TO: School Committee Members

FROM: Dr. Susan Gilson and Mrs. Nancy Fischer

DATE: 7/17/2017

RE: STUDENT PARENT HANDBOOK- ADDITIONS/CHANGES

Changes for the 2017-2018 STUDENT PARENT HANDBOOK are the following. The track changes feature was used to show all changes. Deletions are crossed out. Additions are underlined.

Pages 7 & 8: The attendance policy has been updated to reflect what the actual practice is when dealing with excessive absences or truancy.

Proactive Attendance Plan

• A parent/guardian meeting will be held within 5 days when there are seven unexcused absences within a term. The Principal or designee will meet to discuss the reasons for the absence and action steps will be developed to increase more consistent attendance. Action steps may include things like check-in opportunities or informal meetings with guidance or other school counselor, consultation between teacher(s) and counselor, contact with parents by school administration, school counselor, and/or school resource officer.
• A follow-up letter may be sent to parent/guardian after seven absences per term.
• An attendance hearing may be held with supervisor of attendance.
• The supervisor of attendance may visit the home.

The attendance team will consist of the Guidance Department, School Resource Officer/Attendance Officer, and School Resource Officer/Attendance Officer. Other individuals will be included when they have information to share regarding the case, including teachers, nurses, etc. The team will meet when progress reports and report cards have been issued. The team will discuss all students who have an average of 9 or more absences in each term. The discussion will include how many absences the student has had, the reasons for the absences, and what steps have already been taken to mitigate future absences. The team will then determine next steps based on the individual needs of each student, which may include guidance staff meeting with the student, contact with the parents, a pre-CRA (CRA- Child Requiring Assistance) meeting at the school, filing a CRA in Juvenile Court, or filing a 51A with DCF.
The following steps will be taken to discourage truancy:

Step 1 – When 9 absences or more have occurred in a term, a letter will be sent to parents from the principal/assistant principal.

Step 2 – If absences persists, at the discretion of the administration, the School Resource Officer/Attendance Officer will do a home visit.

Step 3 – Continued absences will result in a Pre-CRA meeting at the school with principal/assistant principal, parents, student, a guidance department member, and School Resource Officer/Attendance Officer and if available, the MA Juvenile Probation Officer for Dedham Juvenile Court.

Step 4 – Once again, if absences persists, at the discretion of the Principal/Assistant Principal, a 51A and/or a CRA (Child Requiring Assistance) will be filed with the MA Juvenile Court.

In extreme cases:

- A referral to the Department of Social Services may be made.
- A CHINS petition may be filed with the court by the supervisor of attendance after eight unexcused absences in a term.
- A “Failure to Send” petition may be filed with the court by the supervisor of attendance.

**Page 9:** The Tardy Policy has been updated to reflect what the actual practice is when dealing with excessive tardies.

The following steps will be taken for students who are frequently tardy, will be assigned disciplinary action in accordance to the following policy:

Il. Unexcused tardies may result in detention.

- Detention given after 5 unexcused tardies.
- After 10 tardies, a meeting will be held to discuss the reasons for the tardies and develop a plan to have the student arrive on time for school, and discuss next steps if the student continues to arrive late for school. Attendance at the meetings will include the parents/guardians, student and Assistant Principal/Principal. The student’s guidance counselor, the school resource officer, the nurse, and the student’s teachers may also be present.

- Step 1 – When 10 tardies or more have occurred in a term, a letter will be sent to parents from the principal/assistant principal.

- Step 2 – If tardiness persists, at the discretion of the administration, the School Resource Officer/Attendance Officer will do a home visit.

- Step 3 – Continued tardiness will result in a Pre-CRA meeting at the school with principal/assistant principal, parents, student, a guidance department member, and School Resource Officer/Attendance Officer.

- Step 4 – Once again, if tardiness persists, at the discretion of the Principal/Assistant Principal, a 51A and/or a CRA (Child Requiring Assistance) will be filed with the MA Juvenile Court.
III. Interventions may include a home visit by the supervisor of attendance.
IV. Excessive tardies may affect your child’s perfect attendance.

**Page 11:** Correct name of plan used when dealing with emergency incidents.

**Fire Drill/Lockdown/Other Emergency Responses:**

The King Philip Regional School District Multi-Hazard Emergency Response Plan addresses a variety of emergency incidents and the required actions to be taken by the school district. Throughout the school year, practice incidents are planned and implemented for the safety of the students and staff. Fire drill instructions are posted in every room. Pupils are expected to read them, and proceed rapidly (without running) and silently to the designated area.

**Page 13:** Report Cards and Progress Reports section updated to reflect actual practice of distribution.

**Report Cards**

The report cards are not to be returned to school. They are for your information and reference. We have retained duplicate copies for our use. If it appears that a mark has been altered in any way, please contact the school. There should be no erasures in the marks section.

Report cards are available for viewing through IParent. The district sends out notification indicating that they have been published through the district-wide email system.

**Progress Reports**

Progress reports are to be signed by the parents and returned to the school for follow-up action. They are issued at mid-term to all students and should be regarded with particular seriousness. Warning of scholastic deficiencies will be made by telephone if necessary.

Progress Reports are available at midterm each quarter through IParent. The district sends out notification indicating that they have been published through the district-wide email system.

**Page 14:** Promotion Policy updated to reflect actual practice.

In order for a student to be promoted at King Philip Middle School, he/she shall have met the following criteria:

- Students must pass all major subjects – language arts, mathematics, science, and social studies.
- If a student fails one subject major subject, he/she may will be required to attend summer school for the subject. If the student receives a passing grade, he/she will receive credit for the course or be tutored in the area of that subject by a certified educator.
• If a student fails two subjects, he/she will be required to attend summer school for both subjects.
  If the student receives a passing grade after attending summer school or be tutored by a certified
educator, he/she will receive credit for the course.
• Students failing three or more subjects may be retained.

**Page 17:** One bullet added to reflect the philosophy of “The Skillful Teacher” course which
newer teachers are enrolled in as part of the district’s induction program and the
Foundations course which emphasizes growth mindset.

**Homework**
All of our teachers will assign homework. Some assignments will be in written form while others may
require reading, studying, or review.
We expect our students to:
  1. Record assignments daily in their Agenda.
  2. Spend 1-2 hours of quality time each night on homework.
  3. Attempt all homework assignments with effective effort
  4. Hand in homework on time
  5. Be responsible for any missed assignments due to class absence.
  6. Be able to explain how homework effects their total grade.
  7. Call a classmate for assignments when absent.

**Page 17:** One bullet added to the field trip attendance policy.

The following regulations are in affect for all field trips:
• All school behavior guidelines are followed on trip.
• All students have submitted parental permission slips.
• All trips contribute to the educational programs at KPMS.
• All bus rules and regulations apply.
• Prior to any field trip, students must be in good standing academically, behaviorally and have an
  acceptable attendance record as determined by this handbook and the school administration.

**Page 29:** Addition to dress code to reflect fire chief’s request.

*Backpacks, purses, messenger bags, or bags of any kind may not be carried*
By students during the school day without the express permission of the nurse
or school administrators.

All bus changes are in listed below...

**Page 29:** Minor change to make it clear all students should be seated while school bus is in
motion.

**Page 30:** Bluetooth speakers banned from bus as it is a distraction to bus driver

**Page 30:** Earbuds or ear phones must be used when listening to music to avoid distracting
bus driver with loud music.

**Page 30:** No fooling around or fighting allowed. This bullet clearly articulates that.
• Seats will not be changed while the bus is in motion.

• No food of any kind is to be eaten on the bus, including gum and candy or beverages.

• Use of bluetooth speakers are not allowed to be used on the bus.
  • Students must use earbuds or ear phones if they choose to listen to music on the bus.

• No pupil shall at any time extend his or her head or arms out of the windows whether the school bus is in motion or standing still. Pupils must also refrain from throwing anything out of windows.

• No cigarette lighters or matches should be on the bus.

• Nicotine and nicotine products are not allowed on the school bus.

• Possession of alcoholic beverages and/or controlled substances ("drugs") is prohibited on the school bus with action taken in accordance with the KPRS District Alcohol/Drug Policy.

• Possession of weapons is prohibited on the school bus with action taken in accordance with the KPRS District policies.

• Physical engagement of any kind between students is not allowed.

Page 30: Moved a paragraph.

The following penalties apply for violation of bus behavioral guidelines:

• First offense — Suspension of bus privileges for 20 school days.

• Second offense — Suspension of bus privileges for the remainder of the school year.

• Listen carefully and obey any directions issued by the driver.

• Failure to comply with these regulations and the reasonable request of drivers and school authorities can result in denial of the permission to ride for a period of time or permanently. School principals or their designees administer punishments when rule infractions are reported.

The following penalties apply for violation of bus behavioral guidelines:

• First offense — Suspension of bus privileges for 20 school days.

• Second offense — Suspension of bus privileges for the remainder of the school year.

Page 31: Deleted “Late Bus Pass” paragraph as we no longer have this policy

Late Bus Pass
A blue late bus pass will be required for students to ride the bus at 3:10 p.m. Passes will be given out by teachers or the main office. **No student is allowed to stay after school and take the late bus unless they are staying with a teacher.**

**Page 34: Addition to cafeteria behavior regarding electronic devices and school supplies being brought in during lunch time.**

**School Expectations for Cafeteria Behavior**

- Quiet hallway travel to and from the cafeteria
- Table hopping is not permitted; students must remain in the seat they chose for the entire lunch period
- Trash must be thrown in the trash receptacles; all members of a table are responsible for cleaning the area
- Permission must be obtained to leave the cafeteria for any reason from the lunch supervisor
  - Areas must be cleaned in order for the table to be dismissed
  - The use of electronic devices of any kind are not allowed in the cafeteria.
- Books, notebooks, art materials, pencils, pens or school supplies of any kind are not allowed in the cafeteria during lunch.

It is recognized that this list does not cover every situation that could occur in school. Students are expected to be respectful and responsible at all times.

**Page 49: Addition of the breathalyzer policy as reflected already in the high school handbook.**

**Breathalyzer Testing Procedure**
Breathalyzers will be available at each event. Ideally, two will be in use, operated by a school administrator or his/her designee, with one for backup/confirmation. Students may be tested at any time throughout event, and/or students who show any signs of having consumed alcohol will be tested. These tests will be done in such a manner as to not embarrass the student, or draw attention to the testing. It will be done by asking the students to go to a separate space and be tested by an administrator, with a chaperone present.

If a Breathalyzer test is offered, the details will be documented and placed in the student’s file (see below).

**If a positive result:**

1. Parent will be called and the student will be released to their custody. If we are unable to contact the parent, the student may be released into the custody of a person listed on the emergency response card. If administration or their designee (chaperone) is unable to contact a person listed on the emergency response card, Norfolk Police will be contacted, and the student placed into their custody for safety purposes.

2. A meeting will be scheduled for the next school day as per the discipline protocol.

3. If the test is negative, the student will be allowed to enter or return to the event.
If a student refuses to be tested:
1. The parent will be called and the student will be released to their custody.
2. A meeting will be scheduled for the next school day as per discipline protocol.

Administrators may determine that a student is under the influence of alcohol without the aid of a breath alcohol-testing device by observing one or more of the following indicators:
- Slurred speech
- Unsteady gait
- Impaired motor control
- Flushed face
- Smell of intoxicating liquor on breath
- Vomiting

Page 56 – Insert of recently approved by SC-Harrassment and Discrimination Policy for Handbook

Harassment and Discrimination Policy

This is an abbreviated description of King Philip Regional School District’s Non-Discrimination and Anti-Harrassment Procedures. The full procedures can be found here: (will include specific link to information on district website)

The full procedure describes that interim measures may be available to protect the alleged victim and others during the investigation; the circumstances when referral to law enforcement may be appropriate; an assurance of how the District avoids conflicts of interest; the prohibition against retaliation; and the availability of other ways to file a formal complaint with state or federal agencies.

It is the policy of King Philip Regional School District to maintain a learning environment that is free from harassment or discrimination of any kind, including sex-based harassment. It is a violation of this policy for any member of the school community to harass or discriminate against another individual as outlined in this policy. Any allegation of harassment or discrimination will be investigated, and, if a violation of this policy is substantiated, disciplinary action will be taken. All reports of harassment or discrimination shall be investigated promptly, impartially and in a manner which will preserve the confidentiality of all concerned to the extent practicable under the circumstances.

Any employee, student or third party who believes that he or she has experienced harassment or discrimination on the basis of his or her actual or perceived race, color, creed, ethnicity, religion, national origin, sex/gender, homelessness.
disability, sexual orientation, gender identity or age or who has witnessed or learns about the harassment of or discrimination against, another person in the school environment, should inform the principal of the relevant school site or appropriate discrimination/harassment complaint official immediately or as soon as possible. The King Philip Regional School District further does not deny equal access to or a fair opportunity to meet, or discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the United States Code as a patriotic society.

1. Reporting Responsibilities

Everyone in the school community is responsible for immediately reporting incidents of harassment, discrimination and/or retaliation, by anyone, in any form, that are directed at or witnessed by them at school or at a school sponsored event or of which they otherwise learn. Failure to cooperate with an investigation of such an incident will result in disciplinary action. Deceptive reporting may also be subject to a disciplinary response.

An individual may report to either the principal of the relevant school site or appropriate discrimination/harassment complaint official at his or her discretion. Students may additionally report incidents that they believe involve harassment or discrimination to their guidance counselor, any teacher, administrator or any member of the support staff, and the staff member will refer the complaint to the principal or the discrimination/harassment complaint official. If a School Guidance or Adjustment Counselor, School Nurse, or any member of the teaching staff is contacted concerning a complaint or possible complaint, he/she should refer the matter to the principal immediately. Staff who observe conduct which violates this policy are to report the conduct to the principal immediately.

If one of the discrimination/harassment complaint officials is the person alleged to be engaged in discrimination/harassment, the complaint may be filed with one of alternate officials or any other school employee the student or employee chooses.

The discrimination/harassment complaint officials for the King Philip Regional School District are the following individuals on a district wide level:

Title II/ Section 504 (disability), Title IX (sex), Age Act, Boy Scouts Act

Dr. Lisa Mobley
Principal-KPRHS
201 Franklin Street
Wrentham, MA 02093
508-384-1000

Title VI (race, color, national origin) and Title VII (employment discrimination based on race, color, religion, sex, national origin).
The school principals will serve as the building level coordinators for these categories.

II. Procedures for Investigating

Retaliation in any form for the filing of a complaint or reporting of harassment or discrimination is prohibited and will result in serious disciplinary action.

When a complaint of harassment or discrimination is received by the District, that allegation will be promptly investigated in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances and to the extent consistent with the law and collective bargaining agreements. The grievance officer or discrimination/harassment complaint official will inform witnesses and others involved in the resolution process of the importance of maintaining confidentiality.

The specific procedures to be followed in conducting the investigations are set forth more fully below.

1. Any staff member who receives a complaint verbally or in writing concerning harassment or discrimination or observes conduct which he/she believes may constitute harassment or discrimination is required to document the complaint and refer it to the school principal or discrimination/harassment complaint official immediately. Although the King Philip Regional School District encourages a written complaint, use of a formal reporting requirement is not required. Oral reports will be considered complaints as well. The principal or discrimination/harassment complaint official shall ensure that the report is documented in writing within two (2) days of receiving the complaint. The principal must send copies to the relevant discrimination/harassment complaint official within two (2) school days.

2. A student who has a complaint against another student may, if he or she chooses, use the informal process in order to resolve the complaint on a personal level, unless the complaint involves allegations of sexual assault. An employee who has a complaint against another employee may use the informal process, unless it involves an allegation of sexual assault. A student who has a complaint against an employee may only use the formal process. The King Philip Regional School District will determine within forty-eight (48) hours whether the alleged victim wants to utilize informal procedures.
3. If the alleged victim or the alleged perpetrator chooses not to utilize the informal procedure, or feels that the informal procedure is inadequate or has been unsuccessful, he or she may proceed to the formal procedure. The informal process is completely voluntary and individuals can opt-out at any time.

4. The informal process will be a voluntary conversation between the alleged victim and the alleged perpetrator, which is facilitated by a school employee or by a designated discrimination/harassment complaint official. If the alleged victim or alleged perpetrator is a student under the age of eighteen (18), the facilitator will notify the student's parent(s)/guardian(s) if, after initial consultation with the student, it is determined to be in the best interest of the student. If the alleged victim and the alleged perpetrator feel that a resolution has been achieved, then the conversation remains confidential and no further action needs to be taken. The voluntary conversation must occur within five (5) workdays after receiving the complaint of discrimination or harassment. The results of an informal resolution shall be maintained by the facilitator, in writing.

5. If the alleged victim does not want to deal directly with the alleged perpetrator, or if the matter is not resolved informally, the complainant should immediately notify the school principal or the discrimination/harassment complaint official for formal resolution.

6. For a formal complaint, the alleged victim (or complainant, if not the alleged victim) will be asked to complete the incident form which begins the formal investigation process conducted by the school principal or the discrimination/harassment complaint official. If the alleged victim is not able to complete the form, the principal or discrimination/harassment complaint official will complete it and ask the alleged victim to sign it. If requested, a Guidance / Adjustment Counselor, a School Nurse, or a School Psychologist may assist a student in completing the incident form.

7. During the investigation, the school principal or discrimination/harassment complaint official will:

- Keep the investigation group as small as possible to protect the rights of all parties and to prevent the investigation from becoming overly publicized and to protect the alleged victim (in addition to the complainant, if not the alleged victim) from retaliation.

- Complete the investigation as soon as possible from the date that it is reported, but no later than thirty (30) workdays from the date of the complaint or report, unless impracticable. The investigation will include interviewing the complainant, the alleged victim (if different than the complainant), the alleged perpetrator and such other person(s) named by the complainant, alleged victim (if different than the complainant), or the alleged perpetrator who may have witnessed or have information pertaining to the incident. An opportunity will be provided for all parties to be heard and present witnesses.
Throughout the investigation the District will maintain on-going contact with the alleged victim. In determining whether the alleged conduct constitutes a violation of this policy, the school principal or discrimination/harassment complaint official shall consider the age and level of understanding of the student(s) involved, surrounding circumstances, any relevant documents, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of the District's policy prohibiting discrimination or harassment based on the actual or perceived protected class status of a student, employee or third party, requires a determination based on all of the facts and surrounding circumstances. Given that victims often experience continuing effects of harassment in the educational setting, during the investigative process the District will consider off-campus conduct to determine whether there is a hostile environment on campus.

8. After completing the investigation, the school principal or discrimination/harassment complaint official will conclude whether a violation of the policy has occurred or not. Complete the written investigation report form and send copies of the report to the discrimination/harassment complaint official, if the school principal is conducting the investigation, the superintendent, the alleged victim (in addition to the complainant, if not the alleged victim) and the alleged perpetrator. The report shall include:

- a statement of the allegations investigated;
- a summary of the steps taken to investigate the allegations;
- the findings of fact based on a preponderance of the evidence gathered;
- the District's conclusion of whether discrimination or harassment did or did not occur;
- the disposition of the complaint;
- the rationale for the disposition of the complaint; and
- if the District concluded discrimination or harassment occurred, a description of the District's response.

The school principal or the discrimination/harassment complaint official shall determine whether the allegations have been substantiated as factual and whether they appear to be violations of this policy, using a preponderance of the evidence standard. A "preponderance of the evidence" means that it is more likely than not that the alleged conduct occurred.

If the complaint is supported, the report should recommend what action, if any, is required and will identify what steps the District is going to take to prevent recurrence of any discrimination, or harassment and to correct its discriminatory effects on the complainant and others, if appropriate.

9. Formal disciplinary actions shall be imposed in the event that the preponderance of the evidence indicates that the alleged conduct occurred. Any disciplinary action
will be in accordance with due process rights under State law and any applicable collective bargaining agreement. The seriousness of the offense, including the nature and degree of harm caused, shall be considered when deciding the appropriate disciplinary action.

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

- If the person alleged to have violated this policy is a student, possible discipline includes reprimand, classes or instruction on appropriate behavior, counseling, class transfer, detention, suspension or expulsion, consistent with the Student Code of Conduct.

- Any discipline of students will focus on changing behavior and ensuring that students learn about the impact of their behaviors and attitudes. Possible remedial action includes:

  - Interventions for the alleged victim, such as counseling, academic support, health services, assigning an escort to allow the student to move safely between classes, and instruction on how to report other incidents of discrimination or harassment.

  - Training or other interventions for the larger school community to ensure that students, staff, and parents understand the types of behavior that constitute harassment or discrimination, and how to report it.

  - Interventions for the individual who engaged in the conduct, such as parent notification, counseling, guidance, education about the impact of the conduct, positive behavior support, referral to a student success team, transfer to alternative programs, denial of participation in extracurricular or co-curricular activities or other privileges, and discipline.

- If it is established that the conduct involves a violation of law, report the matter immediately to the appropriate law enforcement authorities.

10. Appeal Procedure

- The alleged victim (or complainant if different than the alleged victim) or alleged perpetrator has the right to appeal the decision of the Superintendent in writing within two (2) school days after the decision is formally made. The Superintendent of Schools will respond in writing to the alleged victim (or complainant if different than the alleged victim) or alleged perpetrator within ten (10) school days.

All members of the King Philip Regional School District community (faculty, staff, and students) are expected to treat each other with dignity and respect and are entitled to freedom from any kind of personal harassment or discrimination. No form of harassment or discrimination will be tolerated, whether related to race, gender identity, sexual
orientation, ethnicity, nationality, language, religion, physical appearance, homeless status, physical or mental capacity.

**Discrimination** is defined as the ability or power to see or make fine distinctions, to distinguish, to differentiate, or to act on the basis of prejudice. The penalties associated with harassment or discrimination may include an evaluation of the violator, suspension or expulsion, and possible police/court involvement. Anyone who feels he/she is a victim of harassment or discrimination should bring the matter to the immediate attention of an appropriate school official.

**Harassment** is defined as unwelcome, harmful behavior towards another person because the behavior is annoying, bothersome, or physically and/or emotionally injurious. Forms of harassment can include verbal and/or written remarks, symbols, caricatures, physical contact, gestures, innuendo, gossip, phone calls, etc. The important point is that a victim of harassment feels uncomfortable, intimidated, or physically or emotionally hurt as a result of someone else’s behavior, regardless of intent.

**Sexual harassment** is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, and it is unlawful. Sexual harassment may be committed particularly where:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual’s employment or educational development.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.
4. Specific examples of conduct that might constitute sexual harassment are:

   A. Requesting, implicitly or expressly, sexual favors.
   B. Making, whether facetiously or not, sexual oriented remarks.
   C. Making, whether facetiously or not, sexual oriented gestures.
   D. Displaying sexually oriented or explicit material.

Each grievance officer is vested with the authority and responsibility of processing all discrimination and harassment complaints in accordance with the procedure set out below. (Note: If the complaint involves the superintendent, it is to be filed with the chairperson of the school committee.)

The grievance officers for discrimination and harassment are as follows:

| Employees | Dr. Elizabeth Zieliinski  
Superintendent of Schools  
18 King-Street  
Norfolk, MA-02056  
606-520-7991 |
|-----------|---------------------------------------------------------------|
| Students  | Dr. Susan Gilson  
Assistant-Superintendent/  
Principal-KPMS  
18 King-Street  
Norfolk, MA-01748  
506-541-7324 |

Procedure for reporting an incident:
1. Any member of the school community who believes that he or she has been subjected to harassment or discrimination will report the incident(s) to the grievance officer.

2. Upon receipt of a grievance, the appropriate grievance officer will meet with the alleged victim within five (5) days of such complaint to initiate an investigation. The grievance officer shall notify the alleged victim of the grievance in writing or shall reduce the complaint to writing, with review of the written complaint by the alleged victim.

3. The grievance officer will attempt to resolve the problem through the following process:

   A. Confer with the charging party in order to obtain a clear understanding of that party’s statement of the facts.

   B. Meet with the alleged harasser in order to obtain his or her response to the complaint.

   C. Meet with other parties who may have relevant information concerning the complaint, including, but not limited to, witnesses to any relevant interactions between the alleged victim and the alleged harasser.

   D. Hold as many meetings as is necessary to gather facts.

   E. Review documents and any other materials, in addition to the statements of the parties and the others interviewed during the investigation. On the basis of the information gathered, the grievance officer may:

      • Attempt to resolve the matter informally through conciliation, if the alleged victim has expressed an interest in doing so, or

      • Find that some or all of the allegations of the alleged victim are substantiated, and decide what actions are warranted, including possible discipline of the harasser, including termination or expulsion, as well as other actions such as an apology, restitution, and/or relevant training or education, all with the goal of stopping the harassment; or

      • Find that the allegations of the alleged victim are not substantiated.

4. The grievance officer shall issue a written summary of the investigation and the conclusions reached no later than fifteen (15) school days after receipt of the alleged victim’s grievance (additional time, if necessary, may be taken after informing the alleged victim of the need for additional time). The grievance officer shall provide a copy to the alleged victim and the alleged harasser.

5. All matters involving harassment or discrimination complaints will remain confidential to the extent possible. All participants in the investigation process shall be informed that retaliation against any person for filing a complaint of harassment or discrimination, or for cooperating in an investigation of a complaint, is harassment or discrimination, is unlawful and a violation of the District’s Anti-Discrimination policies.

6. The complainant has a right to appeal a decision by the grievance officer to the next higher authority in writing no later than ten (10) school days from the final report being issued (student to student issues would be referred to the Superintendent, staff to staff
issues to the School Committee). The next level of authority will review all investigation documents and make a final determination thirty (30) days after hearing the appeal. The appeal hearing officer has the ability to overturn or uphold a decision.

The alleged victim shall be informed at the outset of the investigation that he/she has the right to file a complaint with the Office of Civil Rights, U.S. Department of Education, 8th Floor, 5 Post Office Square, Suite 900, Boston, MA 02109-3521, Telephone: 617-289-0054, Fax: 617-289-0150 or, if the alleged victim is a student, to file a request for hearing with the Bureau of Special Education Appeals, 75 Pleasant Street, Malden, MA 02148.