



*Strength in Diversity  
Quality through Collaboration*

EDCO Program for the Deaf and Hard of Hearing



*STUDENT  
&  
FAMILY  
PROGRAM HANDBOOK*

*2017-2018*

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# ABOUT EDCO

## **About EDCO**

EDCO is one of the oldest educational collaboratives in Massachusetts. It was founded in 1969 as a private non-profit agency and became a public collaborative in 1988. Currently, our membership includes twenty public school districts. Our work focuses on three main purposes: providing educational services and special education programming to member and non-member districts; providing professional development to teachers and administrators in member districts and the broader educational community; and supporting the needs of at risk and disabled students and adults in programs supported by public contracts. For more information about EDCO, visit our website at [www.edcollab.org](http://www.edcollab.org) or call us at 617-738-5600.

### **Mission Statement**

- Improving education through inter-district and interagency collaboration.
- Providing high quality education and related services to students-at-risk.
- Enhancing equity, intercultural understanding and equal opportunity in education.

EDCO conducts programs for children, adolescents, youth at risk, families, and educators throughout Massachusetts. All EDCO programs and services are developed and implemented through extensive consultation with staff in member school districts and other sponsoring agencies. Programs reflect those priorities of EDCO's primary constituencies and are provided in collaboration with member districts and cooperating agencies.

### **EDCO Member Districts**

Acton-	Belmont	Concord-Carlisle	Newton
Boxborough	Brookline	Lexington	Waltham
Arlington	Carlisle	Lincoln	Watertown
Bedford	Concord	Lincoln-Sudbury	Weston

## History

Established in 1969 as a private not-for-profit organization, the Education Collaborative for Greater Boston, Inc. was formed by superintendents from seven member school districts. Their purpose was to increase communication and understanding among urban and suburban school districts and to provide services to meet the needs of underserved students. Initial programs were designed to cross racial, economic and social barriers. Early on, EDCO received public and private funding to operate a voluntary desegregation program and to support professional development for teachers and administrators. A grant from the Ford Foundation in the early 80's allowed for the development of additional demonstration programs related to curriculum and instruction, and membership grew along with the services offered.

In 1988, EDCO formed a public collaborative, named the EDCO Collaborative, to complement the private not-for-profit agency. The public collaborative provided special education services to member districts as well as leadership training and professional development. Over time the Collaborative has added other services, including a general education program for at risk youth, related services to adults with developmental disabilities, collaborative purchasing programs and special education transportation.

In order to be in compliance with Chapter 43 of the Acts of 2012, the Education Collaborative for Greater Boston, Inc. closed in June of 2012, and the programs and services provided by the private not-for-profit agency were reassigned to the EDCO Collaborative. Currently, EDCO is a single public agency, providing the same range of services that has been provided throughout its history.

EDCO continues to strengthen its services to the school districts and programs that it serves, providing supports to students, families, teachers, and administrators. EDCO maintains its commitment to serving the educational community by fostering effective collaboration among its members and between its members and other educational agencies and by providing programs that align with its mission through contracts with local and state agencies.



## Program Directory

<b>EDCO Collaborative Main Office</b>	<b>Contact:</b> <b>Colleen Dolan</b> Executive Director
36 Middlesex Turnpike Bedford, MA 01730	Phone # 339-222-5601 Fax # 781-290-4923
<b>EDCO North Crossing Academy*</b>	<b>Contact:</b> Stephen Burnham Program Director
36 Middlesex Turnpike Bedford, MA 01730	Phone # 339-222-5623 Fax # 617-923-9289
*North Crossing Academy includes the following EDCO programs: EDCO North Crossing Therapeutic Day Program, EDCO 45-Day Assessment Program	
<b>EDCO Program for the Deaf &amp; Hard of Hearing</b>	<b>Contact:</b> Dr. Courtney Dunne Program Director
Newton North High School 457 Walnut Street Newtonville, MA 02460 F.A. Day Middle School 21 Minot Place Newtonville, MA 02460	Phone # 617-244-3407 Videophone # 857-228-6807 Fax # 617-965-8918
<b>EDCO Partners Program</b>	<b>Contact:</b> Dorothy Lucci Program Director
36 Middlesex Turnpike Bedford, MA 01730	Phone # 781-365-2730 Fax # 617-923-9289
<b>EDCO Youth Alternative Program</b>	<b>Contact:</b> Ajay Trivedi Program Director
650 Beacon Street Boston, MA 02215	Phone # 617-262-9562 Fax # 617-262-0098

# **ACADEMIC POLICIES**

## **Student Expectations**

The following expectations are the skills and values that we at EDCO ask our students to appreciate while enrolled in our programs.

### KNOWLEDGE AND UNDERSTANDING

- Developing the skills and academic knowledge taught by EDCO teaching staff
- Being prepared for class on a daily basis with materials and homework
- Striving towards academic excellence

### CRITICAL THINKING

- Learning to analyze and draw reasonable conclusions about behavior and overall school performance
- Understanding how behavior affects others, the school community, and the environment
- Accepting that there are areas in life that may need attention and support in order to become more successful

### COMMUNICATION

- Communicating academic and emotional needs clearly and appropriately through writing, speaking, (and/or signing) and with the support of assistive technology”?
- Listening to what others have to say
- Using positive comments

### SOCIAL VALUES

- Behaving in a respectful and ethical manner
- Being helpful to others
- Demonstrating an understanding and appreciation for others unlike yourself
- Respecting others and property

### LIFE SKILLS

- Developing organizational and time management skills
- Being a positive and contributing member of society
- Setting goals and working to achieve them

## Students' Rights and Responsibilities

EDCO protects the rights listed below for all members of the EDCO community. All rights are defined in accordance with current laws and regulations:

- Freedom from bullying, harassment and/or discrimination on the basis of race, gender, age, sexual orientation, gender identity, religion, national origin, and/or disability
- Freedom of expression, except when such action causes any disruption or disorder to EDCO, such prohibited conduct to include, but not be limited to, conduct that constitutes slander, libel, obscenity, bullying, harassment or when such action violates the rights of others
- Freedom of assembly, except when such action causes any disruption or disorder to EDCO, such prohibited conduct to include, but not be limited to, conduct that violates the rights of others
- The right to due process to the extent provided for under Massachusetts and/or Federal Law

While attending school or school-sponsored events, students have the right to:

- Be free from harassment, bullying or discrimination
- Enjoy freedom of expression as provided above
- Be provided with due process in disciplinary matters as provided above
- Meet confidentially with school counselors
- Not have excessive homework over religious holidays
- Have access to school records in accordance with applicable Massachusetts and Federal Laws
- Be responsible for own attendance if 18 years old

While attending school or school-sponsored events, students do not have the right to:

- Harass or bully others verbally, physically or sexually
- Disrupt learning
- Smoke, drink, or do drugs
- Vandalize or litter
- Fight
- Cheat or plagiarize
- Skip class
- Swear
- Exercise unauthorized use of cell phones during school
- Violate other school codes of conduct

## Attendance

Attendance at school is considered to be extremely important and directly affects student's grades towards academic credits for graduation. Time on learning is mandated by the Massachusetts Department of Education. Students with excessive absences are subject to grades being affected.

EDCO Programs follow all Massachusetts laws and regulations regarding the required attendance in school for students under the age of 16, and for notification efforts for students who are age 16 or older who are absent from school for 15 or more consecutive days.

### **Absence Due to Illness**

A school staff member will confirm all student absences with the parent/guardian. For an extended illness (3 or more consecutive school days), the student will be required to bring a doctor's note upon return to school. The doctor's note must accompany the student on the day the student returns to school in order to be excused. Students should make every effort to make medical and dental appointments after school hours. Absences for reasons other than illness will be deemed unexcused depending on the circumstances and at the discretion of the Program Director.

### **Notification of Absence**

If a student is absent, it is expected that the parent, guardian, or student (if age 18 or older) call the EDCO Program to report the absence on the morning of the absence. If a parent, guardian or student (if age 18 or older) does not provide an explanation of the basis for an absence within three (3) days of the absence, notice of the absence will be provided by the school.

### **Excessive Absences**

If a student accumulates 5 or more unexcused absences in a school year or misses 2 or more periods unexcused for 5 days in a school year, the parent, guardian and student will be contacted and a meeting will be conducted to develop action steps to address the student's attendance. The action steps shall be developed jointly and agreed upon by the –program director, or a designee, the student and the student's parent or guardian and with input from other relevant school personnel including, where appropriate, a representative from the student's resident school district, a representative and officials from relevant public safety, health and human service, housing and nonprofit agencies.

## Grading, Report Cards and Homework

### **Grading**

- A = 90% - 100%
- B = 80% - 89%
- C = 70% - 79%
- D = 60% - 69% (minimum passing grade)
- F = 0% - 59%

## **Report Cards**

Report cards are issued four (4) times during the school year. Grades issued indicate the work in each subject for the marking quarter. A final grade is given at the end of the school year. Students are also evaluated on behavior, participation in classes, and completion of homework assignments. The marking quarters follow the same dates as the local high school with which the EDCO program is affiliated.

## **Homework**

If homework requiring a substantial amount of reading or writing is assigned over a vacation period, adequate time must be provided to the student, either before or after the vacation, to complete the assignment. Exceptions to this policy may be made at the discretion of a teacher as long as the assignment is not extensive, or is an unanticipated result of classroom work immediately prior to a vacation period.

Any student who is unable to complete a homework assignment due to religious observances shall inform the teacher, who will arrange with the student an alternative time for completion of the work without loss of credit. Extensions or adjustments of these policies are granted at the discretion of the teacher.

## **MCAS Testing**

The Massachusetts Comprehensive Assessment System (MCAS) was implemented in response to the Education Reform Law of 1993, which required that MCAS be designed to:

- Test all public school students across the Commonwealth, including students with disabilities and students with limited English proficiency
- Be administered annually in selected grades
- Measure performance based on the learning standards in the Massachusetts Curriculum Frameworks
- Report on the performance of individual students, schools, and districts
- Serve as one basis of accountability for students, schools, and districts (for example, students must pass the grade 10 MCAS tests or retests in order to become eligible to earn a high school diploma)

In addition, the MCAS tests fulfill the requirements of the federal Every Student Succeeds Act (ESSA).

As mandated by the Education Reform Law of 1993, all students educated with public funds are required to participate in the MCAS tests administered in their grades, including students with disabilities and those in enrolled in educational collaboratives.

The student's IEP Team or 504 Team must determine annually how a student with disabilities will participate in MCAS in each subject scheduled for assessment. This information must be documented in the student's IEP and should be documented in the student's 504 Plan. The Team may determine that the student can take the standard test with or without accommodations or may be eligible to take the MCAS Alternate Assessment. Guidelines to assist IEP Teams and

504 teams in making decisions regarding how each student will participate in MCAS tests are available in the *Requirements for the Participation of Students with Disabilities* in MCAS.

All students in EDCO programs will take MCAS testing with their grade equivalent peers. Test administration will comply with all accommodations specified on the IEP.

### **School Cancellation Due to Inclement Weather**

Cancellation of EDCO programs due to snow or inclement weather will automatically occur if there is no school in the district in which the program is located. At times, transportation companies contact EDCO school programs and request that students be dismissed to avert difficult driving conditions that may be caused by forecasted or occurring inclement weather. EDCO reserves the right to dismiss students early in these situations. Further, in event that inclement weather is forecasted to worsen during typical student commute time, EDCO program directors may determine that early closure is warranted. Parents will be contacted in the event that either situation occurs. Please be certain that the school program has current contact information for you, both cell and email.

In addition, if school is cancelled in the district where the student lives and their home district cancels the student's transportation, the student is excused for the day, even if the EDCO Program is open.

Please check district school closings on a local television stations, radio stations and websites.

### **School Counseling Services**

EDCO school based programs provide support for social emotional development. All students receive counseling, through the services of professionals licensed as guidance or school adjustment counselors. The services are provided in relationship to student adjustment to the school program, school peer relationships, and overall schools related issues and are determined by the goals and objectives of the students' IEPs.

It is expected that mental health professionals outside the school program will see students when there is need for support for issues that are not school related. It is also expected that there will be coordinated efforts of both school program mental health professionals, and those mental health professionals working with the students and their families outside of the program.

EDCO staff are skilled at case management and at developing collaborative plans with parents, LEAs (Local Educational Agencies or sending school districts) and outside providers to ensure that students in EDCO programs continue to progress in meeting the goals of their IEP.

### **EDCO Policy on the Acceptable Use of Technology Resources**

EDCO supports and encourages the use of technology in the classroom to enhance student learning and in the management of its programs and services to create administrative efficiencies. Technology resources, such as computers, handheld devices, computer networks, the Internet, e-mail, and computer software are provided for educational purposes or EDCO

Collaborative business only.

The use of computers, e-mail and the Internet are for educational and agency purposes only. Under current law, an employee or student does not have a right to privacy regarding information stored on an EDCO owned computer, including e-mail messages and transactions over the Internet. Users should have no expectation of privacy when browsing the web, sending or receiving e-mail, or using electronic resources. EDCO filters and blocks access to inappropriate content and monitors online activity of users to support these policies and procedures regarding internet safety.

Students may access the Internet only with adult supervision, and must notify a teacher or technology administrator immediately if they come across inappropriate content. In addition, students may not use the Internet to give out personal information (such as a home address, telephone number, or picture) about themselves or other students. Students must not engage in 'cyberbullying' as defined in the EDCO Bullying Prevention and Intervention Plan, and M.G.L. c.71, §370. Students who witness or become aware of an instance of cyberbullying are expected to report it to the EDCO Program Director or designee. Student use of electronic resources is restricted to teacher-approved projects and research.

The full Acceptable Use Policy of the EDCO Collaborative is located at the end of this document and is posted on the EDCO website at [www.edcollab.org](http://www.edcollab.org). The policy is compliant with the Children's Internet Protection Act of 2000.

## **In support of these policies:**

### **The student agrees:**

- That the use of the Internet is a privilege, not a right
- To abide by all the rules which are listed in this policy
- Not to participate in the transfer of inappropriate or illegal materials through the EDCO Internet connection
- Not to give out a password for an EDCO account to other students
- Not to use an account of any other person, or vandalize another user's data
- Not to allow other individuals to use the student's account for Internet activities
- Not to degrade, damage or disrupt equipment or system/network performance
- Not to gain unauthorized access to network resources
- Not to waste electronic storage space by saving unnecessary files or programs
- Not to download, install, load, or use programs without written permission from the Technology Director/Program Administrator
- Not to access personal social media accounts
- Not to use inappropriate, offensive, foul, or abusive language
- Not to engage in the practice of 'cyberbullying' as defined in EDCO's Bullying Prevention and Intervention Plan and in MGL C71, §370. (Bullying through the use of electronic devices such as telephones, cell phones, computers, and the Internet. It includes but is not limited to e-mail, instant messages, text messages, and internet posting and can occur both on or off school property, as well as within or outside of regular school hours.)
- Not to use EDCO equipment or resources to engage in the bullying or harassment of others
- That inappropriate behavior may lead to penalties including revoking of account, disciplinary action, and/or legal action
- To release the EDCO Collaborative from any liability or damages, which may result from the student's violation of these policies through the use of the EDCO Internet connection

The parent/guardian agrees to accept all financial and legal liabilities that may result from the student's violation of these policies through the use of EDCO's Internet connection.

### **Student Leave without Permission**

Students attending EDCO Programs are not permitted to leave school grounds once they arrive at school, unless accompanied by program staff or unless permitted to do so by the program director and student's parent/guardian. Students leaving school grounds unaccompanied by program staff are considered truant.

If a student leaves school grounds and cannot be accounted for, parents/guardians, local police, the student's local school district will be notified that the student left school grounds without permission, and the student will be subject to disciplinary measures at the discretion of the program director. Such disciplinary measures may include in-house or out of school suspension from the program. A Critical Incident Report will be filed and distributed to those notified above. A copy of the Critical Incident Report will be sent to the student's school district, parent

and the Department of Elementary and Secondary Education and included in the student's program file.

A re-admittance meeting will be scheduled for the student and his/her parents/guardians before the student re-enters the program.

### **Student Rights at Age of Majority**

Students who are 18 years of age or older, may legally assume full responsibility for their actions as they apply to the Collaborative. It is the responsibility of the sending district to notify students prior to the first IEP meeting after their 18<sup>th</sup> birthday about their educational decision making rights. Students must indicate in writing, in the presence of a Team member, whether they will have shared decision making with their parents or individual decision-making regarding their educational program. EDCO Programs conform to all laws and regulations concerning the rights of students at the age of majority and work collaboratively with the student's sending school district to ensure that all aspects of the IEP process are in compliance with these laws and regulations.

All students, including those 18 years and older, are required to abide by school rules and regulations. Therefore, rules regarding attendance, tardiness, dismissals, and the discipline code must be followed.

### **Student Transportation**

Students are expected to maintain appropriate behavior on transportation vehicles at all times, the primary concern being the safety of themselves and others.

All expectations for student performance, student rights and responsibilities, student code of conduct, and related policies are in effect while on transportation to and from EDCO school based programs. Therefore, inappropriate language, threatening behavior, and/or fighting are not tolerated. Behavioral expectations include:

- Students may not leave the vehicle for any reason on the ride to or from school (i.e. stopping for sodas, coffee, etc.)
- It is a violation of Massachusetts State Law to smoke on school grounds, which includes school transportation vehicles.
- Students are expected to sit in assigned seats when applicable.
- If transportation vehicles arrive at the program prior to the scheduled start time, students must remain on the vehicle until the program starts or when a staff is available to meet them; unless instructed otherwise by the program director.
- Students are expected to abide by program rules while waiting for transportation pick up in the afternoons.
- Students are expected to travel to and from school daily on assigned transportation vehicles only.
- The program director, LEA, and parents/guardians must approve any request for change in transportation.
- For safety concerns, students are to be transported to and from their program by their sending school district's transportation or by their parents, unless otherwise approved by their district.

Students who are unable to follow transportation policies will be reported to the transportation company and referring school district. Transportation to and from school is considered part of the pupil's school day; therefore any infraction of program rules will be dealt with accordingly.

### **Emergency Student Transportation**

If in the case of an emergency, either medical or behavioral, a parent, guardian, or previously determined and approved designee must be available to pick up the student at school within one hour of the phone call.

In the case of a medical emergency requiring immediate attention as determined by medically trained staff (e.g. the school nurse or an EMT), EDCO staff will make every effort to notify the parent or guardian. If the parent or guardian cannot arrive at the school location in a timely way, an EDCO staff person will accompany the student by ambulance to the nearest or previously identified hospital emergency room and will notify the parent or guardian to meet the student at that location.

### **Idling of Motor Vehicles**

For the safety and welfare of students and staff, we would remind you that Massachusetts law prohibits the unnecessary idling of motor vehicles on school grounds. M.G.L. c.90, §16B prohibits operators of motor vehicles from allowing any motor vehicle to idle unnecessarily on school grounds except for any of the following reasons: traffic conditions; queuing at a school for the purpose of picking up or discharging students; turbo-charged diesel engine cool down or warm up; maintenance of appropriate temperature for school buses when accepting or discharging passengers not to exceed three minutes in any fifteen minute period or one minute in any fifteen minute period for other motor vehicles. Violators may be subject to a civil fine of up to \$100 may be imposed for a first offense and \$500 for second and subsequent offenses.



# STUDENT CODE OF CONDUCT

## **Code of Conduct for Students in EDCO Education Programs**

Students in EDCO Programs are responsible for meeting the behavioral guidelines set forth in this handbook. In addition, for students in Programs housed in public school buildings, the behavioral guidelines of the Student Handbook for that building are in effect. Finally, behavior plans that are part of a student's Individual Educational Program (IEP) are followed. In the event of a behavioral infraction, each of these documents will be consulted in determining an appropriate response.

EDCO Programs have both on-site and central administration staff who are responsible for the administration of our education programs. To clarify these roles and responsibilities, the following terms will be used in defining the Code of Conduct:

**Program Director:** The on-site program coordinator who has responsibility for the day-to-day administration of the program. This person is the full time administrator of the day-to-day operations of the education program.

**EDCO Executive Director:** The administrator who has been identified by the Board of Directors of the EDCO Collaborative as responsible for for all EDCO education programming and the overall functioning of the Collaborative.

**School Administrator:** The appropriate person with administrative responsibility in the school building or district in which a program is located. The School Administrator will generally be the Principal or his/her designee, but in certain cases, the School Administrator may be the Director of Special Education for the hosting district.

## **Policy on Suspensions and Expulsions**

Suspension is intended to underscore the seriousness of an infraction and to focus the attention of all concerned, including parent(s) or guardian(s), teachers and other students on the student and the problem. All EDCO programs conform to all pertinent regulations and laws concerning the suspension of students, particularly students with special needs (see below). EDCO staff work in conjunction with school based administrators and the liaison from the student's sending district (LEA) to ensure that all of the student's rights to due process and to special education services are enforced. These include due process rights regarding the hearing related to an infraction, special education entitlements as set forth in the IDEA regarding exclusions constituting a disciplinary change in placement and any applicable appeal rights under state and/or federal laws and regulations.

In addition, EDCO programs conform to M.G.L. c.71, §§ 37H, 37H1/2 and 37H3/4 regarding the authority of the principal/program director related to students in possession of weapons, controlled substances, assaults, felony charges and other disciplinary violations.

## **Disciplinary Due Process**

### **Definitions**

*Expulsion:* means the removal of a student from the school premises, regular classroom activities, and school activities for more than ninety (90) school days, indefinitely, or permanently,

*In-School Suspension:* the removal of a student from regular classroom activities, but not from the school premises, for no more than (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions during the school year. \* *Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating cumulative days of suspension.* .

*Long-Term Suspension:* the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

*Emergency Removal:* The temporary removal of a student from the school premises and regular classroom activities when the student is charged with a disciplinary offense and the student's continued presence 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 the disruption.

*Written Notice:* Written correspondence sent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the Program Director and the parent.

*Program Director:* The primary administrator of the school or the Program Director's designee for disciplinary purposes.

### **Due Process**

Emergency Removal: The temporary removal shall not exceed two school days following the day of the emergency removal, during which time the principal shall:

- (a) Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, and the other matters set forth in 603 CMR 53.06(2);
- (b) Provide written notice to the student and parent as provided in 603 CMR 53.06(2);
- (c) Provide the student an opportunity for a hearing with the principal that complies with 603 CMR 53.08(2) or (3), as applicable, and the parent an opportunity to attend the

hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the principal, student, and parent.

(d) Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of 603 CMR 53.08(2)(c) and (d) or (3)(c) and (d), as applicable.

(2) A principal may not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.

In-School Suspension: Prior to the imposition of an In-School Suspension, the student will be informed of the disciplinary offense and provided with an opportunity to respond. If the Program Director determines that the student committed the disciplinary offense, the Program Director will provide oral notice to the student and parent of the length of the In-School Suspension and will make reasonable efforts to meet with the parent. On or before the day of the In-School Suspension, the Program Director will deliver written notice to the parent of the basis for and length of the in-school suspension and inviting the parent to meet to discuss the student's behavior if such a meeting has not already occurred.

Out-of School Suspension: In the case of disciplinary offenses not involving: a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student and parents will be given oral and written notice of the disciplinary offense with which the student is charged and the opportunity to participate in a hearing prior to the imposition of an out-of-school suspension. Written notice of the date and time for the hearing will be provided in English and in the primary language of the Student's home and will identify the disciplinary offense with which the student has been charged, the basis for the charge, the potential length of the student's suspension, and shall inform the parent and student of the right to interpreter services if necessary to participate in the hearing. Where a student may be subject to a Long-Term Suspension, the Program Director will also notify the student and parent of the student's right to legal representation (at private expense), the right to present and examine witnesses, the right to review the student record and documents that may be relied upon by the Program Director, and the right to request that the hearing be audiotaped.

For disciplinary offenses involving a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student will be given oral notice of the violation with which the student is charged and an opportunity to respond thereto prior to the Program Director's imposition of a short-term/interim suspension of ten (10) consecutive school days or less pending formal disciplinary proceedings. Upon imposition of a short term or interim suspension or an interim suspension of ten (10) consecutive days or less pending further disciplinary proceedings, the student and parents will be provided with written notice of the suspension and the date and time of any formal disciplinary proceedings to consider the student's long-term suspension or recommendation for termination.

### **Program Director's Hearing:**

Short-Term Suspension:

At the Program Director's hearing, the student and parents (if participating) may dispute the

charge(s) against the student and present information, including mitigating facts, for the Program Director's consideration in determining consequences for the student.

#### Long-Term Suspension/Expulsion:

In addition to the rights afforded a student in a short-term suspension hearing, the student will have the following rights:

- the right of the student and the student's parent to interpreter services at the hearing if needed to participate;
- the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense;
- the right to review the student's record and the documents upon which the Program Director may rely in making a determination to suspend the student or not
- the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident;
- the right to cross-examine witnesses presented by the school district;
- the right to request that the hearing be recorded by the Program Director, and to receive a copy of the audio recording upon request.

#### **Program Director's Decision:**

Based on the evidence presented at the hearing, the Program Director will determine whether the student committed the disciplinary offense and the remedy or consequences to be imposed. The Program Director shall exercise discretion in deciding the consequence for the offense and, in cases not involving possession of a controlled substance, a weapon, an assault on staff or felony charges, shall avoid using long-term suspension from school as a consequence until alternatives have been tried. If the Program Director decides to suspend or expel the student, written notice of the Program Director's decision will be sent to the student and parents in English and the primary language of the home identifying the disciplinary offense, the factual basis for the Program Director's decision, the beginning and end dates of the suspension or expulsion, and the process for appeal. The Program Director will also notify the student and parent of the student's opportunity to make academic progress during the period of removal from school in accordance with M.G.L. c. 76, §21.

Students excluded from school for disciplinary reasons and their parents or guardians will be required to attend a re-entry conference prior to a student returning to school. The purpose of the conference is to develop a plan, including a revised behavior plan if appropriate, to ensure that the student has a successful re-entry to the program. After three (3) non-consecutive days of suspension within one school year, EDCO staff will convene a TEAM meeting with parents, school staff, and the student's district liaison to discuss the appropriateness of the current out of district placement.

#### **Appeals:**

Where the student is excluded in accordance with M.G.L. c.71 §37H, the student shall have ten (10) calendar days from the effective date of the exclusion to file a written appeal with the Executive Director. For exclusions imposed pursuant to M.G.L. c.71 §37H1/2, the student shall have five (5) school days from the effective date of the exclusion to file a written appeal with the Executive Director. And for exclusions imposed pursuant to M.G.L. c.71, §37H3/4, the Student shall have five (5) calendar days from the effective date of the suspension imposed by the

Program Director but shall be granted an extension of seven (7) calendar days upon request.

### **Academic Progress**

Any student who is serving an in school or out of school short-term suspension, long-term suspension, or expulsion shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and to make academic progress toward meeting state and local requirements, in accordance with the M.G.L. c.76, §21.

### **Termination of Enrollment**

The EDCO Collaborative reserves the right to terminate a student's enrollment in any EDCO program in accordance with the procedures set forth in 603 CMR18.00 and 603 CMR 28.09.

### **Discipline and Students with Disabilities**

For all students attending EDCO Programs who are eligible to receive special education services or who have been determined eligible for accommodations and/or services under Section 504 of the Rehabilitation Act ("students with disabilities"), EDCO staff participates with the appropriate school administrators and representatives of the Local Educational Agency (LEA) to ensure that their due process rights are being protected.

EDCO Programs comply with all applicable state and federal laws and regulations concerning the discipline procedures for students with disabilities. Pursuant to these laws, EDCO programs adhere to the following procedures in addressing discipline for students with special needs:

Procedures for suspension up to 10 days and after 10 days: General requirements.

- A student with a disability may be suspended up to 10 days in any school year without implementation of procedures described below.
- After a student with special needs has been suspended for 10 days in any school year, during any subsequent removal the public school provides sufficient services for the student to continue to receive a free and appropriate public education.
- The Collaborative provides additional procedural safeguards for students with disabilities prior to any suspension beyond 10 consecutive days or more than 10 cumulative days (if there is a pattern of suspension) in any school year.

Procedures for suspension of students with disabilities when suspensions exceed 10 consecutive school days or a pattern has developed for suspensions exceeding 10 cumulative days; responsibilities of the Team; responsibilities of the district.

1. A suspension of longer than 10 consecutive days or a series of suspensions that are shorter than 10 consecutive days but constitute a pattern of removal are considered to constitute a disciplinary change in placement.

2. When a suspension will result in a disciplinary change in placement of a student with a disability, the Collaborative, district representative(s), the parent(s), and other relevant members of the Student's 504 or IEP TEAM will convene within ten (10) days of the decision to suspend to review all relevant information in the student's file, including the IEP, any teacher observations, and any relevant information from the parents, to determine whether the behavior for which the student is subject to suspension or expulsion was caused by or had a direct and substantial relationship to the disability or was the direct result of a failure to implement the Student's IEP or Section 504 Plan. Conduct for which a student is subject to suspension or expulsion which is determined to be caused by or directly and substantially related to the student's disability or which is the direct result of the failure to implement a student's IEP or 504 Plan will be considered to be a manifestation of the student's disability. If the Manifestation Team determines that the behavior was NOT a manifestation of a disability, then the suspension or expulsion may go forward consistent with the Collaborative policies and procedures and the student must be offered:
  - a. services to enable the student, although in another setting, to continue to participate in the general education curriculum and to progress toward IEP goals; and
  - b. as appropriate, a functional behavioral assessment and behavioral intervention services and modifications, to address the behavior so that it does not recur.
3. If the Manifestation Team determines that the behavior for which the student is subject to disciplinary exclusion WAS a manifestation of the student's disability, then the Team completes a functional behavioral assessment and behavioral intervention plan if it has not already done so. If a behavioral intervention plan is already in place, the Team reviews it and modifies it, as necessary, to address the behavior. Except when he or she has been placed in an interim alternative educational setting in accordance with Individuals with Disabilities Education Act or where the student's enrollment is terminated in accordance with applicable state regulations, the student returns to the original placement unless the Collaborative, parents and district agree otherwise or a judge or administrative hearing officer orders a new placement.
4. Where a student is determined to have been in possession of illegal drugs, selling or soliciting a controlled substance, in possession of a dangerous weapon, or where a student commits substantial bodily injury to another at school or at a school sponsored event, the Student may be unilaterally placed in an interim alternative educational setting for up to 45 school days without regard as to whether the student's conduct was a manifestation of his or her disability.

Not later than the date of the decision to take disciplinary action, the parents are notified of that decision and provided with the written notice of procedural safeguards.

### **Policies Regarding Search, and Seizure**

EDCO Programs follow all applicable laws and regulations regarding searching students and their property. Any searches and seizures will be conducted for the safety and well being of students and adults in the EDCO School Program. A student's person, personal possessions and student locker may be searched whenever school administrators have reasonable suspicion that the student is in possession of illegal, prohibited or contraband items or materials. Any and all illegal, prohibited, or contraband items or materials discovered as a result of such a search will be confiscated. Students found in possession of such items or materials will be subject to discipline and/or criminal prosecution.

If the Program Director has reason to suspect that a student is in possession of illegal, prohibited or contraband items or materials, and wishes to conduct a search of that student's person, possessions or locker, the Program Director will notify the EDCO Executive Director, in advance if possible, of the intent to conduct the search. Searches will be conducted by two staff persons at all times, and a written report concerning the search will be given to the EDCO Executive Director.

In EDCO Programs, school personnel are authorized to undertake administrative searches by the use of a hand held metal detector if deemed necessary.

Parking on EDCO property or premises is a privilege and may be revoked at any time. Any student car parked on EDCO property or premises is subject to random and unannounced searches by EDCO officials. By parking a vehicle on EDCO grounds, or the grounds of a school in which an EDCO program is located, you acknowledge and consent to random and unannounced vehicle searches by EDCO officials. Students are advised that it is a violation of EDCO's rules and regulations to store any illegal substance, tobacco, weapon and/or explosive material in any vehicle parked on EDCO premises. Discovery of such material may result in discipline, up to and including expulsion or termination from the program.

### **Anti-Hazing**

*Massachusetts General Laws Ch. 269, s.17 Hazing; organizing or participating; hazing defined*  
"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 (\$3,000) 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."

*Massachusetts General Laws Ch. 269, s. 18; Failure 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 a person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practical. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars (\$1000)."

*Massachusetts General Laws Ch. 269, s. 19:* Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group,

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

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

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

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

### **Consent to such treatment does not make it legal.**

#### Legal Penalties for Hazing:

- Persons convicted of hazing are subject to a fine of not more than \$3000 and imprisonment for not more than a year or both fine and imprisonment (M.G.L. c.269, § 17). Knowledge of such actions as those described above and failure to report them to appropriate law enforcement officials shall be punished by a fine of up to \$1000 (M.G.L. c.269, §18).
- At EDCO, victims of any hazing behavior, or witnesses to such an act, shall make this behavior known to a staff person.
- The Program Director, in conjunction with the EDCO Executive Director, shall determine if sufficient cause exists and, if so, file a Disciplinary Report and notify the Juvenile Officer of the Police Department.

- If students outside the EDCO classroom are involved, the School Administrator will be notified.
- The appropriate administrators, in consultation with the Police Department, will determine whether to file charges.

### **Bullying Prevention and Intervention**

The EDCO Collaborative is committed to providing a safe, positive and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying, or cyber-bullying within the school community. The Bullying Prevention and Intervention plan is summarized below and is posted in its entirety on the EDCO Collaborative website at [www.edcollab.org](http://www.edcollab.org).

The EDCO Collaborative recognizes that that certain students may be more vulnerable to becoming a target of bullying or harassment based on actual or perceived differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have 1 or more of these characteristics. The Collaborative will take specific steps to create a safe, supportive environment for vulnerable populations including the following actions:

- Dissemination of a Bullying Prevention and Intervention Plan
- Annual staff training about the Plan and other legal and regulatory requirements
- Ongoing professional development
- Written notice to staff about the Plan
- Facilitating access to appropriate counseling supports for students
- A bullying prevention curriculum for students enrolled in EDCO programs
- Teacher training on instructional approaches that prevent bullying
- Procedures for reporting and responding to bullying and retaliation

“Bullying” is the repeated use by one or more students or a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at another student that:

- Causes physical or emotional harm to the target or damage to that student’s property
- Places that student in reasonable fear of harm to him/herself, or of damage to his/her property
- Creates a hostile environment at school for that student
- Infringes on the rights of that student at school
- Materially and substantially disrupts the education process or the orderly operation of a school.

“Cyberbullying” is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings. This policy conforms with and follows the legal definition of cyberbullying put forth in M.G.L. c. 71, § 37O.

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

For the purpose of this policy, whenever the term bullying is used, it denotes either bullying or cyber-bullying. In addition, for the purposes of this policy, a student or staff person who perpetrates an act of bullying is referred to as the “aggressor,” and the student who is the focus of an act of bullying is referred to as the “target.”

Bullying is prohibited:

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

Bullying and cyber-bullying are prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the EDCO Collaborative if the act or acts in question:

- Create a hostile environment at school for the target
- Infringe on the rights of the target at school; and/or
- Materially and substantially disrupt the education process or the orderly operation of a school.

### **Prevention and Intervention Plan**

The Executive Director and/or his/her designee shall oversee the development, monitoring and updating of a prevention and intervention plan, in consultation with all Collaborative program stakeholders, which may include teachers, program staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians, consistent with the requirements of this policy, as well as state and federal laws. The Bullying Prevention and Intervention plan shall be updated at least biennially.

The Program Director, in conjunction with the Executive Director, is responsible for the implementation and oversight of the bullying prevention and implementation plan within each EDCO Program.

### **Reporting**

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

Each Program shall have a means for reporting of incidents of bullying, including anonymous

reports. No formal disciplinary action shall be taken solely on the basis of an anonymous report. Parents or guardians, or members of the community, are encouraged to report an incident of bullying as soon as possible. A staff member shall immediately report any instance of bullying that he/she has witnessed or become aware of to the Program Director. Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action.

### **Investigation Procedures**

The Program Director, upon receipt of a viable report, shall promptly address and investigate such reports. The Program Director shall promptly assess an alleged target's need for interim protection and create and, where necessary, implement a safety plan that shall restore a sense of safety for that student pending completion of the investigation. The Program Director shall further conduct a preliminary assessment as to whether the conduct complained of would support the filing of criminal charges and, if so, shall promptly notify the Executive Director. If the reported incident involves students from another program, private school or school district, the Program Director shall promptly notify appropriate administrators of the other programs or school districts in accordance with state and federal privacy laws and regulations. If the reported incident involves students within an EDCO Program located within a public school building, the Program Director shall notify the School Administrator of the school in which the Program is housed. In all cases of bullying involving students in EDCO Programs, the Program Director shall inform the liaison from the student's LEA.

The Program Director shall promptly investigate the report of bullying, considering all available information known, which may include interviewing the alleged target, alleged aggressor, staff members, students and/or witnesses. The Program Director shall maintain a written record of the investigation.

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

If the Program Director determines that bullying has occurred, he/she shall take appropriate disciplinary and/or corrective action. If it is believed that criminal charges may be pursued against the aggressor, the Program Director shall consult with the Executive Director. The Executive Director, or his/her designee, shall contact local law enforcement agencies if he/she has a reasonable basis to believe that criminal charges may be pursued against the aggressor.

The Program Director or designee shall promptly notify the parents or guardians of the target and the aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. All notice to parents must comply with applicable state and federal privacy laws and regulations. Because of the legal requirements regarding the confidentiality of student records, the Program Director or designee cannot report specific information to the target's parent or guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations. 603 CMR 49.00 The Program Director shall also inform the parents or guardians of the target about the Department of Elementary and Secondary Education's problem resolution system and the process for accessing that system, regardless of the outcome of the bullying determination.

Disciplinary actions for students who have committed an act of bullying or retaliation shall be in accordance with disciplinary policies published in the EDCO Collaborative Student Handbook.

Each Program shall document any incident of bullying that is reported per this policy and a file shall be maintained by the Program Director. The report shall be shared regularly with the Executive Director.

Confidentiality shall be maintained consistent with the obligations under law.

### **Retaliation**

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is strictly prohibited and may result in suspension or expulsion from the EDCO Program.

### **Target Assistance**

EDCO Collaborative staff shall provide counseling to the students involved and shall notify the student's LEA concerning referral to other appropriate services.

### **Training and Assessment**

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

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

### **Publication and Notice**

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

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

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

The Bullying Prevention and Intervention plan shall be posted on the EDCO Collaborative website.

As stated in M.G.L. c. 71, § 37O, the district or school is not required to staff any non-school related activities, functions, or programs.

Consistent with state and federal laws, and the policies of the school or district, no person shall be discriminated against in admission to a public school of any town or in obtaining the advantages, privilege and courses of study of such public school on account of race, color, sex, religion, national origin, gender identity and/or sexual orientation. (M.G.L. c.76, §5) The Bullying Prevention Plan does not prevent the Collaborative from taking action to remediate

discrimination or harassment based on a person's membership in a legally protected category under local, state, or federal law, or EDCO Collaborative policies.

In addition, the Bullying Prevention Plan is not designed or intended to limit the authority of the Collaborative to take disciplinary action or other action under M.G.L. c. 71, §§37H, 37H½, or 37H3/4 and/or other applicable laws, or local school or district policies in response to violent, harmful, or disruptive behavior, regardless of whether the Plan covers the behavior.

### **Cheating and Plagiarism**

#### **Cheating**

Cheating is the unauthorized giving, taking, or presenting information or material by a student that benefits himself, herself, or another.

Examples of cheating include but are not limited to: passing information in any manner during an assessment, utilizing unauthorized material during an assessment, passing of information about an assessment from one class to another, and submitting work that is not one's own.

#### **Plagiarism**

Plagiarism is copying the words, ideas, or opinions of someone else without giving credit to that person in the form of footnotes or references. Plagiarism is also submitting work that is not one's own.

#### **Cheating and Plagiarism Policy:**

Collaboration on assignments, when directed by a teacher, is not considered cheating. All other assignments fall under the policy. Records of student cheating will be kept in the student's file.

**Offense #1:** Teacher informs student of offense, privately if possible. Parents/Guardians are notified and a meeting set up with teacher, student, parent and Program Director. A letter may go in student's permanent file, and the student may receive a zero for the assignment. In addition, the student may be placed on behavior restriction and/or subject to consequences determined by the EDCO Program Director.

All subsequent offenses receive the punishment described under offense #1 in addition to the student being placed at risk of receiving a zero for the subject term grade.

### **Drugs, Alcohol, and Smoking**

#### **Smoking**

In accordance with Massachusetts General Laws, Chapter 71, Section 2A, students are not permitted to smoke on school grounds. At no time may students smoke (or use other tobacco products) in any part of the surrounding building.

**Offense #1:** A phone call is made and a letter is sent home notifying the parent/guardian of this violation of school rules. In addition, the Program Director may choose to apply other school consequences.

**Offense #2:** A phone call is made and a letter is sent home notifying the parent/guardian of this violation of school rules. In addition, the student may be placed on behavior restriction and/or

subject to consequences determined by the Program Director in conjunction with the Executive Director..

### **Drugs and Alcohol in School or at School Sponsored Activities**

The EDCO Collaborative maintains that the possession and/or use of illegal drugs and unlawful possession and/or use of alcohol by minors is wrong and can be physically and/or emotionally harmful to students. Therefore, EDCO has strict rules against possession, sale, transfer, and/or use of these substances in school or at school sponsored activities, including athletic and social events that occur outside the school day.

### **Legal Definitions**

**"Alcoholic Beverage,"** any liquid intended for human consumption as a beverage and containing one half of one percent or more of alcohol by volume at sixty degrees Fahrenheit. (G.L. c. 138, s.1)

**"Controlled Substance,"** any substance or drug that is defined as a controlled substance under the provisions of M.G.L.c.94C.

**A. Possession:** Staff members or students who have reason to believe that a student is in possession of drugs or alcohol will report the student to the Program Director. The Program Director, in conjunction with the Executive Director, will investigate the matter, may involve the police, and, if appropriate, shall take the following steps:

**Offense #1:** The parent(s) or guardian(s) are notified, a disciplinary hearing is conducted, and the student may be suspended. The student's school district liaison will be notified of any such violation. The student may receive drug education and counseling. The student also may be denied participation in school sponsored extra-curricular activities, and is subject to suspension, expulsion and/or termination from the program. In addition, the student may be placed on behavior restriction and/or subject to consequences determined by the EDCO Program Director.

**Offense #2:** All steps as in #1 above. A TEAM meeting will be arranged and further disciplinary measures will be taken, including the possibility of suspension, expulsion (for offenses involving controlled substances) and/or possible termination of enrollment. In addition, the student may be placed on behavior restriction and/or subject to consequences determined by the EDCO Program Director.

For EDCO programs located within a public school building, the School Administrator will be notified and will be involved as appropriate in all cases regarding a student in an EDCO program in possession of alcohol or a controlled substance. Consequences related to the possession of alcohol or a controlled substance shall be determined by the Program Director in accordance with the Disciplinary Due Process provisions set forth in this Handbook and in accordance with the policies of the school building in which the program is located.

### **B. Use (Under the Influence of Drugs or Alcohol)**

Staff members or students who have reason to believe that a student is under the influence of a drug or alcohol will report the student to the Program Director. The EDCO Program Director will investigate the matter and, if appropriate, shall take the following steps:

**Offense #1** The Program Director will consult with the school nurse for review of student's medical status. (S)He will notify the parent(s) or guardian(s) and have them arrange to have the student taken home from the nurse's office. The student must remain under supervision until the parent/guardian arrives. The student's school district liaison will be contacted. At the discretion of the Program Director, the student may be suspended. A meeting will be arranged with the student, administrator, and the parent/guardian. Mandatory drug education and counseling may be required. The student may also be denied participation in school sponsored extra-curricular activities, and subject to expulsion from school. In addition, the student may be placed on behavior restriction and/or subject to consequences determined by the EDCO Program Director.

**Offense #2:** All steps as in #1 with a conference arranged with the Program Director to determine further disciplinary measures, including \suspension, expulsion (for offenses involving controlled substances) and/or possible termination of enrollment. In addition, the student may be placed on behavior restriction and/or subject to consequences determined by the EDCO Program Director. For EDCO programs located within a public school building, the School Administrator will be notified in all cases regarding a student in an EDCO program within that school building in possession or under the influence of alcohol or a controlled substance. Consequences related to the possession of alcohol or a controlled substance may be determined in conjunction with the School Administrator.

### **C. Sale or Transfer**

Staff members or students who have reason to believe that they have witnessed the sale or transfer of these substances shall report this immediately to the Program Director, a School Administrator or to other security personnel. The student(s) will be requested to turn over contraband to the Program Director. The student(s) also may be searched in accordance with the standards set forth under the search and seizure provisions set forth in this Handbook.

The designated administrator shall determine if sufficient cause exists and, if so, file a Disciplinary Report and notify the Juvenile Officer of the local Police Department. The designated administrator, in consultation with the Police Department, will determine whether to file charges. All contraband will be turned over to the Police Department. In addition to the above, the following consequences shall prevail:

Upon written notice to the parent(s)/guardian(s), the Program Director may conduct a disciplinary hearing which may result in the student's long-term suspension, expulsion or termination from the Program. Students may be denied participation in school sponsored extra-curricular activities. The student may receive mandatory drug education and counseling. In addition, the student may be placed on behavior restriction and/or subject to consequences determined by the EDCO Program Director.

### **Prescription and Over the Counter Medications**

All prescription medication must be brought to the host School Health Office by a parent or guardian in a container with the official prescription label on it. If necessary, ask your pharmacist to give you a duplicate container for safe storage of the medication at home and school. EDCO education programs follow the procedures of the host school district health office for the administration of over the counter medication. EDCO program staff cannot dispense prescription or over the counter medication unless directed and trained to do so by the supervising School Nurse in order to implement an individual student's Individual Health Care Plan. Inhalers will

be stored in the school health office unless the school nurse and parent mutually agree to alternate storage. Under no circumstances shall a student be sent to school with medication without prior notification of the school nurse. Students found in possession of unauthorized prescription medications or over the counter medication may be subject to discipline including, but not limited to, suspension, expulsion or termination from the Program.

### **Fighting, Aggressive, and Violent Behavior**

The EDCO Collaborative maintains that physical and emotional safety is an essential condition for learning. It is the practice in all EDCO programs that students are treated with respect and are expected to treat others with respect. In addition, it is the practice in all EDCO programs that students are taught the skills required to interact with peers in a safe and respectful way. These skills are taught in ways that acknowledge each student's particular learning needs and follow that student's IEP.

In the event that a student demonstrates violent or aggressive behavior that places himself or herself or another student at risk of harm, Program Director response to these incidents may vary across programs and/or students but in all circumstances, is addressed seriously and with the safety and security of the student and all students as a priority. If the interaction involves a student outside of the EDCO program, the School Administrator for the host school will be involved.

In cases where infractions involve assaultive behavior involving bodily injury, the Program Director as well as the Executive Director will be involved in determining an appropriate response to the incident. In all instances of fighting, aggressive and violent behavior, the liaison from the sending district will be notified. The response may include suspension for a significant period of time or termination from the program.

### **Stealing, Borrowing, and Trading**

#### **Stealing**

Upon investigation by the Program Director and/or the EDCO Executive Director, it is determined that a student has stolen an item from the school, another student or a staff person, a disciplinary meeting will be conducted with the student and his/her parent/guardian by the student's Program Director and other appropriate administrators. If the theft involves the property of the local school or a student outside of the EDCO program, the School Administrator will be involved. Searches may be conducted in accordance with the provisions of this Handbook. Notification of the police shall be at the discretion of the EDCO Executive Director.

**Offense #1:** Restitution and/or return of item(s). In addition, the student may be suspended, counseling may be required, or the student may be placed on behavior restriction and/or subject to consequences determined by the EDCO Program Director.

**Subsequent Offenses:** All steps in # 1 above, plus suspensions of increasing length or possible expulsion. In addition, the student may be placed on behavior restriction and/or subject to consequences determined by the EDCO Program Director.

## **Borrowing and Trading**

The EDCO Collaborative and its staff strongly recommend that students do not engage in acts of borrowing and/or trading personal items while at school. This practice can often lead to conflict, which can take away from the learning environment. If students wish to engage in this type of behavior between each other, it is to be conducted outside of school.

- Staff are not responsible for student's personal items
- Any items lost or stolen from a student are the responsibility of the student
- Staff does not condone any trading, borrowing, or selling of items between students.

## **Weapons**

### **Prohibition against Firearms in School Buildings or on School Grounds**

Massachusetts General Law, c.269, s.10, provides: "Whoever, not being a law enforcement officer, and notwithstanding any license obtained by him/her under the provisions of chapter one hundred and forty, carries on his/her person a firearm as hereinafter defined, loaded or unloaded, in any building or on the grounds of any secondary school, college or university shall be punished by a fine of not more than one thousand dollars (\$1,000) or by imprisonment for not more than one year, or both. For the purpose of this paragraph, "firearm" shall mean any pistol, revolver, rifle or smoothbore arm from which a shot, bullet or pellet can be discharged by whatever means. Amended by St.1989, c.150, s.2."

Massachusetts General Law, c.71, s.37H provides for the expulsion of any student found in possession of a found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife.

A weapon is defined as anything that can inflict harm, including, but not limited to, a firearm, a stick, brass knuckles, a knife, explosive device, bullets, or a tool, and is considered contraband. The determination as to whether an item constitutes a dangerous weapon shall be within the discretion of the Program Director. Accordingly, staff members who have reason to believe that they have witnessed the possession, sale, or transfer of a weapon shall report this immediately to the Program Director.

The student will be requested to turn over contraband to the staff member. The student also may be searched in accordance with the standards set forth under the search section in this handbook.

**Offense #1 (and subsequent offenses):** A disciplinary hearing will be conducted by the Program Director. If a student is found in violation of this rule, he/she may be suspended and face possible expulsion and/or termination from the program. In addition, the student may be placed on behavior restriction and/or subject to consequences determined by the EDCO Program Director. Where a student is found in possession of a weapon in an EDCO program located within a public school building, the School Administrator shall be promptly notified.

The EDCO Program Director and/or the School Administrator shall determine if sufficient cause exists and, if so, file a Disciplinary Report and notify the Juvenile Officer of the local Police Department. The appropriate administrator, in consultation with the Police Department, will determine whether to file charges. All contraband will be turned over to the Police Department.



# **RELATED POLICIES AND PROCEDURES**

## **Notice of Anti-Discrimination**

In compliance with M.G.L. c.76, §5, EDCO programs protect the right of all persons to attend the public school programs in the town where they actually resides or to attend public school programs at no cost in other towns as mandated by the IDEA. No person shall be excluded from or discriminated against in admission to the public school programs of any town, or in obtaining advantages, privileges and courses of study of such public school on account of race, color, sex, religion, gender identity, disability, national origin or sexual orientation.

The EDCO Collaborative has policies and procedures to protect the rights of students and staff to be free from discrimination and harassment, including sexual harassment. For more information regarding these policies, contact Colleen Dolan Executive Director and Special Education Administrator for the EDCO Collaborative, at 617-738-5600, ext. 5601.

### **Policy on Harassment, including Sexual Harassment**

It is the policy of EDCO that all of its students should be able to enjoy a school or program environment free of discrimination and harassment. This policy refers to, but is not limited to, harassment in the following areas: (1) age, (2) race, (3) color, (4) national origin, (5) religion, (6) sex, (7) handicap, (8) veteran status, (9) sexual orientation and/or (10) gender identity.

Harassment includes display or circulation of written materials or pictures degrading to either gender or to racial, ethnic or religious groups; and verbal abuse and insults directed at or made in the presence of a racial, ethnic, or minority group. Harassment also refers to behavior that is personally offensive, impairs morale and interferes with students' or clients' ability to benefit for the school or program instruction or service. Any harassment of students by other students or harassment of students by staff will not be tolerated.

#### **Definition of Sexual Harassment:**

Unwelcome sexual advances; requests for sexual favors; or other verbal or physical conduct of a sexual nature may constitute sexual harassment where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or education 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.

All persons associated with the EDCO Collaborative including, but not necessarily limited to, the Board, the administration, the staff, and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from harassment, including sexual harassment and discrimination. Any person who engages in harassment while acting as a member of the school community will be in violation of this policy. Further, any retaliation against an individual who

has complained about harassment or retaliation against individuals for cooperating in an investigation of a harassment complaint is similarly unlawful and will not be tolerated.

Because the EDCO Board of Directors takes allegations of harassment seriously, we will respond promptly to complaints of harassment and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting a workplace and school environment that is free of harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace or school conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of harassment.

The Grievance Officer: Human Resources Director for the EDCO Collaborative

The Board will annually appoint a sexual harassment grievance officer who will be vested with the authority and responsibility of overseeing and ensuring the processing of all sexual harassment complaints in accordance with the procedure set out below:

Procedure for reporting:

For any student member of the school community:

1. Students who believe that they have been subjected to harassment, including sexual harassment, from another student or an EDCO staff member, should talk to an adult as soon as possible beginning with the adult closest to the situation. This adult shall facilitate the student's meeting with the Program Director who shall follow established procedures. If the Program Director is the subject of the complaint, the student should be instructed to request a meeting with the Executive Director. The student will be asked to comment on the incident and complete a Harassment Investigation Form and submit it to the Program Director or Executive Director.
2. If a student attending an EDCO school program or receiving services from EDCO staff wishes to report or allege harassment, including sexual harassment, on the part of another student or EDCO staff member, the reporting procedure shall be as follows:
  - a. The Program Director or Executive Director will attempt to resolve the problem through the following procedures:
    - i. S/He will confer with the charging party in order to obtain a clear understanding of that party's statement of the facts and may interview any witnesses.
    - ii. S/He will then attempt to meet with the charged party in order to obtain his or her response to the complaint.
    - iii. S/He will hold as many meetings with the parties as is necessary to determine the facts.
    - iv. On the basis of his/her perception of the situation he or she may:

- Attempt to resolve the matter informally through reconciliation.
  - Will notify the parties and the target and aggressor's parents of the findings of the investigation and will document such notification, the date/time and content of same, for the record.
  - Report the incident and transfer the record to the Grievance Officer or Executive Director for review and further action, as s/he deems appropriate.
3. After reviewing the record made by the Program Director or Executive Director, the Executive Director or his/her designee may attempt to gather any more evidence if necessary to decide the case, and thereafter, impose any sanctions deemed appropriate, including a recommendation for termination or expulsion. At this stage of the proceedings, the parties may present witnesses and other evidence, and may also be represented (at private expense). The parties, to the extent permissible by law, shall be informed of the disposition of the complaint. All matters involving sexual harassment complaints will remain confidential to the extent possible. If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct.
  4. The grievance officer, upon request, will provide the charging party with government agencies that handle sexual harassment matters.

Office for Civil Rights  
 United States Department of Education  
 5 Post Office Square  
 8<sup>th</sup> Floor - Suite 900  
 Boston, MA 02109-3921

Telephone: (617) 289-0059  
 Fax: (617) 289-0150  
 TDD: (617) 223-9695  
 Email: [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov)

The Massachusetts Department of Elementary and Secondary Education  
 75 Pleasant Street  
 Malden, MA 02148  
 781-338-3300

### **Policy on Cellular Phones and Electronics**

Cellular phones, headphones and other electronics are commonly used outside of school. At school, however, they are an unnecessary distraction and detract from a classroom culture.

In EDCO programs, restrictions on the use of cellular phones, headphones and electronics are determined by the classroom teacher in conjunction with the Program Director. In all cases, a student's IEP and behavior plan will be followed regarding the use of electronic devices, as these devices may support academic progress and/or positive behavior for individual students.

Assuming the IEP does not indicate otherwise, a student who violates the classroom rules on the use of electronic devices will have that device confiscated by a staff member and given to the Program Director. The Program Director will return the item to the student at the end of the school day. More serious consequences for additional offenses will be assigned, according to progressive discipline, by the Program Director.

## **Clothing and Dress Code Policy**

EDCO policies do not interfere with the rights of students to dress as they choose except where there is an overriding, legitimate school purpose that is more important than this right. The need to maintain a comfortable and productive learning environment for students, to maintain the health and safety of the school community, and to comply with the harassment policy may override individual rights.

All members of the community may address concerns about dress directly to the student and/or to the Program Director. The Program Director will explore the nature of the concern, employ discretion, and respond appropriately.

In addition, students are expected to dress and groom appropriately for school at all times. This includes arriving to school with a clean and healthy appearance (including but not limited to being showered, wearing clean clothes, being free of offensive odor, and being free of excessive visible dirt). Footwear must be worn in compliance with health codes.

EDCO school based programs adopt clothing policies of the hosting public school, if applicable. These policies may be found in the hosting school's Student Handbook.

If violations of the program's school dress code occur, it is up to the discretion of the Program Director to assign consequences. Staff reserve the right to use their discretion in deeming a student's dress/jewelry as inappropriate, and may request that the parent/guardian bring in a change of clothes.

## **Rights of Homeless Students**

All EDCO Programs work collaboratively with sending school districts to ensure that the rights of students who are homeless, as specified in the McKinney-Vento Homeless Education Assistance Act, are protected.

The goal of the McKinney-Vento Homeless Education Assistance Act is to ensure that each homeless child or youth has equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youths. The McKinney-Vento Act requires every school district to designate a staff person to serve as the Homeless Education Liaison whose role it is to assist homeless students to enroll in school and to ensure that they receive the educational services for which they are eligible.

School districts must immediately enroll homeless students in school, even if they do not have the documents usually required for enrollment – such as school records, medical records or proof of residency. Furthermore:

- Homeless students have a right to either remain in their school of origin or to attend school where they are temporarily residing
- Students who choose to remain in their school of origin have the right to remain there until the end of the school year in which they get permanent housing
- Homeless Education Liaisons must assist students who arrive without records by contacting the previously attended school system to obtain the required records.

School districts must adopt policies and practices to ensure that transportation is provided, at the request of the parent, guardian or unaccompanied youth, to and from the school of origin.

Furthermore:

- If the homeless student continues to live in the area served by the district in which the school of origin is located, that district must provide or arrange transportation
- If the homeless student moves to an area served by another district, though continuing his or her education at the school of origin, the district of origin and the district in which the student resides must agree upon a method to apportion responsibility and costs for transportation to the school of origin
- If the districts cannot agree upon such a method, the responsibility and costs must be shared equally.

Homeless students are to be provided services and education programs comparable to those received by other students and for which they meet eligibility criteria, such as services provided under Title I or similar state or local programs; programs for students with disabilities; programs for students with limited English proficiency; vocational or technical programs; gifted and talented programs; and school nutrition programs.

### **Mandated Reporting Requirements**

Massachusetts General Laws C119, Chapter 51A, relating to the care and protection of children, mandates the reporting of any situation or injury suspected of endangering the health or safety of a child by certain classes of professionals. Professionals considered to be mandated reporters include, but are not limited to, public or private teachers and education administrators; hospital personnel involved in the examination, care or treatment of children; guidance or family counselors; social workers; and day care workers or any person paid to care of or work with children in any public or private facility, home or program funded by the Commonwealth of Massachusetts or licensed by the Commonwealth to provide day care or residential services to children.

Any mandated reporter who, in his or her professional capacity, has reasonable cause to believe that a child under the age of 18 has suffered abuse (including sexual abuse) or any form of neglect (including malnutrition) must file a report with the Department of Children and Families (DCF). An immediate oral report must be followed by a written report to DCF within 48 hours. If the mandated reporter is a member of the staff of a medical or other public or private institution, school or facility, he/she should immediately notify the department or person in charge of such institution, school or facility. If notification is given to such an individual rather than to DCF, the person notified becomes the mandated reporter required to notify DCF with oral and written reports.

DCF must, within 60 days of receiving a report from a mandated reporter, notify such person in writing of its determination of the nature, extent and cause or causes of the injuries to the child and the services that DCF intends to provide to the family.

An individual assumes no liability, criminal or civil, by making a 51A report as long as the report was made in good faith and as long as the person making the report did not perpetrate or inflict any harm. No employer of a mandated reporter shall discharge or in any manner discriminate or retaliate against any person who in good faith makes a 51A report or who testifies in any proceeding involving abuse or neglect.

In all EDCO programs, if a staff person has reason to suspect neglect or abuse, that person must notify the Program Director. The Program Director, in consultation with appropriate staff, may file a report with DCF if there is reasonable cause to believe there is abuse or neglect. The Program Director or his/her designee will file the report, both orally and in writing, with DCF.

### **Restraint Prevention and Intervention Policy**

The EDCO Collaborative complies with the DOE restraint regulations, 603 CMR 46.00 et seq. (“Regulations”), to the extent required by law. According to their terms, the Regulations apply not only at school but also at school-sponsored events and activities, whether or not on school property. A brief overview of the Regulations is provided below.

#### **Methods and Conditions for Implementation**

Program staff may use physical restraint only (1) when non-physical interventions would be ineffective and the student’s behavior poses a threat of imminent, serious harm to self and/or others

Physical restraint may not be used as a means of punishment or as a response to property destruction, disruption of school order, a student’s refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious, physical harm.

The use of mechanical restraint, medical restraint, and seclusion is prohibited. The use of “time out” procedures, during which a staff member continuously observes and remains accessible to the student, shall not be considered seclusion.

The Regulations do not prevent a teacher, employee or agent of the EDCO Collaborative from using reasonable force to protect students, other persons or themselves from assault or imminent serious harm or from restraining students as otherwise provided in the Regulations.

**Staff Training.** All program staff must receive training with respect to the Collaborative’s restraint policy (i.e., following the Regulations), including receiving information about interventions that may preclude the need for restraint, types of restraint and related safety considerations, and administering physical restraint in accordance with known medical or psychological limitations and/or behavioral intervention plans applicable to an individual student. Additionally, the school must identify specific staff to serve as resources to assist in ensuring proper administration of physical restraint. These individuals must participate in in-depth training with respect to restraint and implementation of the Regulations.

**Reporting Requirements and Follow-Up:** A program staff member who administered the restraint shall verbally inform the program director of the restraint as soon as possible and by written report no later than the next school working day. The written report shall be provided to the program director for review of the use of the restraint. If the program director has administered the restraint, the program director shall prepare the report and submit it to the Executive Director. The program director or his/her designee shall maintain an ongoing record of all reported instances of physical restraint.

The director of the program or his/her designee shall make reasonable efforts to verbally inform the student's parent within twenty (24) hours of the restraint, and shall notify the parent by

written report sent either within three school working days of the restraint to an email address provided by the parent for communications about the student, or by regular mail postmarked no later than three school working days of the restraint. Parents will be provided an opportunity to comment orally or in writing on the use of the restraint and on information in the written report. Written reports will be provided in a language other than English if all other school related reports are provided in another language. The program director shall provide the student and the parent an opportunity to comment orally and in writing on the use of the restraint and on information in the written report.

A program director shall report to the Executive Director and to the Massachusetts Department of Elementary and Secondary Education (DESE) all restraints that result in injury to either a student or a staff member within three (3) school working days of the restraint. Additionally, the Collaborative will provide DESE with an annual report of the use of physical restraint in EDCO Collaborative programs.

Follow-up procedures for restraint include not only the reporting requirements set forth above, but also reviewing the incident with the student, staff and consideration of whether follow-up is appropriate for students who witnessed the incident.

Complaints. Complaints and investigations regarding restraint practices should be directed to the Executive Director of the EDCO Collaborative, 617-738-5600. X 5601.

Procedures. All Collaborative staff that work in student programs will participate in an annual training regarding restraint regulations before the end of September of each school year. Program Procedures to accompany the above policy will be reviewed in the training and are available upon request to the Program Director.

All EDCO programs will have staff that is certified to administer physical restraint according to DESE regulations. These staff will participate in recognized training programs or refresher courses such that their training remains current.

### **EDCO Use of Time Out**

EDCO staff work hard to provide the necessary structures and supports so that students can be successful in class. However, given our student's complex and varied issues, there are times when they are unable to participate in class or an activity. When this occurs, EDCO uses a structured behavior management system that highlights appropriate classroom behaviors. Expectations are posted in the classroom and reviewed frequently. If such interventions are not successful, students may be requested or offered the opportunity to visit a quiet area in or outside of the classroom. Students are monitored at all times in the quiet area and are not prevented from leaving the area if they choose to do so. This intervention is used to interrupt the behavior in a way that allows the student to regroup and refocus by processing with classroom staff before returning to the classroom.

### **Student Records Protections**

All EDCO Programs follow all pertinent laws and regulations regarding the privacy of student records. Specifically, Massachusetts regulations require that student records are kept physically

secure and that authorized school personnel are informed of all of the provisions of 603 CMR 23.00 and of M.G.L. c. 71, §§34A-H. Access to student records by students, parents, authorized and non-authorized personnel will comply with all federal and state laws and regulations. In addition, EDCO staff is trained annually on the federal Family Educational Rights and Privacy Act (FERPA).

With regards to requests to inspect records, families and students are referred to the liaison of their sending school district (LEA) to gain access to the student's temporary and permanent student record. Original copies of all records pertinent to the student's educational program, including IEP's, progress reports, evaluation reports, and report cards, are forwarded to the sending school district to be kept as part of their formal record. Parents or students over the age of 14 may request to review the student's file at the EDCO program site. This file is considered a duplicate file. The Program Director will notify the EDCO Executive Director and will respond to parents within two days of receiving the request.

Requests for records held by EDCO Collaborative should be made to EDCO's Records Access Officer, Thomas Markham, at [tmarkham@edcollab.org](mailto:tmarkham@edcollab.org).

When non-custodial parents request information regarding a student at an EDCO program, that parent is referred to the liaison from the sending school. EDCO cooperates with the sending school district in ensuring compliance that laws regulating access to records by non-custodial parents.

EDCO personnel maintain copies of students' current IEPs and other information necessary to provide appropriate educational programming on site in EDCO programs. EDCO personnel send to the student's local school district all original documents generated by program staff that are required by state and federal laws and regulations for compliance with the IEP process. When a student graduates, withdraws or transfers from an EDCO program, EDCO personnel will forward all records to the local district. Should the local school district state that they do not wish to receive the EDCO student file, it will be offered to the student, if over age 18, and/or parent/guardian of the student. Should the student and family decline the record, it will be shredded.

### **Token Economy and Point Systems**

Many of the EDCO programs utilize a structured behavior management approach as part of the educational mission to give students the skills they require to manage their behavior both successfully and independently.

Programs institute various individual and/or community wide goals that align with the mission of the program and with each student's specific behavioral goals. A daily point system which gives credit for achieving both individual and community goals may be used as a way of supporting progress on those goals. Point systems vary between programs to fit each student population appropriately. More specific token economies may also be used to aid students in increasing the frequency of desired behavior. The data collected through these systems is valuable in tracking a student's progress over time in the program.

For more specific information on the use of these behavior management systems, please contact your EDCO school based Program Director.

## **EDCO Collaborative Technology Acceptable Use Policy**

### **I. Introduction**

The electronic resources made available to the programs and administrative offices of the EDCO Collaborative are provided in consonance with our mission:

- Improving education through interdistrict and interagency collaboration
- Providing high quality education and related services to students-at-risk; and
- Enhancing equity, intercultural understanding and equal opportunity in education.

In addition, we seek to ensure a healthy and appropriate use of technology resources by making provisions for:

- Prevention of access by users to inappropriate or illegal matter on the Internet;
- The safety and security of users when using electronic communications;
- Prevention of unauthorized access, including “hacking” and other unlawful activities;
- Prevention of unauthorized disclosure, use and dissemination of personal information;
- The design of measures to restrict minors’ access to harmful materials.

Our electronic resources—including, but not limited to, mobile devices, computers, network, telephones and Internet access—allow users access to local, national, and international sources of information and collaboration and usage is intended solely for EDCO Collaborative business and educational purposes. Users are required to conduct themselves in a responsible, ethical, and legal manner, in accordance with both EDCO Collaborative and, if applicable, host district policies, rules, regulations and guidelines and the laws of the Commonwealth of Massachusetts and the United States. This policy provides general guidelines for Acceptable Use of technology and examples of expressly prohibited uses. The policy does not attempt to state all acceptable or prohibited activities.

Use of computer networks and the Internet are revocable privileges dependent upon compliance with EDCO Collaborative policy and these procedures. A user’s failure to comply with policy shall result in limited network/Internet access, suspension of access, and/or other disciplinary action up to and including termination or expulsion. Any user who has questions regarding whether a particular use or activity is acceptable should seek guidance from the Director of Information Technology.

### **II. General Provisions**

The EDCO Collaborative has established certain protocols to ensure the safety of our school communities, the security of computer networks, and compliance with applicable law. All users should be aware of the following provisions:

#### **A. Network and Internet monitoring**

The EDCO Collaborative locations and/or their host districts have software and systems in place that monitor and record all Internet usage. Users should have no expectation of privacy when browsing the web, sending or receiving e-mail, or using other electronic resources.

#### **B. Filtering**

In accordance with the Children's Internet Protection Act (CIPA), passed by the U.S. Legislature in January 2001 (Public Law 106-554), our schools shall employ filtering software to block access to inappropriate content on all computers with Internet access. The EDCO Collaborative, its schools, and districts certify that a policy of Internet safety and technology protection measures shall be enforced. Users are restricted from accessing visual depictions of subject matter that are obscene, pornographic, or harmful to minors. In compliance with CIPA, EDCO Collaborative policy, and, if applicable, host districts policy, shall, in furtherance of this set of Acceptable Use Procedures regarding Internet safety, monitor the online activities of users.

The EDCO Collaborative and host districts cannot be held responsible for misuse of material downloaded from any online service, or for inappropriate or sexually explicit material being obtained through the network.

### **III. User-specific Provisions**

Students, administrators, staff and faculty shall **not**:

1. Use the network to access and/or transmit material in violation of any U.S. or Commonwealth law, including copyrighted material.
2. Access, download, display, transmit, produce, generate, copy or propagate any material that is obscene or pornographic; advocates illegal acts; contains ethnic slurs or racial epithets; or discriminates on the basis of gender, national origin, sexual orientation, race, color, ancestry, religion, handicap or age.
3. Degrade, damage or disrupt equipment or system / network performance (for example excessive bandwidth use that disrupts the network for other users).
4. Gain unauthorized access to network resources.
5. Permit or authorize any other person to use their name or login password.
6. Use an account of any other person or vandalize another user's data.
7. Waste electronic storage space by saving unnecessary files or programs.
8. Download, install, load or use programs without written permission of the Director of Information Technology or their designee.
9. Use the Internet for personal commercial purposes or for political lobbying.
10. Use inappropriate, offensive, foul or abusive language.
11. Harass or annoy any other party with obscene, libelous, threatening or anonymous messages, objectionable information, images or language.
12. Knowingly make use of pirated software or violate software licensing agreements.
13. Engage in the practice of "hacking" or knowingly engage in any other illegal or inappropriate activity using the network.

Students, staff and faculty **must**:

1. Use the Internet and other electronic resources only for legitimate educational and Collaborative business purposes.
2. Respect commonly accepted practices of Internet etiquette including, but not limited to, use of appropriate language.
3. Be aware of potential security risks at all times and take all reasonable steps to minimize risks by, at minimum, logging off the network when a computer is unattended and reporting all unauthorized use of one's account to the Director of Information Technology
4. Avoid bulk e-mailing and forwarding e-mails of broad interest, such as virus alerts to the larger community without prior approval from the Director of Information Technology.

5. Treat all computer areas and equipment with the utmost care and respect
6. Protect their own and respect other users ID's and passwords including practicing regular replacement of passwords
7. Students may access the Internet only with adult supervision for a specific task.
8. Abide by this procedure and specific host district policies where applicable.

#### **IV. Electronic Communication**

School and district resources for electronic communication shall be used for educational purposes. Electronic communication done for and on behalf of the EDCO Collaborative must be done with official EDCO Collaborative email accounts provided to users and should not use any personal accounts. Prohibited electronic communications include, but are not limited to:

1. Use of electronic communications to send copies of documents in violation of privacy or copyright laws.
2. Use of electronic communications to intimidate others or to interfere with the ability of others to conduct school/district business.
3. Constructing electronic communications to appear to be from someone else.
4. Obtaining access to the files or communications of others for the purpose of satisfying idle curiosity, with no substantial school/district business purpose.
5. Users will conform to the rules of e-mail archiving and document retention set forth by policy or applicable laws.

#### **V. Software**

Software which the EDCO Collaborative has standardized and use widely will be given priority in terms of installation, troubleshooting and training.

Installation, troubleshooting and training for all other software used by faculty, staff and students will be supported as time permits. Software to be used in the curriculum or in a lab environment must be purchased in "lab packs" of sufficient quantities to account for the greatest number of simultaneous users or as site licenses, and must be owned by the EDCO or host school/district. Single copies of software are considered evaluation copies and will not be supported, installed on multiple computers, or made available from the network to multiple computers.

Software which makes the computers and network harder to maintain and support and which offers little or no benefit over comparable software will not be supported. Do not install any software on any EDCO Collaborative computer without prior permission from the Director of Information Technology or their designee. The Director of Information Technology reserves the right to uninstall unsupported software or reimage any computer as necessary.

#### **VI. Data Storage and Backup:**

The Technology Department has the right to reimage any computer as necessary. No personal data or files should be stored on a local machine or network server.

The EDCO Collaborative makes every effort to run regular backups on data and e-mail hosted on its systems and networks; however, it cannot guarantee that in the event of data loss or catastrophic failure all information will be recovered.

#### **VII. Hardware:**

Use of equipment other than that owned by the EDCO Collaborative or the host school/district:

1. The EDCO Collaborative provides limited support for equipment brought in from the outside by any user.
2. If a computer network is provided that is designated for guests, users must only connect outside devices to these networks.
3. The Director of Information Technology has the right to confiscate or disconnect any outside equipment that interferes with operation of the system/network.
4. The EDCO Collaborative and host school/district are not responsible for damage to or loss of equipment brought in from the outside.