall be taken as soon as possible following the submission of the Harassment Investigator's report.

The investigation report and, if action is taken, the report of said action shall be placed in the respondent's personnel file.

The complainant and the respondent will be notified within five (5) days that a determination has been made and if action on their part is required. A copy of the Harassment Investigator's written report shall be provided to both parties.

The decision of the Superintendent may be appealed by the complainant or the respondent within five (5) days. The aggrieved party shall provide a written statement of appeal including pertinent information supporting the appeal. The Superintendent shall review the information and reconsider his/her decision and or findings.

If action is taken, the Superintendent shall notify the School Committee in the same manner as he/she would in other serious matters.

When the complainant is an employee and the respondent is a student:

If an employee believes that he/she has been harassed by a student, the employee shall report the incident(s) in writing immediately to the Harassment Investigator. After the report of

harassment, the Harassment Investigator shall immediately commence the investigation. The Harassment Investigator shall:

1. Notify the parent(s)/guardian(s) of the student respondent;
2. Interview the complainant with union representation present, if requested
3. Interview the student respondent with parent(s)/guardian(s) and/or legal representation present;
4. Document the statements of both the complainant and the student respondent by noting (a) the dates of the alleged incident(s), (b) the dates of the meetings with the complainant and the respondent, (c) the persons present at the meetings, and (d) the names of persons given as witnesses;
5. Interview any employee witnesses named by either the complainant or the respondent, individually and privately, unless the presence of a union representative is requested;
6. Interview any student witnesses, named by either the complainant or the respondent, with either parental approval or the parent(s)/guardian(s) present;
7. Document the statements of the witnesses who will sign off as to the validity of the statements; and,
8. Re-interview the complainant and the respondent under the same circumstances as the first interview, if the Harassment Investigator believes more information or clarification is necessary. The Harassment Investigator may permit the complainant and the respondent the equal opportunity to submit written reports with any additional information.

The respondent shall be informed of the complainant's identity and shall also be informed that reprisals against the complainant shall/will not be tolerated.

The complainant and the student respondent shall both verify the Harassment Investigator's notes of the meetings, making any corrections to their own statements, if necessary (parent/guardian co-sign).

Upon completion of the investigation:

1. The Harassment Investigator shall file a written report within five (5) days which shall include a determination of whether harassment occurred, a procedural summary, a summary of evidence, and finding of fact;

2. The Superintendent, upon receipt of report, shall determine what action shall be taken within five (5) days.

The action to be taken may include, but not be limited to:

- a. An apology to the victim;
- b. Participation in a workshop in awareness of harassment;
- c. Detention;
- d. Researching and writing a paper on the topic of harassment;
- e. Counseling;
- f. Suspension or expulsion. The procedure for suspension will follow the procedure set forth in the Student Handbook for serious offenses.

The action of the Superintendent shall be taken as soon as possible following the submission of the Harassment Investigator's report.

The investigation report and, if action is taken, the report of said action shall be placed in the respondent's personnel file.

The complainant and the respondent will be notified within five (5) days that a determination has been made and if action on their part is required. A copy of the Harassment Investigator's written report shall be provided to both parties.

The decision of the Superintendent may be appealed by the complainant or the respondent within five (5) days. The aggrieved party shall provide a written statement of appeal including pertinent information supporting the appeal. The Superintendent shall review the information and reconsider his/her decision and or findings.

If action is taken, the Superintendent shall notify the School Committee in the same manner as he/she would in other serious matters.

Safeguards

REPRISAL AGAINST THE COMPLAINANT OR ANY WITNESSES SHALL NOT BE TOLERATED.

CONFIDENTIALITY WILL BE MAINTAINED TO THE BEST ABILITY OF THE HARASSMENT INVESTIGATOR. THE PERSONS WHO NEED TO KNOW WILL BE THE ONLY ONES TO BE TOLD THE NAMES OF THE PARTIES.

If either the complainant or the respondent is dissatisfied with the results of the investigation of the harassment charge, he/she may discuss his/her dissatisfaction directly with the Superintendent.

At all times, the parties retain all rights under state and federal laws, and are free to avail themselves of those rights.

If an individual believes that he/she has been subjected to harassment, he/she may file a formal complaint with either or both of the government agencies set forth below. Using the District's complaint process does not prohibit an individual from filing a complaint with the agencies listed below. Each of the agencies has a short time period for filing a claim (EEOC - 180 days; MCAD - 6 months).

1. The United States Equal Employment Opportunity Commission ("EEOC")

475 J.F.K. Federal Building

Government Center

Boston, MA 02203

2. The Massachusetts Commission Against Discrimination ("MCAD")

436 Dwight Street

Suite 220

Springfield, MA 01103

The Committee issues this policy to provide measures to fight harassment at a level below litigation; the School District does not intend to usurp any rights guaranteed under state or federal laws.

Copies of this policy shall be given on an annual basis to each student and employee of the School District-either as a part of a handbook or by the normal route for disseminating important notices-and posted in conspicuous places; i.e., places where employees gather and are most likely to see the postings.

The School District shall arrange trainings for the students and employees to explain the policy and sensitize students and employees to harassment.

Sources utilized in forming this policy include:

Who's Hurt and Who's Liable: Sexual Harassment in Massachusetts Schools,
Massachusetts Board of Education (1986)

Sexual Harassment in the Schools: Preventing and Defending Against Claims,
Gregory, Gwendolyn H., Naomi E. Giltens, et al., eds.

Revised Edition, NSBA Council of School Attorneys (1993).

Approved October 28, 2002

Revised: October 11, 2005

Revised December 11, 2006

Revised June 25, 2007

Reviewed March 24, 2008

Reviewed March 9, 2009

Reviewed March 22, 2010

Reviewed January 10, 2011

Reviewed December 6, 2022

7. ALCOHOL, TOBACCO, AND DRUG USE BY STUDENTS PROHIBITED (GRAFTON SC POLICY JICH)

A student shall not, regardless of the quantity, use or consume, possess, buy or sell, or give away any beverage containing alcohol; any tobacco product, including vapor/E-cigarettes; marijuana; steroids; or any controlled substance. The School Committee prohibits the use or consumption by students of alcohol, tobacco products, or drugs on school property, at any school function, or at any school sponsored event.

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

Verbal Screening

- The school district shall utilize, in accordance with law, a verbal screening tool approved by the Department of Elementary and Secondary Education to screen students for substance abuse disorders. The tool shall be administered by trained staff on an

annual basis at grades 7 and 9.

- Parents/guardians shall be notified prior to the opening of school each year. Parents/guardians shall have the right to opt out of the screening by written notice prior to or during the screening.
- All statements made by a student during a screening are confidential and shall not be disclosed except in the event of immediate medical emergency or in accordance with law. De-identified results shall be reported to the Department of Public Health within 90 days of the completion of the screening process.

This policy shall be posted on the district's website and notice shall be provided to all students and parents/guardians of this policy in accordance with state law. Additionally, the district shall file a copy of this policy with DESE in accordance with law in a manner requested by DESE.

SOURCE: MASC - Reviewed 2021

LEGAL REFS.: M.G.L.[71:2A](#); [71:96](#); [71:97](#); [272:40A](#)

CROSS REFS.: [ADC](#), Tobacco Products on School Premises Prohibited

[GBEC](#), Drug Free Workplace Policy

[GBED](#), Tobacco use on School Property by Staff Members Prohibited

[IHAMB](#), Teaching About Drugs, Alcohol, and Tobacco

8. FIREARMS (CH.269, S.10)

Whoever, not being a law enforcement officer, and notwithstanding any license obtained by him under the provisions of chapter one hundred and forty, carries on his person a firearm as hereinafter defined, loaded or unloaded, in any building or on the grounds of any secondary school, college or university without the written authorization of the board or officer in charge of such secondary school, college or university shall be punished by a fine of not more than one thousand dollars or by imprisonment for not more than a year, or both. For the purpose of this paragraph, "firearm" shall mean any pistol, revolver, rifle, or smoothbore arm from which a shot, bullet or pellet can be discharged by whatever means. Amended by St. 1987, CH.150, S.2. (This includes paintball guns)

11. DANGEROUS WEAPON, ASSAULT, FELONY COMPLAINT

Mass. General Laws Chapter 71, Section 37H, and Section 37H1/2 as amended by Section 36 of Chapter 71 of the Acts of 1993 (the Education Reform Act), and further amended by Section 1 of

Chapter 380 of the Acts of 1993.

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

b. Any student who assaults a principal, assistant principal, teacher, teacher's aide, or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to 14 expulsion from the school or school district by the principal.

c. Any student who is charged with a violation of either paragraph A or B shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, at his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph a or b.

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

e. The superintendent of the school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion.

12. SEARCHES AND INTERROGATIONS (GRAFTON SC POLICY: JIH)

The right of inspection of students' school lockers is inherent in the authority granted school committees and administrators. This authority may be exercised as needed in the interest of safeguarding children, their own property and school property.

Nevertheless, exercise of that authority by school officials places unusual demands upon their judgment so as to protect each child's constitutional rights to personal privacy and protection from coercion and to act in the best interest of all students and the schools.

Searches by school officials of students' automobiles or the student will be conducted in a way that protects the students' rights consistent with the responsibility of the school district to provide an atmosphere conducive to the educational process

Interrogations by Police

The schools have legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to protect each student's rights with respect to interrogations by law enforcement officials. Therefore:

1. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school Principal or their designee will be present when possible. An effort will be made to contact the student's parent or guardian so that the responsible individual may be notified of the situation.
2. If custody and/or arrest are involved, the Principal will observe that all procedural safeguards, as prescribed by law, are followed by the law enforcement officials.

13. STUDENT RECORDS (GRAFTON SC POLICY: JRA)

In order to provide students with appropriate instruction and educational services, it is necessary for the school district to maintain extensive and sometimes personal information about them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardian and/or the student in accordance with law, and yet be guarded as confidential information.

The Superintendent will provide for the proper administration of student records in keeping with state and federal requirements, and shall obtain a copy of the state student records regulations. The temporary record of each student will be destroyed no later than seven years after the student transfers, graduates or withdraws from the School District. Written notice to the eligible student and their parent/guardian of the approximate date of destruction of the temporary record and their right to receive the information in whole or in part, shall be made at the time of such transfer, graduation, or withdrawal. The student's transcript may only be destroyed 60 years following their graduation, transfer, or withdrawal from the school district.

The Committee wishes to make clear that all individual student records of the school district are confidential. This extends to giving out individual addresses and telephone numbers.

14. SCHOOL DISCIPLINE (GRAFTON SC POLICY: JIC)

The School Committee believes that all students deserve every opportunity to achieve academic success in a safe, secure learning environment. Good citizenship in schools is based on respect

and consideration for the rights of others. Students will be expected to conduct themselves in a way that the rights and privileges of others are not violated. They will be expected to acknowledge respect constituted authority, to conform to school rules and to those provisions of law that apply to their conduct.

Each Principal shall include prohibited actions in the student handbook or other publication to be made available to students and parents/guardians.

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

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

The Superintendent shall provide each Principal with a copy of the regulations promulgated by DESE and shall have each Principal sign a document acknowledging receipt thereof, which shall be placed in their personnel file.

Suspension

In every case of student misconduct for which suspension may be imposed, a Principal shall consider ways to re-engage the student in learning. Unless specific reasons are documented as to why such alternative remedies are unsuitable or counter-productive, and/or in cases where the student's continued presence in school would pose a specific, documentable concern about the infliction of serious bodily injury or other serious harm upon another person while in school, principal shall not suspend or exclude a student until alternatives have been employed and their use and results documented. Alternatives may include but shall not be limited to the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and collaborative problem-solving.

The superintendent and/or principal shall also implement district/school-wide models to re-engage students in the learning process which shall include but not be limited to positive behavioral interventions and support models, and trauma sensitive learning models.

Notice of Suspension

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

The principal or a designee shall notify the superintendent in writing, including by electronic means, of any out-of-school suspension imposed on a student enrolled in kindergarten through

grade 3 prior to such suspension taking effect. That notification shall describe the student's alleged misconduct and the reasons for suspending the student out-of-school. For the purposes of this section, the term "out-of-school suspension" shall mean a disciplinary action imposed by school officials to remove a student from participation in school activities for 1 day or more.

For any suspension or exclusion under this section, the principal or designee of a school in which the student is enrolled, shall provide to the student and parent/guardian, notice of the charges and the reason for the suspension or exclusion in English and in the primary language spoken in the home of the student. The student shall receive the written notification and shall have the opportunity to meet with the principal, or a designee, to discuss the charges and reasons for the suspension or exclusion prior to the suspension or exclusion taking effect. The principal, or a designee, shall ensure that the parent or guardian of the student is included in the meeting, provided that such meeting may take place without the parent or guardian only if the principal, or a designee, can document reasonable efforts to include the parent or guardian in that meeting.

Emergency Removal

A Principal may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the Principal's judgment, there is no alternative available to alleviate the danger or disruption. The Principal shall immediately notify the Superintendent in writing of the removal including a description of the danger presented by the student.

The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the Principal shall:

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

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

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

The Principal may use in-school suspension as an alternative to short-term suspension for disciplinary offenses provided that the principal follows the process set forth in State regulation and the student has the opportunity to make academic progress.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

provided that within the five (5) calendar days, the student or parent/guardian may request and receive from the Superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that the long-term suspension will remain in effect unless and until the Superintendent decides to reverse the Principal's determination on appeal.

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

Superintendent's Hearing

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

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

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

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

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

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

Expulsion

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

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

Academic Progress

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

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

The Principal shall develop a school-wide education service plan describing the education services that the school district will make available to students who are excluded or suspended from school for more than ten (10) consecutive days. The plan shall include the process for notifying such students and their parents/guardians of the services and arranging such services. Education services shall be based on, and be provided in a manner consistent with, the academic standards and curriculum frameworks established for all students under the law.

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

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

academic progress, and such other data as directed by the Department of Elementary and Secondary Education.

Reporting

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

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

SOURCE: MASC - Updated 2023

LEGAL REFS: M.G.L. [71:37H](#); [71:37H ½](#); [71:37H ¾](#); [76:17](#); [76:21](#)

603 CMR [53.00](#)

603 CMR [53.10](#)(3) through (5)

603 CMR [53.13](#)(1)

Chapter 222 An Act Relative to Student Access to Educational Services and Exclusion from School

REFS.: Supporting Students with Disabilities and Avoiding the Discriminatory Use of Student Discipline under Section 504 of the Rehabilitation Act of 1973

<https://www2.ed.gov/about/offices/list/ocr/docs/504-discipline-guidance.pdf>

Questions and answers addressing the needs of children with disabilities and the Individuals with Disabilities Education Act's (IDEA's) discipline provisions:

<https://sites.ed.gov/idea/files/qa-addressing-the-needs-of-children-with-disabilities-and-idea-discipline-provisions.pdf>

15. DRESS CODE POLICY (JICA)

The responsibility for the dress and appearance of the students will rest with individual students and parents/guardians.

Students have the right to determine how they will dress and any guidance from principals shall:

- Serve to help maintain a safe learning environment when students are in classes where protective or supportive clothing is needed, such as science labs (eye or body protection) or PE (athletic attire/sneakers).
- Allow students to wear clothing that permits self-expression.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Ensure that students' clothing does not violate reasonable standards of health, safety, and cleanliness.
- Ensure that students do not wear clothing that causes disruption to the learning environment.
- Ensure that students do not wear clothing that includes hate speech or obscenity.
- Ensure that all students are treated equitably regardless of gender/gender identification, sexual orientation, race, ethnicity, body type/size, religion, and personal style.
- Allow school faculty and staff to recommend appropriate dress for certain school activities or special occasions, provided that no student may be prohibited from participation for not following such recommendations.

The administration is authorized to take action in instances where individual dress does not meet the stated guidelines.

LEGAL REF.: Acts of 2022, Chapter 117 -

<https://malegislature.gov/Laws/SessionLaws/Acts/2022/Chapter117>

M.G.L. 71:8

16. ASBESTOS MANAGEMENT PLAN

A copy of the AHERA management plan for each school within the Grafton Public Schools is available for review in the Superintendent's Office and the school office during regular school hours. Any inquiries regarding asbestos-containing materials in our schools should be directed to our AHERA Designated Person, Frank Rothwell (rothwellf@grafton.k12.ma.us) or 508-839-5421.

Translations

Arabic Version [HERE = النسخة العربية هنا](#)

Chinese Version [HERE = 中文版在這裡](#)

Hindi Version [HERE = हिंदी संस्करण यहाँ](#)

Portuguese Version [HERE = Versão em português AQUI](#)

Spanish Version [HERE = Versión en español AQUI](#)