

# **LINCOLN-SUDBURY REGIONAL HIGH SCHOOL DISCIPLINE CODE**

(revised 09/16/2021)

Lincoln-Sudbury prides itself on maintaining an atmosphere in which all members of the community are treated with respect and thoughtful, civil behavior is the norm. The purpose of the Discipline Code is to maintain this atmosphere and to promote self-discipline and an ability to behave and dress appropriately and responsibly in school. Proper school and classroom conduct, in which considerate and caring behavior towards others is expected and modeled, supports this discipline code in a positive way. Whether in school, or at a school sponsored event, students are always expected and required to give their names when asked by a faculty or staff member. School personnel are committed to ensure compliance with this code in a fair, consistent, and judicious manner.

The Lincoln-Sudbury community has articulated four Core Values, which are at the heart of our learning community. Adherence to these core values by all members of the community is expected, and a breach of the core values will generate a strong corrective reaction.

## **The Lincoln-Sudbury Core Values are:**

Fostering caring and cooperative relationships.  
Respecting human differences.  
Pursuing academic excellence.  
Cultivating community.

There are certain concerns that we would like to highlight at the outset, even though they are covered in more detail later in the Discipline Code. Student safety is the school's highest priority. Students and parents should be absolutely aware of the following:

### **IMPORTANT NOTE ON ISSUES OF SAFETY AND SECURITY**

- Drugs are absolutely and completely forbidden at Lincoln-Sudbury Regional High School. Under the terms of the Education Reform Act, students in possession of controlled substances on school grounds may be expelled from school.
- Weapons of any kind are prohibited and students in possession of a weapon may be expelled.
- Theft has been a significant problem at L-S in the past. It will not be tolerated, and those caught stealing will be dealt with seriously. Any student involved in stealing will be disciplined and the police may be notified.
- Physical violence of any kind is prohibited. Any student involved in violence will be disciplined.
- Verbal or sexual harassment in any form will not be tolerated.
- Under no circumstances can anything be thrown in or around the light wells.
- Defacing School Property/Graffiti will not be tolerated.

## **CONSEQUENCES FOR INFRACTIONS**

L-S students have traditionally had the privilege of making many decisions. With this privilege comes the responsibility for behaving thoughtfully, as well as for understanding school rules and the possible consequences for violating them. The consequences for infractions of school rules include the following range of responses:

- Detention
- Loss of free time
- Work Detail
- Exclusion from areas in the school, e.g. cafeteria
- Revocation of Max Ed card
- Loss of parking privileges
- Exclusion from athletic events and extra-curricular activities
- Exclusion from the school bus
- Suspension (in or out of school)
- Expulsion
- Loss of the privilege of representing the school in athletics or other positions of leadership
- Other, as appropriate

Under ordinary circumstances, punishment is progressive in nature. That is, second offenses are generally treated more harshly than first offenses. If a student continually violates a school rule, the administration may take more serious action than is specifically prescribed in this Code. Students have a right to expect that disciplinary decisions will be treated with discretion.

The Discipline Code is not meant to describe all possible areas of misbehavior. If students behave in a way that is inappropriate or irresponsible, they will receive a penalty that is in keeping with their actions. Even if not specifically cited here, behavior which is disruptive to the school, malicious towards others, destructive to property, or intentionally damaging to the reputation of fellow students or staff members will be considered punishable. These rules apply at school, on school buses, and at school sponsored events.

Students with diagnosed disabilities are subject to current state and federal laws and regulations under the Individuals with Disabilities Act (IDEA 2004). A copy of these laws is available in the Student Services Office.

## **MEDIATION**

### **A Non-Disciplinary Procedure for Resolving Conflicts**

L-S has a strong school mediation program which offers students and staff a non-punitive method of resolving conflicts. Anyone who wants to mediate a dispute can contact the Mediation Coordinator to request mediation. Many disputes can be resolved at this level, allowing participants to come to agreements responsibly without feeling they have to invoke disciplinary consequences.

Associate Principals may refer students to mediation in addition to assigning consequences, if a dispute appears to be unsettled and may result in further interruption of the educational process. Participation in mediation may be strongly recommended in such situations, but it is voluntary on the part of all participants.

## **DUE PROCESS**

Students accused of an infraction have the right to due process. This means they have the right to respond to the charge and explain their actions and perceptions. Students have the right to appeal disciplinary decisions to the Superintendent/Principal.

### **Emergency Removals under M.G.L. c. 71, § 37H<sup>3/4</sup>**

An Associate 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 temporary removal will not exceed two school days following the day of the emergency removal.

The Associate Principal will immediately and reasonably make an effort to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal. A written notice will be provided to the student and parent with the following information:

- Hearing date, time and location which will take place no more than 2 days of the emergency removal, unless an extension of time is agreed by all parties involved
- At the hearing that student may present any evidence and/or witnesses on their behalf
- Associate principal may render a decision orally the same day of the hearing and will share in writing the decision by no later than the following day.

## **SUSPENSIONS AND EXPULSIONS**

For suspensions from school of fewer than ten days, administrators will state the nature of the offense and the consequences, orally and in writing, to the student and parent. The student and parent/guardian will be provided an opportunity to respond to the charges. A hearing will be scheduled for any out of school suspensions. For in-school suspensions, a hearing may occur with parents, students and Associate Principal if one is requested by the family. In any hearing procedure, the student will have the right to share their perception of what had transpired, provide evidence and/or produce witnesses to support their assert

Appeals may be made to the Superintendent/Principal and will be scheduled expeditiously. However, the student will remain under suspension pending the appeal.

If after a suspension hearing is completed and it was determined that the student will be suspended for ten days or more, the charges against the student will be made in writing, along with written notification of the right to appeal. Appeals must be made to the Superintendent/Principal within five days after receiving written notification of the suspension. The Superintendent/Principal will hold a hearing within three days of the request for an appeal. The student may present written or oral testimony on his/her behalf, and shall have the right to counsel. An Educational Service Plan will be developed for students suspended for more than ten days.

### **Suspension/Exclusion as a Result of Assault, Weapons or Controlled Substances (M.G.L. Chapter 71, Section 37H)**

For offenses involving drugs, assault on a staff member, or the possession of weapons, there will be a hearing in front of a committee of at least three administrators. These individuals will function as Principal-designees at the hearing. Students and their families shall be notified in writing about such hearings and have the right to bring advocates. Student will have the opportunity to present any evidence and/or witnesses on their behalf during the hearing. Students have the right to appeal the hearing

decision to the Superintendent/Principal within ten days. The student will remain under suspension pending the appeal. An Educational Service Plan will be created for all students suspended for more than ten days.

### **Suspension/Exclusion/Expulsion for Felony Charge (M.G.L. Chapter 71, Section 37H 1/2)**

If a student has been issued a criminal complaint charging that student with a felony, the Principal or Associate Principal may suspend such student for a time deemed appropriate if the student's presence is determined to have a substantial detrimental effect on the general welfare of the school. Students charged with felonies have all rights of due process outlined above. An Educational Service Plan will be developed for students who are suspended pending the resolution of a felony charge. Any student convicted of a felony may be expelled. An Educational Service Plan will be developed for expelled students.

### **Other Long-term Suspensions/Exclusions (M.G.L. Chapter 71, Section 37H 3/4)**

Students who commit other very serious offenses which pose a significant threat or danger to the L-S community will be suspended pending a hearing. Such students may be excluded from the L-S community for an appropriate period of time, not exceeding 90 days. Such students have all rights of due process outlined above. An Educational Service Plan will be created for all students suspended for more than ten days.

### **EDUCATION SERVICE PLAN FOR SUSPENDED STUDENTS**

**For suspensions (in or out of school) of less than 10 days**, the student will stay in touch with the teacher via email, Google Classroom or an equivalent site used by the teacher. Associate Principal and/or School Counselor will facilitate communications about any work owed or assessments to be made up. When appropriate in-school days will be used to help the student catch up on missed work.

**For suspensions (in or out of school) of 10 days or more**, the Associate Principal (AP) with School Counselor and Parent/Guardian and Student, will design and coordinate a plan for students to make academic progress. This may involve one or more of the following:

- Tutoring at an out-of-school location, such as public library
- Alternative placement in another public school or program (e.g. 45 day extended evaluation)
- On-line learning
- Continue with LS classes via distance learning, using Google Classroom, email or other on-line methods.
- If a limited number of credits are needed for graduation, the plan will prioritize the student completing those credits, and may involve withdrawing the student from non-essential classes.

The AP will meet with the student and parent/guardian to review these possibilities, and together they will design an appropriate plan for the student. The AP will facilitate placement in other schools or programs and will verify enrollment, if that option is selected. The AP will facilitate on-line learning enrollment and/or tutoring, and will arrange for a licensed LS staff member to verify completion of learning requirements and credit, if that option is selected.

### **DISCIPLINARY PROCEDURES FOR STUDENTS WITH DISABILITIES.**

Students with disabilities, or students who are suspected to have a disability, are disciplined by the same criteria applied to all students at Lincoln-Sudbury Regional High School. However, students who have been identified as having special needs based on a disability have procedural protections in addition to those provided to other students in accordance with the Individuals with Disabilities Education Act (IDEA). Similar procedures apply to students with accommodation plans under Section 504 of the Rehabilitation Act of 1973 and students who are in the process of evaluation under special education for whom eligibility has not yet been determined.

In general, students with disabilities, or who are suspected of having disabilities, may be excluded from their programs and/or services, just as any other student can be, for up to ten school days per year. (These days do not have to be consecutive, and include in-school as well as out-of-school suspension days.) However, when a student is excluded for more than ten school days in the school year, school staff may be required to provide alternative educational services for the student. In addition, in many instances, the student's Team must convene to determine whether the student's behavior was caused by or had a direct and substantial relationship to the student's disability (a "manifestation determination"). In addition, the TEAM must determine that the student's behavior was not prompted by the school's failure to implement the student's IEP.

If the Team determines the behavior was not caused by the disability, the school may discipline the student according to the school's code of student conduct, except that the district must continue to provide the student with educational services during the period of suspension or expulsion. However, if the Team determines that the behavior was caused by the disability, the student may not be excluded from the current educational placement (except in the case of weapons, drugs, or serious bodily injury) until the Team develops, and the parent/guardian consents, to a new Individualized Education Program. The Team must also conduct a functional behavioral assessment and develop or revise a behavioral plan for the student.

In the event a student possesses, uses, sells or solicits a controlled substance or possesses a weapon, or seriously injures an individual at school or a school function, the school may place a student in an interim alternative education setting for up to 45 days. Hearing officers may also order the placement of a student in an appropriate interim setting for up to 45 days upon determination that the current placement is substantially likely to result in injury to the student or to others.

When a parent/guardian disagrees with the Team's decision on the "manifestation determination" or with a decision regarding placement, the parent/guardian has a right to request an expedited due process hearing from the Bureau of Special Education Appeals.

If the school district has no knowledge that a student is an eligible student under the IDEA before taking disciplinary measures against the student, the student may be disciplined just as any other student may be. If a staff member has previously expressed concerns that the student might have an undiagnosed disability, the student is protected under IDEA.

If, however, a request is made for an evaluation to determine eligibility while the student is subject to disciplinary measures, the district must conduct the evaluation in an expedited manner. Pending the results of the evaluation, the student must remain in the educational placement determined by school authorities, which may include suspension or expulsion without services. If the student is determined eligible for an IEP as a result of the evaluation, the school district must provide the student with special education and related services in accordance with the IDEA. Exceptions may be made in instances where parents have refused evaluations or services, or when a student has been evaluated and determined not to have a disability.

For additional information regarding the procedural protections for students with disabilities, please contact the Director of Student Services x2385.

## **CATEGORIES OF INFRACTIONS**

The Discipline Code divides unacceptable behavior into three categories. The first covers academic behavior, the second covers offenses of a generally social or behavioral nature, and the third covers the most serious offenses, which may involve legal as well as school consequences.

### **I. ACADEMIC BEHAVIOR**

**ACADEMIC DISHONESTY:** Academic Dishonesty is intolerable in an academic institution and will be dealt with seriously.

Academic Dishonesty includes (but is not limited to):

- Unauthorized sharing or learning of specific questions of tests, quizzes or other assignments before they are given.
- Inappropriately sharing or obtaining information during tests, quizzes or other assignments.
- Copying another student's answers
- Plagiarism, i.e., submitting another's work or ideas as one's own, without proper citation.

All Academic Dishonesty has a harmful effect on learning and the school environment. Therefore, teachers will assign failing grades to all work involving Academic Dishonesty. All incidents of Academic Dishonesty will be reported to the student's Associate Principal who will apply additional appropriate educational and disciplinary interventions.

All Academic Dishonesty on summative work (including but not limited to tests, papers, quizzes, or projects) and any Academic Dishonesty on formative work which occurs after an Associate Principal has already provided educational and disciplinary consequences for previous Academic Dishonesty, will be dealt with as follows:

1. Academic Dishonesty #1:
  - A. The teacher will notify the Associate Principal who will keep a record of the event.
  - B. The student will receive a failing grade on the exercise.
  - C. The parent(s)/guardian(s) will be notified.
2. Academic Dishonesty #2:
  - A. The teacher will notify the Associate Principal who will keep a record of the event.
  - B. The student will receive a failing grade on the exercise.
  - C. The student's grade for the quarter will be lowered at least one full letter grade
  - D. The student may be ineligible for awards.
  - E. A conference, either in person or by telephone with the student, teachers, parent(s)/guardian(s), and Associate Principal will be held.
3. Third Academic Dishonesty: (In addition to the above):
  - A. The teacher will notify the Associate Principal who will keep a record of the event.
  - B. The student will receive a failing grade on the exercise.
  - C. The student will fail the course for the semester, potentially jeopardizing graduation and athletic eligibility.
  - D. A conference with the student, parent(s)/guardian(s), Associate Principal, and Superintendent/Principal will be held.

Consequences for Academic Dishonesty will be cumulative from class to class and year to year.

**CLASS ATTENDANCE:** Attendance in class is mandatory. Students who have three unexcused absences in a class per semester will lose one credit in that course. In Wellness classes, two unexcused absences per quarter will result in loss of one credit. Students with five unexcused absences per semester will lose both credits in that course. Parents are notified in writing of unexcused absences. When changing classes or levels during a semester, unexcused absences from the original class will be carried forward to the new class.

For ninth grade students (during the first semester) for the first two unexcused absences, parents will be notified and students will receive detentions; and for the third such absence students will lose a credit in the class. For all other students, the Associate Principal will assign a detention for the second cut, as a warning that a third cut will result in loss of credit. In classes which give credit by the quarter (i.e. Wellness) students will receive a detention after the first cut.

All students need to be in school and to attend classes on the day of a contest or event, in order to participate in athletics or other activities.

## **II. SOCIAL BEHAVIOR**

**SCHOOL CORRIDORS:** L-S is the kind of place that allows students to peacefully congregate during free time in corridors and other public areas. However, behavior needs to be quiet, decorous, civil, and respectful of others and of classroom activities at all times in all areas of the building. If behavior is not within those guidelines, an area may be closed for a period of time.

**PUBLIC DISPLAYS OF AFFECTION:** Lincoln-Sudbury prides itself on maintaining a friendly atmosphere, where close relationships are fostered and encouraged, and students are permitted to live their lives without too much intrusive adult intervention. However, it is also a public institution, where appropriate norms and boundaries of interaction need to be maintained. In this regard, any sexual activity, including excessive public displays of affection, are not permitted in the school, on the school bus, or on school grounds. Casual and friendly contact, of course, is understandable, physical intimacy is not appropriate in the corridors, classrooms, or grounds of Lincoln-Sudbury.

**PROPER ATTIRE/DRESS:** L-S does not have a formal dress code but it is expected that students will dress appropriately in school with consideration for public sensibility. Clothing containing images of drugs, alcohol, or violence is unacceptable and students will be asked to change or cover unacceptable clothing.

**BEHAVIOR AT SCHOOL, AT SCHOOL ACTIVITIES, AND ON SCHOOL BUSES:** Students are expected to behave appropriately. The penalties for misbehavior at school activities or on school buses are the same as the penalties for misconduct during school hours. In addition, misbehavior at a school-sponsored activity or on a school bus may result in revocation of privileges to participate.

**INAPPROPRIATE CLASS/CORRIDOR BEHAVIOR:** Students are expected to refrain from inappropriate behavior such as yelling, disrupting a class, knocking on a door or window, littering, throwing objects, playing music, pitching coins, writing on desks, etc. Language in hallways, open spaces, and classrooms should be civil. The first time students are reported by a staff member for engaging in such behavior, they will receive a detention. If a student is reported a second time, a more serious penalty will be imposed. Throwing anything in or around the light wells is an offense, which may result in suspension.

**FAILURE/REFUSAL TO IDENTIFY YOURSELF:** Students are required to give their full name when asked. Students who refuse to give their name or who give a false name may result in suspension.

**CAFETERIA BEHAVIOR:** Students are expected to behave appropriately in the cafeteria and to clean the table after eating. If students violate these expectations, they may be suspended from spending time in the cafeteria for up to one semester and/or given other appropriate consequences, such as clean-up duty in the cafeteria during free time. Students are not permitted to eat in the halls or library under any circumstances; consequence is detention or cafeteria clean-up duty.

**GAMBLING, FIREWORKS, LITTERING, and SNOWBALL THROWING** are not allowed and the consequences for infractions will be determined by the administration.

**COMMERCE ON CAMPUS:** Students are not allowed to buy or sell any items on campus without permission from an administrator. All fundraising for activities and athletics must receive prior approval from the Director of Athletics and Activities. Students who wish to sell items for purposes that are not related to L-S programs must contact their Associate Principal.

**RESPECT FOR SCHOOL PROPERTY:** L-S is a community and we all need to work together to take care of our school. Defacing school property/writing graffiti is expressly prohibited. Students who violate this expectation will receive appropriate penalties.

**PARKING AND SAFE DRIVING:** Access to a parking space is a privilege that can be withdrawn at the discretion of the administration. Students may be fined, their car booted or towed, and/or they may lose

parking privileges if they break rules such as parking outside student-designated areas, reckless driving during the school day (on or off campus), or unauthorized use of permits. Unpaid fines will become senior obligations to be settled before graduation.

**ELECTRONIC DEVICES** (e.g. cellular phones, radios, personal stereos): All electronic devices are expressly prohibited from being used in classrooms, unless with the approval of the teacher. Students using these devices while in class will have them confiscated. Students may use phones and listen to music in public spaces as long as they are not disruptive, and do not disturb others.

**STUDENT AND STAFF PRIVACY RIGHTS CONCERNING VIDEO AND AUDIO RECORDINGS, PHOTOGRAPHY AND SOCIAL MEDIA:** As a general rule, students should not take, share or post photos, videos, or audio recordings of another person without their permission. Teachers will instruct students when it is appropriate to take pictures of notes on the board, assignments on the board, etc. Some exceptions may apply to students with documented disabilities per their educational plans. Infractions which embarrass, humiliate, or compromise others are subject to disciplinary action as violations of the Core Values.

**OPEN CAMPUS POLICY:** Juniors and Seniors may leave campus with parental permission and a signed I.D. card ("Max-Ed." card). Ninth and tenth graders may not leave campus. The parking lot is considered off-limits for ninth and tenth graders.

- First offense: five detentions
- Second offense: loss of free time for 3 weeks
- Subsequent offenses: additional loss of free time, loss of Max-Ed. privileges and/or parking privileges for the first quarter of junior year

If a student with a Max-Ed. card takes a student who does not have a card off campus, he/she will lose Max-Ed privileges for one month. Subsequent offenses may lead to longer loss of privileges, loss of parking privileges and/or loss of free time and/or suspension.

**PRESENCE IN UNSUPERVISED AREAS:** Students may not be in unsupervised areas such as laboratories, gyms, the auditorium, the woods, the ropes course, the radio station, computer rooms, classrooms, or stairwells without a teacher or a teacher's explicit permission. Students may never go on the roof. Out of respect for our neighbors, students are not allowed to loiter in the neighborhood surrounding the high school before, during or after school. Violations of these rules will result in an appropriate penalty.

**BICYCLES, SKATEBOARDS, SCOOTERS, etc.:** Skateboards, stunt bikes, and rollerblades may NOT be used on school property. Other bicycles must be used appropriately with regard to personal safety, the safety of others, and with care to not damage property.

**MIND ALTERING SUBSTANCES:** Possession and/or use of any mind-altering substance or misuse of any other substance in order to get high is not allowed on campus or at school-sponsored events. In addition, students are barred from participating in any school-sponsored event on a day on which they have used mind-altering substances regardless of the time or location of such use. Violations of this rule will be dealt with in accordance with the drug and alcohol policies of the school.

**VAPING POLICY:** Vaping, or possession of any vaping materials or devices, is forbidden on school property, on school buses, or at any school-sponsored activities.

**TOBACCO POLICY:** *Any minor and/or student who smokes on school grounds or within 300 yards of public-school property shall be subject to a fine of one hundred dollars (\$100.00) for a first offense; or shall complete a tobacco education program. The parent(s) and or legal guardian(s) shall be notified of the minor's infraction; each subsequent offense will result in a one hundred dollar (\$100.00) fine.* (Sudbury Town By-Law)



In summary: No student may be in possession/use of a tobacco product on school property or within 300 yards of school property within the Town of Sudbury.

1. First offense or second offense
  - A. Parents will be informed and
  - B. Students can choose between a tobacco education program or receive a ticket for \$100 payable to the Town of Sudbury
2. Subsequent Offenses
  - A. Parents will be informed and
  - B. \$100 ticket payable to the Town of Sudbury

No school employee shall use tobacco products on school property within the Town of Sudbury.

### **III. ILLEGAL BEHAVIOR**

If a student commits an act that violates a state or federal law, the school may report the offense to the appropriate legal authorities. In criminal cases, the school is required to make such a report.

Lincoln-Sudbury has a memorandum of understanding with the local police departments, which states the following as mandatory reportable incidents:

- possession, use, or distribution of alcohol by a student
- possession, use, or distribution of an inhalant or any controlled substance
- any incident in which any individual is reasonably believed to be selling or distributing drugs or alcohol
- any incident involving intentional assaultive or negligent behavior that results in personal injury
- possession of a weapon, as defined by G.L.c. Section 10(b) or in the school handbook
- any incident involving domestic abuse, dating violence or a violation of M.G.L.c. Section 209A order
- any incident involving the serious physical neglect or abuse of a child (in addition to a report filed with the Dept. of Social Services pursuant to G.L.c.119 Section 51A)
- any incident involving an actual or suspected hate crime or violation of civil rights
- any incident resulting in significant damage to municipal or private property
- any bomb threat, fire, threatened or attempted fire setting, threatened or attempted use of an explosive device or hoax device
- any creation or possession of a “hit list” of individuals targeted for violence or death
- any incident of “hazing,” involving a threatened or actual risk of physical or emotional harm to a student
- any sexual assault, rape or incident of gender-based harassment

Mandatory Reportable Incidents will be immediately reported to the Police Departments if such incidents:

- occurred on school property or within 1,000-foot radius of school property
- occurred at a school-sponsored function
- occurred in a school owned or contracted bus or another vehicle
- involve a student of the Lincoln-Sudbury Regional High School

**THEFT:** As it is an affront to our core values, theft will be dealt with extremely seriously to the fullest extent allowable under this Discipline Code. Theft includes anything stolen from vehicles parked on school property. Thefts of money or valuables worth over \$100 will be reported to the local police by the school. Parents may report any theft to the local police. In cases in which such theft takes place outside the boundaries of the Lincoln-Sudbury campus, the school administration reserves the right to issue consequences as though they had occurred on campus if, and only if, the school administrator(s) deems that the theft in question was connected to school. Such consequences will be independent from any criminal charges brought against the student(s).

Consequences for theft may include: a period of suspension, payment of restitution, and include loss of in-school free time. Subsequent offenses may result in exclusion from the L-S community or exclusion from specified areas of the school.

**PREVENTING THEFT IS THE BEST DEFENSE AGAINST IT!**

Thefts hurt the whole community. Preventing theft and reporting it is everyone's responsibility. Currently, many of the thefts at L-S occur in the locker rooms. In order to ensure that possessions are safe on school property, the following is recommended:

- Do not bring unnecessary cash or valuables to school.
- Lock up your belongings, or carry them with you.
- Ask coaches to lock up valuables, for extra protection, if necessary.
- Make every effort to look out for one another. If you witness a theft, report it.
- Staff members are concerned about theft, and will continue to supervise areas as well as possible.
- Theft report forms are available in your house office.

**ARSON AND PULLING FIRE ALARMS:** Pulling fire alarms and arson are violations of state laws. If students set a fire or pull an alarm, the school will file a court complaint against them in addition to imposing a suspension of up to ten days. If a second offense is committed, the school administration will recommend that the student be expelled from school.

**DRUGS AND WEAPONS/ASSAULT ON A STAFF MEMBER:** Based on Chapter 71, Section 37H of the General Laws of the Commonwealth, any student who is found on school premises or at a school-sponsored or school-related event, including athletic games, in possession of a dangerous weapon, including but not limited to, a gun or knife; in possession of or under the influence of a controlled substance, as defined in Chapter 94 C, including but not limited to marijuana, cocaine, and heroin; or who assaults a staff member may be subject to expulsion from the school district. The hearing takes place before a tribunal comprising three Associate Principals, whose decision may range from suspension to expulsion. In addition, depending on the nature of the offense, it may be determined by the administration that violators will not be permitted to attend future social or athletic events at the school. This prohibition may be modified if the student is willing to participate in a drug education or treatment program. All students who bring prescription drugs to school must notify the nurse's office and follow Health Office protocols for their use. In general, prescription drugs must be held in the nurse's office and dispensed from there. Students found in possession of controlled substances on campus or at school-sponsored events can be found in violation of this part of the Discipline Code, even if the drugs are prescribed for them and may be subject to an expulsion hearing. Any student suspended for a period of more than ten days, or expelled, will be offered an off-campus educational service plan.

**ALCOHOL:** Use, possession, or being under the influence of alcohol are all strictly prohibited in school, on school grounds, on school buses, or at any school events. In addition, students are barred from participating in any school-sponsored event on a day on which they have used alcohol regardless of the time or location of such use. Students who violate the prohibition against alcohol use will be subject to an immediate three-day suspension from school. In addition, depending on the nature of the offense, it may be determined by the administration that violators will not be permitted to attend future social or athletic events at the school. This prohibition may be modified if the student is willing to participate in an alcohol education or treatment program.

**FIGHTING,** or any form of violence, is expressly forbidden at Lincoln-Sudbury Regional High School. If students are involved in a fight, they will be removed from school immediately, suspended, and they will not be eligible for school transportation. The punishment given will depend on the circumstances surrounding the fight. In general, each party involved in a fight will be treated equally, because of the difficulty of determining whether one student is more responsible than another. Words or gestures that either incite, or are likely to incite, violence may also result in suspension. Students involved in fights may be referred to Peer Mediation. In cases where fights take place off campus, the administration reserves the

right to issue consequences as though the infraction had occurred in school only if it is deemed that the fight, or incitement, was clearly connected to school, or could pose a threat to the safety or welfare of students while in school.

HAZING and INITIATION of one student by another student or group will not be tolerated. Any form of hazing or initiation will result in a student being suspended. The following is the Mass. General Law regarding Hazing:

*CH.269.S.17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.*

*The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest, or extended isolation.*

*Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action. Added by St.1985, c.536; amended by St.1987, c.665.*

*CH.269.S.18 Duty to Report Hazing Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars. Added by St.1985, c.536; amended by St.1987, c.665.*

**SEARCH POLICY:** Lockers are provided only for uses consistent with legitimate school or social purposes. The school retains the right to search student lockers. Possession of contraband, drugs, and weapons is illegal and inconsistent with school policy. Students, their bags, backpacks, lockers, personal computers, network accounts, email accounts, and vehicles may also be searched. Following any search, parents/guardians will be notified. Students who refuse a search will be suspended pending a meeting with their parent/guardian.

**VANDALISM:** If students vandalize school or personal property, they will be punished and expected to pay for the damage. Writing on walls and defacing property are considered acts of vandalism. In cases in which such vandalism takes place outside the boundaries of the Lincoln-Sudbury campus, the school administration reserves the right to punish such instances as though they had occurred on campus if, and only if, the administrator(s) deems that the vandalism in question was connected to school. The consequences will be independent from any criminal charges brought against the student(s).

### **MIAA RULE ON TOBACCO, DRUGS, AND ALCOHOL**

Students on athletic teams should note that use of tobacco, drugs, or alcohol at any time during the school year is prohibited, and will result in suspension from a team as delineated by the MIAA rules and regulations.

### **PHYSICAL, VERBAL OR SEXUAL HARASSMENT**

Lincoln-Sudbury Regional High School is committed to providing staff and students an environment that allows them to pursue their careers and studies in physical and emotional safety. Therefore, the school and its offices must be free of any type of harassment or physical threat to well-being. Harassment refers to conduct, behavior, or comments that are personally offensive, degrading, bullying or threatening to others. The prohibition against harassment applies to all interactions among students, staff, or any combination of these.

Physical harassment includes pushing, hitting, punching, or other unwanted contact. It also includes any case of an individual or group not permitting another individual freedom of movement by blocking the way or otherwise hampering passage.

Verbal harassment includes any threats or negative remarks based on another's race, gender, physical appearance, sexual orientation, role, religion or national origin, expressed directly or in written or pictorial form. Electronic harassment, over e-mail or via the internet, will be considered a punishable offense. Consistent with these expectations the "n-word" may not be used in the public arena of the LS school environment. The school environment includes campus, the school bus and at any school sponsored events. This also includes postings on social media or any other posting that has a reasonable probability of intersecting with and affecting our school environment. While name-calling or taunting may not rise to the level of harassment, they are unacceptable forms of behavior at L-S, and will be treated as violations of the Discipline Code. Any incident of harassment should be reported immediately to an Associate Principal.

Bullying is the repeated use by one or more students 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 him/herself, or of damage to his/her 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 form of electronic communication. When bullying and cyber-bullying are alleged, the full cooperation and assistance of parents and families is expected.

Sexual Harassment is a form of discrimination and is a violation of Title IX of the Educational Amendments of 1972 and of the Massachusetts General Law. Sexual harassment is demeaning and degrading. It affects an individual's self-esteem and can have a negative impact on performance at work or in class. It can make an individual feel angry, powerless, and fearful. Sexual harassment includes any unwanted sexual attention, physical or verbal, which interferes with an individual's ability to work, learn, or otherwise participate in the services and benefits of school activities and programs. This attention may include spreading sexual gossip, unwanted sexual comments, pressure for sexual activity and/or unwanted physical contact. It can also include publicly displaying sexually offensive signs, clothing, or jokes. The fact that someone did not intend to sexually harass an individual is generally not considered a defense to a complaint of sexual harassment. In most cases, it is the effect and characteristics of the behavior that determine if the behavior constitutes sexual harassment. Retaliation against anyone reporting or thought to have reported sexual harassment behaviors is prohibited. Knowingly filing false charges of sexual harassment will be dealt with as a serious offense.

The consequences for physical, verbal or sexual harassment may include anything from a warning to expulsion from school depending on the severity of the offense, and may include participation in an educational group. Disciplinary actions will be progressive in nature. Harassment and bullying (including cyber-bullying) are prohibited on school grounds, adjacent property, and at school-sponsored or school-related activities. When harassment, bullying and cyberbullying occur at non-school related locations or activities, the school administration will issue consequences as though it had occurred on campus if the behavior:

- creates a hostile environment for the target person at school
- infringes on targeted person's rights at school; or
- materially and substantially disrupts the education process or operation of the school.

Reporting: We expect students, parents, guardians, and others who witness or become aware of harassment, bullying or retaliation to report it. We encourage reporting directly to the Associate Principals or the Safe Schools Initiatives Coordinator, either in person or by telephone. However, reports

may be made to any staff member, who are required to report any instance of bullying or retaliation they become aware of to an administrator. Reports may be oral or written. Reports may be made anonymously. The online Safety Reporting Form, available on the school website, is one resource for anonymous reporting. It is also available in the Main Office, the House Offices, and the Health Suite. It is not necessary to use the form to report bullying/harassment.

Students, parents, and guardians who wish to report harassment are entitled to confidentiality and, if desired, anonymity. School personnel will help the student resolve the issue and will inform the student about support services available within the school. (School administrators and staff who fail to report, investigate, or take appropriate action with regard to harassment complaints may face disciplinary action.) No disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report.

Students who are filing a complaint of sexual harassment should follow the procedure outlined below:

1. Students shall meet with their counselor or Associate Principal to discuss the complaint. The counselor/Associate Principal will write up the complaint.
2. The complaint should contain as much information as possible about the alleged incident (names, addresses, phone numbers, location, date and description of incident, print-out of electronic harassment).
3. The complaint will be investigated by two administrators (male and female). Together they will interview all parties involved in the complaint and will respond within fifteen days of the interview.
4. If the administrators' response does not satisfactorily resolve the issue, the complainant may request a hearing before the Superintendent/Principal to be held within ten school days of receipt of the administrators' report. Student complainants are entitled to have their counselor present at every meeting.

## **L-S BULLYING PREVENTION AND INTERVENTION PLAN**

### **L-S Policy: PROHIBITION AGAINST BULLYING AND RETALIATION**

As stated in the L-S Discipline Code, acts of bullying, which include cyber-bullying, are prohibited:

1. On school grounds and property immediately adjacent to school grounds, at a school sponsored or school-related activity, function, or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school; or through the use of technology or an electronic device owned, leased, or used by a school district or school, and
2. At a location, activity, function, or program that is not school-related through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the acts create a hostile environment at school for the target or witnesses, infringe on their rights at school, or materially and substantially disrupt the education process or the orderly operation of a school.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is also prohibited. The school protects the anonymity of those who report or provide information about bullying. Aggressors and their parent/guardians will be notified verbally and in writing that students who retaliate against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying will face suspension, or even exclusion from school depending upon the severity of the offense, and police involvement as appropriate.

School bullying prohibitions also apply to adults. Adults who engage in these behaviors on school grounds or at school-sponsored activities may be asked to leave the premises. L-S administrators shall involve local law enforcement as appropriate.

As stated in M.G.L. c. 71, § 37O, nothing in this Plan requires the district or school to staff any non-school related activities, functions, or programs.

The L-S Bullying Prevention and Intervention Plan can be seen on the L-S website at [lsrhs.net](http://lsrhs.net). It summarizes how the plan was developed, which staff committees oversee the plan and its implementation, and what training and ongoing professional development on the topic occurs annually for L-S staff. In addition, the staff receives an annual written notice of the plan's contents and how to access it.

The plan describes the ways L-S curriculum, both academic and extracurricular, addresses the problem of bullying and ways students can recognize, prevent, and intervene to stop it. These include:

- Empowering students to take action by knowing what to do when they witness other students engaged in acts of bullying or retaliation, including seeking adult assistance;
  - Helping students understand the dynamics of bullying and cyber-bullying, including the underlying power imbalance;
  - Emphasizing cyber-safety, including safe and appropriate use of electronic communication technologies;
  - Enhancing students' skills for engaging in healthy relationships and respectful communications;
- and
- Engaging students in a safe, supportive school environment that is respectful of diversity and difference.

The plan provides procedures for reporting and responding to bullying or retaliation.

Reports of bullying or retaliation may be made by staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a staff member shall be recorded in writing. Staff members are required to report any instance of bullying or retaliation they become aware of or witnesses to an administrator. There are a variety of reporting resources available to the school community including:

- The online Safety Reporting Form (on school website [www.lsrhs.net](http://www.lsrhs.net))
- Email to any Administrator or to Coordinator of Safe School Initiatives
- Staff mailbox for any Administrator or the Coordinator of Safe School Initiatives

We expect students, parents, guardians, and others who witness or become aware of bullying or retaliation to report it to a staff member. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. Students, parents or guardians, and others may request assistance from a staff member to complete a written report.

Responding to a report of bullying or retaliation. The Associate Principals will be responsible for investigating allegations of bullying or retaliation. Before fully investigating the allegations of bullying or retaliation, they will take steps to restore a sense of safety to the alleged target, or any witness or informant. Additional steps to promote safety during and after the investigation will be taken as necessary.

The investigating administrators will notify parents of both the targeted person and the aggressor, and the school's procedures to address it; if there is reasonable basis to believe that criminal charges may be pursued against the aggressor, the administrator will notify local law enforcement agencies. All parties in an investigation will be reminded that retaliation is strictly prohibited and will result in disciplinary action, in accordance with the L-S Discipline Code. The investigating administrator(s) will notify all parties of their findings, and of the plans for providing safety for the targeted student, as well as consequences and remediation strategies for the aggressor.

Collaboration with families. The school communicates with parents and guardians about the bullying prevention curriculum, the dynamics of bullying, and online safety against cyberbullying. This is done in the beginning of the school year letter sent to all families, which conveys information that each student receives in opening meetings, where bullying prevention efforts are highlighted. This information is reinforced for all ninth-grade parents at our annual Ninth Grade Parent Night and to all parents at our annual Back to School Night.

L-S will offer occasional education programs for parents and guardians that focus on school climate and bullying prevention. The programs will be offered in collaboration with the LSPO, the School Council, the School Climate Group, and the Lincoln and Sudbury Public Schools. Bullying and cyberbullying is also

addressed in the school's biannual public presentation of the Youth Risk Behavior Data and accompanying forum. Bullying Prevention and explaining the school's bullying prevention initiatives is also part of the School Council's Parent-to-Parent outreach.

## **DISCRIMINATION GRIEVANCE PROCEDURES**

### **INTRODUCTION**

The School Committee has designated a district administrator as coordinator for each federal and state statute regarding discrimination. Complaints under Title IX have their own special procedure; see section C below. Their responsibility is to act as an advisor to any/all parties at any stage of these procedures to ensure that proper steps are followed. The coordinator may also act as mediator when requested to do so by both parties.

#### **A. INFORMAL PROCEDURES**

When you think you have a complaint you should first follow these informal steps. If you feel that someone has discriminated against you because of your race, gender, sexual orientation, religion, or ethnic background, you are encouraged to talk to that person directly about your feelings. If you find this difficult to do, you may wish to talk with a student advisor who can inform you of your rights and may go with you when you discuss your concerns. A student advisor is any teacher, counselor, or administrator employed by the Lincoln Sudbury Regional School District. Try to find out whether the discrimination you believe exists is the result of an individual's bias or a school-wide policy. Your concern may be a misunderstanding that can be cleared up by a simple informal conversation. If the person(s) involved have agreed to change the policy or practice, or if you are satisfied that no discrimination exists, you will not have to file a formal complaint. If these steps do not work, you may follow a formal procedure.

#### **B. FORMAL PROCEDURES**

Write a clear statement of your complaint including all the facts as you see them. The following information should be included:

1. Your name and home address.
2. A description of what happened including name and address of person involved, time, date and as many other details as you can remember.
3. Any other information you think is important to help people understand your concerns.

Give a copy of your written complaint to the person charged with the discrimination and the Superintendent/Principal. As you can see, by filing a formal grievance you may have to speak to the same people you met with before. However, the difference this time is that your complaint and the school officials' responses are in writing. By law, you **MUST** be given a hearing and **MUST** receive a written response. All hearings and investigations must follow due process procedures that guarantee that both parties will have the right and opportunity to present evidence and witnesses and to question witnesses at all steps. Confidentiality will be maintained by the involved parties at all levels.

The Superintendent/Principal will conduct an investigation of the formal complaint and give a written decision to both parties and to the appropriate coordinator. See Declaration of Compliance for specific person.

If you disagree with the decision of the Superintendent/Principal, you must appeal the decision, in writing, to the School Committee within five school days after your receipt of a written decision.

The School Committee will, within twenty school days of the receipt of the grievance, investigate the grievance and give a written decision. The School Committee will submit a copy of the decision and the reasons for the decision to both parties, the Superintendent/Principal and the coordinator.

The above time frames may be extended by mutual agreement.

### **C. SPECIAL PROCEDURES UNDER TITLE IX**

As of August 2020, there are new regulations under Title IX (the law that protects people from discrimination on the basis of sex). Dr. Aida Ramos, Director of Student Services, has been identified as the Title IX Coordinator for Lincoln-Sudbury Regional High School. She can be reached at 978-443-9961 x2385, [aida\\_amos@lsrhs.net](mailto:aida_amos@lsrhs.net) or for any Title IX inquiries you may email [TitleIXcomplaints@lsrhs.net](mailto:TitleIXcomplaints@lsrhs.net).

The **Title IX Coordinator** is responsible for:

- Making sure complaints are filed and investigated when appropriate
- Contacting the person filing the complaint and explain Title IX protocols
- Identifying the person(s) that will investigate the complaint
- Identifying the person that will make a decision after an investigation is completed. *The investigator(s) and the decision maker cannot be the same person and should not talk to each other while the investigation is taking place.*

The new regulations raised the threshold of what constitutes a violation of Title IX rights. Potential violations must meet criteria of sexual harassment.

Sexual harassment is defined as\*:

- Quid pro quo sexual harassment
- Hostile environment sexual harassment, defined as unwelcome conduct determined by a reasonable person to be so **severe, pervasive and objectionably offensive** that it effectively denies a person equal access to the school's education program or activity.

*\* Excerpts from SafeSchools Training*

### **School District's Jurisdiction:**

The complainant must:

- Be currently enrolled at L-S, or attempting to enroll at L-S.
- Alleged sexual harassment must occur:
  - in a school's "education program or activity" and must be in the United States
  - includes locations, events, or circumstances over which the school exercised **substantial control over both the respondent and the contexts in which the sexual harassment occurred.**



The law requires that any sexual harassment complaint under Title IX must be dismissed if:

- It would not fit within the definition of sexual harassment
- It did not occur in an education program or activity of the school
- It did not occur in the United States

Filing a Complaint:

- The victim and/or parents must contact the Title IX Coordinator
- Complaint must be in writing, although this does not limit the ability of contacting the Title IX Coordinator.
- Only the alleged victim and/or parents can file a complaint. Third parties reports will not be considered complaints.
- Title IX Coordinator meets with the alleged victim and will review the Title IX process, and will do an intake of the allegations and ask for the complaint to be put in writing
- Title IX Coordinator will identify a person(s) to investigate the allegations
- Investigator(s) will meet with the alleged victim, perpetrator(s) and/or any possible witness(es)
- Investigator(s) write a report with all the information gathered. The report will be shared with the alleged victim and perpetrator(s). Both parties will be allowed to provide additional information that might help the investigation.
- The report will include the name of the alleged victim and perpetrator(s) and may include the names of any witness(es).
- After the report is finalized, investigators will share the report with the assigned decision maker. The person will review the report and determine if there has been a Title IX violation.
- Decision maker will send a letter to parents/students with the findings.
- L-S will not have a hearing process. Any disputes may be resolved by Superintendent/Principal Bella Wong.

Important Notes:

- A Title IX investigation is NOT the same as a disciplinary investigation. A student may be disciplined and may, or may not, be found in violation of another person(s) Title IX rights.
- Throughout the process, students maintain these rights:
  - First Amendment - Freedom of Speech
  - Fifth Amendment - Protection Against Self-Discrimination
  - Fourteenth Amendment - Right to Due Process

Complaints alleging violations may alternately be filed in writing with the Superintendent of Schools for immediate School Committee action. A parent, guardian or other person or group who feels that Chapter 622 (282) state or federal regulations have been violated may request that a copy of the School Committee response be sent to the Department of Elementary and Secondary Education, 350 Main Street, Malden, MA 02148-023. A parent, guardian or the person affected may also seek enforcement of these regulations in any court or administrative agency of competent jurisdiction. Complaints alleging violations of Title IX may also be filed with the Office of Civil Rights, Department of Elementary and Secondary Education, 330 Independence Avenue, S. W., Washington D.C. 20210.

### **DEFINITIONS OF TERMS**

**DETENTION** - Students assigned detention are expected to stay 30 minutes before or after school. Under special circumstances, a student may lose free time during the school day. Detention time will be doubled for those failing to report. The next step is suspension.

**SUSPENSION OUT-OF-SCHOOL** - Students who are suspended for ten days or fewer will be informed by an Associate Principal of the charges against them, and provided an opportunity to respond. If students are suspended, they are ineligible for school bus transportation, may not appear on school grounds for any purpose during the school day, and may not participate in or attend any extra-curricular activities during the period of suspension. Their parents/guardians will be notified. If a student appeals a suspension, the hearing with the Superintendent/Principal will be held as quickly as possible, but the student must remain out of school until the hearing is held.

**SUSPENSION IN SCHOOL** - Under certain circumstances, at the discretion of the Associate Principal, students may serve the period of suspension in school, under supervision.

**EXPULSION** – Students expelled from school lose their right to a public education. Expulsion is a legal procedure that requires action by the Superintendent/Principal. The Superintendent/Principal, acting alone, may expel students for drug violations, weapons possession, or assault on a staff member. In other cases, the School Committee must decide upon expulsion, based upon the recommendation of the Superintendent/Principal.

**EXCLUSION** - Exclusion from the L-S community can be in the form of in-school or out of school suspension, or expulsion. Exclusion may also include being excluded from certain areas or events.

**APPEAL PROCEDURES** - Students who believe a disciplinary action is unjust may appeal beginning with the person imposing the original penalty, continuing through the Administration. In each situation, the student may have the opportunity to present facts and may be accompanied by other people to assist or offer other information. However, as noted above, students under suspension must remain out of school unless and until their appeal is successful.

#### LINCOLN-SUDBURY REGIONAL SCHOOL DISTRICT L-S COMPUTER NETWORK-ACCEPTABLE USE POLICY

The Lincoln-Sudbury Computer Network consists of Google's G Suite, network file servers, and Internet access.

**PURPOSE:** It is the policy of the Lincoln-Sudbury Regional School District to provide access for employees and students to the L-S Computer Network and to other external services for educational and administrative purposes. Educational purposes shall be defined as classroom activities, career and professional development activities, and high-quality self-discovery activities of an educational nature.

The purpose of the L-S Computer Network is to assist teachers in preparing students for success in life and work. This is accomplished by providing them with a network that allows them access to a wide range of information and the ability to communicate with others.

The L-S Computer Network shall be used consistently with these educational purposes to increase communication, enhance productivity, provide information to the community, and assist staff in upgrading existing skills and acquiring new skills through a broader exchange of information.

**AVAILABILITY:** The Superintendent/Principal or the Superintendent/Principal's designee shall be responsible to implement, monitor, and evaluate the L-S Computer Network for educational and administrative purposes.

Access to the L-S Computer Network, including external services, shall be made available to employees and students for educational and administrative purposes, in accordance with administrative regulations and procedures to be developed by the Superintendent/Principal or his/her designee.

Access to the L-S Computer Network is subject to adherence with the District's Acceptable Use Policy and the exercise of good judgment and common sense. ALL USERS shall be required to comply with all administrative regulations and procedures governing use of the system. Copies of this policy may be found

in the Program of Studies and Policy Handbook for Students, the Staff Policy Manual and the Support Staff Handbook. Noncompliance with applicable regulations and procedures, or inappropriate use of the L-S Computer Network or external services may result in suspension or termination of user privileges and other disciplinary actions consistent with the policies of the Lincoln-Sudbury Regional School District. Violations of law may result in criminal prosecution as well as loss of user privileges and disciplinary action by the Lincoln-Sudbury Regional School District.

In compliance with the Children's Internet Protection Act (CIPA), L-S will utilize a filter to prohibit access to Websites which contain inappropriate material. The filtering will not impede educationally relevant sites.

**ACCEPTABLE USE:** The Superintendent/Principal or his/her designee shall be responsible to develop and implement administrative procedures, and student user agreements, consistent with the purposes and mission of the Lincoln-Sudbury Regional School District, as well as with law and policy governing copyright and other applicable law.

**PERSONAL COMPUTING DEVICES:** Staff and students may bring personal computing devices to L-S. In an effort to protect the L-S information network, the District reserves the right to investigate personal computing devices and/or peripheral devices at any point, if there is any reason to believe these are being used inappropriately, or in such a way as to threaten the network.

**MONITORING USE:** Electronic mail transmissions and other use of electronic resources by students and employees shall not be considered confidential and may be monitored, accessed, retrieved, downloaded, printed, copied or examined at any time by the network administrator, Superintendent/Principal or the Superintendent/Principal's designee to ensure appropriate use for educational and administrative purposes, and may be disclosed to others, including law enforcement officials. All School emails are public record <http://www.mass.gov/legis/laws/mgl/66-10.htm> and will be archived for 7 years. Emails are available as part of a public request, some are subject to redaction for certain privileged information (set by law.) Staff members should use the L-S email system for any school related issues.

**LIABILITY:** The Lincoln-Sudbury Regional School District shall not be liable for users' inappropriate use of electronic resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The Lincoln-Sudbury Regional School District shall not be responsible for ensuring the accuracy or usability of any information found on external services.

LINCOLN-SUDBURY REGIONAL SCHOOL DISTRICT  
L-S COMPUTER NETWORK-ACCEPTABLE USE POLICY  
ADMINISTRATIVE PROCEDURES FOR IMPLEMENTATION

**Policy Enforcement**

- The District shall provide each user with copies of the Acceptable Use Policy and Procedures. Copies of this policy may be found in the Program of Studies and Policy Handbook for Students, the Staff Policy Manual and the Support Staff Handbook.
- Access shall be granted to employees.
- Access shall be granted to students.
- The Superintendent/Principal or the Superintendent/Principal's designee shall be responsible for disseminating and enforcing policies and procedures.

**Passwords**

- User names shall be recorded on access agreements, where applicable, and kept on file.
- In applications where passwords are utilized, the initial passwords provided by the network administrator should be set to expire on login.
- Passwords are confidential. All passwords shall be protected by the user and not shared nor displayed.
- Individual users shall, at all times, be responsible for the proper use of accounts issued in their name.

- System users shall not use another user's account.

#### Copyright

- Copyrighted software or data shall not be placed on the L-S Computer Network server without permission from the holder of the copyright and the system administrator.
- System users must comply with copyright laws and respect copyrights. Copyrighted material may be copied or redistributed only when the system user is authorized to do so in writing by the copyright holder or designee, or is authorized to do so under the copyright law “fair use” doctrine. Any system users who have a question about their right to use or redistribute copyrighted material should consult with the Superintendent/Principal, designee or the System Administrator.
- System administrators may upload/download public domain programs to the system/network.
- System administrators are responsible for determining if a program is in the public domain.

#### General Usage

- The Superintendent/Principal or Superintendent/Principal’s designee shall be authorized to monitor, access, retrieve, download, print, copy or examine all system activities including electronic mail transmissions, as deemed appropriate to ensure proper use of electronic resources, and to disclose such transmissions to others, including law enforcement officials.

#### System Maintenance

- The network administrator or the network administrator’s designee shall be responsible for establishing appropriate retention and backup schedules.
- The network administrator or designee shall be responsible for establishing appropriate disk usage limitations, if needed.
- System users should purge electronic information according to District retention guidelines.

#### Unacceptable Uses

- The L-S Computer Network is to be used for educational and administrative purposes, in accordance with the District's L-S Computer Network - Acceptable Use Policy. The following are some examples, but not an exhaustive list, of uses which are inconsistent with that Policy:
- Using the L-S Computer Network for political or commercial purposes of any kind.
- Forgery or attempted forgery.
- Except in the case of an authorized network administrator, Superintendent/Principal or Superintendent/Principal’s designee, attempting to monitor, read, delete, copy, or modify the electronic mail of other users or to interfere with the ability of other users to send or receive electronic mail.
- Using the L-S Computer Network for illegal purposes, the support of illegal activities, or for any activity prohibited by District policy.
- Attempting to harm or destroy equipment, materials, data or programs on the L-S Computer Network or on the network of any other agency connected to the Internet.
- Using vulgarity, ethnic or racial slurs, harassment, slander, or other inflammatory language. Language should always be appropriate to the context in which it is used.
- Pretending to be someone else when sending/receiving messages.
- Transmitting or viewing any sexually explicit or pornographic materials or material not considered to be of value in an educational setting.
- Revealing personal information (addresses, phone numbers, etc.) regarding oneself or another to an unknown party.
- Attempting to impersonate or to gain unauthorized access as a system administrator or as any other user.
- Attempting to harm or destroy data of the L-S Computer Network, another user on the network, or any other agency connected to the Internet.
- Encouraging or supporting the prohibited activities of others.
- Spamming [sending massive, inappropriate and unsolicited information] or flooding [transferring data without intent of meaningful communication].

### District Response to Infractions

- Deliberate attempts to degrade or disrupt system performance are violations of District policy and may be criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses.
- Vandalism is a violation of District policy and may be criminal activity under applicable state and federal laws. Vandalism shall result in the cancellation of system privileges and shall require restitution for costs associated with hardware, software, and system restoration.
- The District shall cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's network.

A user who violates District policy or administrative procedures or uses the L-S Computer Network inappropriately shall be subject to suspension or termination of L-S Computer Network privileges and shall be subject to appropriate District disciplinary action and/or prosecution.

### LINCOLN-SUDBURY REGIONAL SCHOOL DISTRICT MASK POLICY

Health and safety of our students and staff are of the utmost importance. Personal protection from COVID-19, the novel coronavirus, includes the appropriate wearing of face masks by students and anyone accessing the school buildings, buses, and grounds. Studies have shown that wearing masks can significantly increase protections from spreading the disease.

Therefore, for the 2020-21 school year, we are implementing a strict Mask/Face Covering\* Policy. Face coverings will be required to be worn by all students and staff unless they have provided a doctor's note documenting a medical or disability exemption. Face coverings can be disposable or reusable. As determined by the Centers for Disease Control:

Face masks should:

- Reach above the nose, below the chin, and completely cover the mouth and nostrils
- Fit snugly against the sides of the face
- Be made of at least two layers of fabric (if cloth) that you can breathe through
- Be able to be laundered and machine dried without damaging the material or shape (if cloth)

Neck gaiters, open-chin triangle bandanas and face covering containing valves, mesh material or holes of any kind will not be considered appropriate face coverings. If a staff member or student does not have a face covering they will be provided with a face covering by the school district.

### **Transportation to and from school:**

Masks/face coverings must be worn by everyone on the school bus during the entire school bus transportation ride. Students will be spaced at least 3 feet apart during transportation.

Students being transported to school by car, must wear a mask upon exiting the vehicle, and will need to wear the mask when exiting school until securely in the car for dismissal.

Students who are walking or biking to and from school will need to put their mask on within one block of school or whenever physical distancing is less than 6 feet.

### **In school:**

All students will be required to wear face masks upon entering school and in school in all shared areas of the school such as classrooms, entrances, hallways, rest rooms, and offices. Students are required to wear a mask/face covering that covers their nose and mouth at all times, except for designated outdoor breaks or designated indoor breaks that can occur when students can be six feet apart. Additionally, students can remove masks to eat (in designated eating spaces) once they are seated and only after using hand sanitizer or washing hands. Students must put their masks back on before getting up from their seat. Students will be required to wear a mask at all times, unless specifically provided a “mask break” at the direction and discretion of the teacher or other supervising L-S adult.

### **In the classroom:**

Upon entering the classroom, students will continue to wear their face mask and keep it on unless the teacher has indicated it is safe to have a ‘mask break’. A spot will be marked to allow for a single student to take a break directly outside the classroom if needed during class time.

### **Face mask breaks:**

Students will be provided opportunities within the school day to safely remove their face masks for breaks. These mask breaks will be determined by the supervising adult, including school administrators, teachers, teaching assistants, instructional aides, support staff or safety monitors. The mask break will only be allowed when conditions determine it is safe to do so.

### **Mask refusal:**

Students who refuse to wear a mask for reasons other than a disability will be addressed immediately and not be able to attend class or move freely within school.

Potential responses will include, but are not limited to:

1. Conversation with student (warnings and expectations)
2. Aspen Incident Report
3. Communication with parent/guardian
4. Temporary removal from in-person class(es)
5. Temporary reassignment to home for remote learning
6. Suspension
7. Additional consequences determined by Associate Principal

\*How to Safely Wear and Take Off a Cloth Face Covering:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>

Legal Ref: Commonwealth of Massachusetts, COVID-19 Order No. 31 -

<https://www.mass.gov/doc/may-1-2020-masks-and-face-coverings/download>

Center for Disease Control and Prevention – Considerations for Wearing Masks -

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>

Massachusetts Department of Elementary and Secondary Education – Reopening Guidelines -

<http://www.doe.mass.edu/covid19/>

Commonwealth of Massachusetts – Mask Up MA! –<https://www.mass.gov/news/mask-up-ma>

<https://advances.sciencemag.org/content/early/2020/08/07/sciadv.abd3083>

<https://advances.sciencemag.org/content/advances/early/2020/08/07/sciadv.abd3083/F3.large.jpg>

