

## **INSTRUCTIONAL MATERIALS**

The Groton Dunstable School Committee believes that materials appropriate to the needs of the school program must be available to each student and teacher. These will be furnished by the School Committee subject to budgetary constraints.

The task of selecting instructional materials for programs will be delegated to the professional staff of the school system. Because instructional programs and materials are of great importance, only those that meet the following criteria will be approved by the committee:

1. They must present balanced views of international, national, and local issues and problems of the past, present and future.
2. They must provide materials that stimulate growth in factual knowledge, literary appreciation, aesthetic and ethical values.
3. They must help students develop abilities in critical reading and thinking.
4. They must help develop and foster an appreciation of cultural diversity and development in the United States and throughout the world.
5. They must provide for all students an effective basic education that does not discriminate on the basis of race, age, color, religion, national origin, sex, physical disabilities or sexual preference.
6. They must allow sufficient flexibility for meeting the special needs of individual students and groups of students.

LEGAL REFS.: M.G.L. 71:48; 71:49; 71:50

Adopted 11/4/98

## **TEXTBOOK SELECTION AND ADOPTION**

Responsibility for the review and selection of textbooks to be purchased shall rest with the principal of each school. The principal is encouraged by the Groton Dunstable School Committee to establish a review committee to assist in the process to determine the textbooks that best meet the curriculum guidelines of the district. The Review Committee should include teachers who will use the texts and other staff members as found desirable. Students and parents will be encouraged to serve.

Principles that apply generally to the selection of instructional materials and library materials shall apply to textbooks. Additionally, basic textbooks and textbook support materials shall be chosen:

To advance the educational objectives of the school system and particular objectives of the course program.

To contribute toward continuity, integration, and articulation of the curriculum.

To establish a general framework for the particular course or program.

Because the instructional purposes of textbooks, as stated above, are of such importance, particular care shall be taken in their selection as to content.

Although many points must be examined, the School Committee directs the staff to be mindful of the following considerations:

The needs of all learners must be provided for.

Attention should be given to gender roles depicted in the materials.

The textbook and textbook support materials should lead the student and teacher beyond the textbook into a wide variety of other materials and educational experiences.

If the textbook deals with problems and issues of our times, it should present and encourage examination of varied points of view.

Because textbooks are selected for several year's use, special attention also shall be given their physical characteristics, durability, format and price.

LEGAL REFS.:           71:48; 30B:7; 71:50  
                              603 CMR 26:05

Adopted 11/4/98

***Groton Dunstable Regional School District***

## **SUPPLEMENTARY MATERIALS SELECTION AND ADOPTION**

The Groton Dunstable Regional School Committee recognizes that knowledge is changing and expanding and that it may be necessary to use various types of supplementary materials in addition to the basic and fundamental textbooks.

For the purpose of this policy, supplementary materials shall be defined as any instructional materials other than textbooks including, but not limited to, books, periodicals, newspapers, pictures, diagrams, maps, charts, slides, filmstrips, films, records, audiotapes, and suitable technological applications which relate directly to the adopted curriculum.

The School Committee believes that teachers and administrators should have a large role in selection and recommendation of supplementary materials. Teachers are encouraged to use a wide range of learning aids, provided the expense incurred in purchasing these aids remains within the limits of the budget.

LEGAL REF.: 603 CMR 26:05

Adopted 11/4/9

## **LIBRARY MATERIALS SELECTION AND ADOPTION**

The Groton Dunstable Regional School Committee endorses the School Library Bill of Rights, as adopted by the American Library Association, which asserts that the responsibility of the school library is to:

1. Provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served.
2. Provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
3. Provide a background of information that will enable students to make intelligent judgments in their daily lives.
4. Provide materials on opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical reading and thinking.
5. Provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage.
6. Place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library.

Initial purchase suggestions for library materials may come from all personnel--teachers, coordinators, administrators. Students will also be encouraged to make suggestions. The librarian will recommend materials to be included in the school library. Final approval and authority for distribution of funds will rest with the building principal, subject to the approval of the superintendent.

Gifts of library books will be accepted in keeping with the above policy on selection. Complaints about library books will be handled in line with committee policy on complaints about instructional materials.

Adopted 11/4/98

## **SPECIAL INTEREST MATERIALS SELECTION AND ADOPTION**

Organizations, institutions, and individuals at times develop materials that are offered to schools free or inexpensively. As a general rule, sponsored materials present a particular point of view, and extreme care must be exercised in evaluating and using them. The responsibility for using sponsored materials rests with certified staff member who recommends its use. In any questionable instance, the principal should be informed and shall decide whether its use in the best interests of the students.

Sponsored materials must meet the same basic selection criteria as any other learning material, as well as the following special criteria.

Any expression of a point of view should be clearly identified.

Any advertising that appears on or with any material should be in good taste and unobtrusive.

The source of all material should be clearly identifiable.

LEGAL REF.: 603 CMR 26:05

Adopted 11/4/98

## **INTERNET/NETWORK ACCEPTABLE USE**

Any student or employee or visitor to the Groton Dunstable Regional School District may use the district networking facilities only after signing the appropriate Acceptable Use Agreement Forms. These forms attest that the party (parties) who signed has read and understands the District Internet/Network Acceptable Use Policy and agrees to abide by its terms. This policy shall be brought to the attention of students yearly and to staff upon employment.

The District is pleased to bring this access to members of the GDRSD educational community and believe the Internet offers vast, diverse and unique resources to both students and teachers. Our goal in providing this network service to teachers and students is to promote educational excellence in our schools by facilitating resource sharing, innovation and communication.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. We acknowledge the existence of inappropriate material on the Internet, including, but not limited to, any materials not in support of the system's curriculum, and shall do everything we can to actively restrict access to them including possible employment of software to block access. However, no combination of hardware and software can guarantee complete control of unacceptable material. It should be clearly understood by all employees, students and visitors that access to such material in any form is strictly prohibited.

The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided so that users are aware of the responsibilities of Internet/network use. In general this requires efficient, ethical, and legal utilization of the network resources. If a user violates any of these provisions, his or her account may be terminated and future access could possibly be denied.

### *Internet/Network - Terms and Conditions*

1) Acceptable Use - The purpose of the GDRSD network and Internet access is to support research and education. The use of your account must be in support of education and research and consistent with the educational objectives of the Groton Dunstable Regional School District. Chat areas and email may not be accessed by students unless for a specific educational purpose and then under the direct supervision of the project teacher. Use for commercial activities is not acceptable. Installation of any personal software or instant messaging is prohibited as well.

2) Privacy - The District network, the Internet and the GDRSD Web Pages are "public places" shared with many other users. Because the information access is granted to users as a privilege and not a right, the GDRSD notifies all users that:

- a. there is no right of privacy for communication, including email, and

b. any and all traffic on the District network and individual school Local Area Networks shall be monitored to ensure that the network continues to function in a proper and appropriate manner for all users.

3) Liability - The Groton Dunstable Regional School District shall make no warranties of any kind, either expressed or implied, that the functions or the service provided by or through the District's

networks will be error free or without defect. The GDRSD will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. The GDRSD shall not be responsible for the accuracy or quality of the information obtained through or stored on the system. The GDRSD shall not be responsible for financial obligations arising through the unauthorized use of the system. The GDRSD shall not be responsible for any copyright violations or any other illegal use of the Internet.

5) Security - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the GDRSD Network or Internet access, you must notify an administrator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual.

6) Vandalism - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses and/ or hacking.

The use of the network and the Internet is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. The Groton Dunstable Regional School District has the right to restrict or terminate anyone's network or Internet access at any time for any reason. Further, the GDRSD has the right to monitor Network activity in any form that is deemed necessary to maintain the integrity of the Network.

Consequences of violations of these guidelines include but are not limited to:

- Suspension and/ or revocation of Internet access;
- Suspension and/ or revocation of Network privileges;
- Suspension and/ or revocation of Computer access;
- School suspension;
- School expulsion;
- Legal action and prosecution by the authorities.

Adopted 11/4/98, revised 5/29/02

**INTERNET/NETWORK ACCEPTABLE USE  
Staff Agreement Form**

Employees of the Groton Dunstable Regional School District may use the district networking facilities and Internet access only after signing this Acceptable Use Agreement Form. This form attests that the employee has read and understands the District Internet/Network Acceptable Use Policy and agrees to abide by its terms.

*All District staff will sign the appropriate form upon employment, and the signed copy of the form will be kept in the employee's personnel file. The agreement will remain in effect for the duration of employment in the District.*

---

The District is pleased to bring this access to members of the GDRSD educational community and believe the Internet offers vast, diverse and unique resources to both students and teachers. Our goal in providing this network service to teachers and students is to promote educational excellence in our schools by facilitating resource sharing, innovation and communication.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. We acknowledge the existence of inappropriate material on the Internet, including, but not limited to, any materials not in support of the system's curriculum, and shall do everything we can to actively restrict access to them including possible employment of software to block access. However, no combination of hardware and software can guarantee complete control of unacceptable material. It should be clearly understood by all employees that access to such material in any form is strictly prohibited.

The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided so that users are aware of the responsibilities of Internet/network use. In general this requires efficient, ethical, and legal utilization of the network resources. If a user violates any of these provisions, his or her account will be terminated and future access could possibly be denied.

*Internet/Network - Terms and Conditions*

1) Acceptable Use - The purpose of the GDRSD network and Internet access is to support research and education. The use of your account must be in support of education and research and consistent with the educational objectives of the Groton Dunstable Regional School District. Chat areas and email may not be accessed by students unless for a specific educational purpose and then under the direct supervision of the project teacher. Use for commercial activities is not acceptable. Installation of any personal software or instant messaging is prohibited as well.

2) Privacy - The District network, the Internet and the GDRSD Web Pages are "public places"

***Groton Dunstable Regional School District***

shared with many other users. Because the information access is granted to users as a privilege and not a right, the GDRSD notifies all users that:

- a. there is no right of privacy for communication, including email, and
- b. any and all traffic on the District network and individual school Local Area Networks shall be monitored to ensure that the network continues to function in a proper and appropriate manner for all users.

Note that electronic mail (email) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

3) Liability - The Groton Dunstable Regional School District shall make no warranties of any kind, either expressed or implied, that the functions or the service provided by or through the District's networks will be error free or without defect. The GDRSD will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service.

The GDRSD shall not be responsible for the accuracy or quality of the information obtained through or stored on the system. The GDRSD shall not be responsible for financial obligations arising through the unauthorized use of the system. The GDRSD shall not be responsible for any copyright violations or any other illegal use of the Internet.

4) Security - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the GDRSD Network or Internet access, you must notify an administrator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual.

5) Vandalism - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses and/ or hacking.

The use of the network and the Internet is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. The Groton Dunstable Regional School District has the right to restrict or terminate anyone's network or Internet access at any time for any reason. Further, the GDRSD has the right to monitor Network activity in any form that is deemed necessary to maintain the integrity of the Network.

Consequences of violations of these guidelines include but are not limited to:

- Suspension and/ or revocation of Internet access;
- Suspension and/ or revocation of Network privileges;
- Suspension and/ or revocation of Computer access;
- Legal action and prosecution by the authorities.

---

Staff Name (please print) \_\_\_\_\_

I have read the GDRSD Internet/Network Acceptable Use Policy. I agree to use school and district networks and Internet access in an appropriate manner.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Groton Dunstable Regional School District***

5/29/02

## GDRSD Internet/Network Acceptable Use Elementary Student Agreement Form

Student's Name (please print): \_\_\_\_\_

Your child's teacher will read this document to his/her class and explain the importance of using the Internet and other computer resources appropriately. We want to make you familiar with these rules as well. Please review these rules with your child, sign and date the form, and return it to your child's teacher. If you have any questions, please ask your child's teacher.

As a student at \_\_\_\_\_ Elementary School, I understand that I may use the Internet under the direction of my teacher if I follow these rules:

- I am responsible for using computers and the Internet in a safe and appropriate way.
- I may use the Internet for research and to do assignments from my teachers.
- My teachers will set rules for using school computers, and I agree to follow them.
- I know that the inappropriate use of our computers can break school rules and sometimes even break the law.
- I will never harm or destroy computers or the work of another person on our school system or any other system.
- When I am using school computers and the Internet, I will always:
  - ◇ **BE POLITE:** I will never send, or tell others to send, hurtful messages.
  - ◇ **USE APPROPRIATE LANGUAGE:** I will never swear or use any other inappropriate language, or threaten others.
  - ◇ **RESPECT PRIVACY:** I will not tell my home address, phone number, names or addresses of family members, or the addresses or phone numbers of other students.
  - ◇ **AVOID DISRUPTIONS:** I will not use the network in any way that would disrupt its use by others.
  - ◇ **BE HONEST:** I will not send anonymous messages or represent a message to have been written by someone else.
  - ◇ **BE SAFE:** I will never post pictures of myself or my family and friends, nor give out my passwords, or any other information about myself without checking with my teacher.

-----  
I understand and agree to follow these rules.

\_\_\_\_\_  
(Student Signature/date) \_\_\_\_\_

File: IJNDB-E-1

I have read the *GDRSD Internet/Network Acceptable Use Policy* and I approve of my child's participation in networking activities in the Groton Dunstable schools.

---

(Parent signature/date)

**This agreement is signed upon entering Grade 2 and will remain in force as long as the student attends this elementary school.**  
5/29/02

***Groton Dunstable Regional School District***

**GDRSD Internet/Network Acceptable Use Policy  
Middle School Student Agreement Form**

**Student's Name** (please print): \_\_\_\_\_  
**Homeroom:** \_\_\_\_\_

*Please read this document with your child and emphasize the importance of using the Internet and other computer resources appropriately. Please review these rules with your child, sign and date the form, and return it to your child's homeroom teacher. If you have any questions, please ask Mrs. Bradford, the computer teacher, or Mrs. Underwood, the librarian.*

As a student at Groton Dunstable Regional Middle School, I understand that I may use the Internet under the direction of my teacher if I follow the following rules. Failure to respect these rules may result in the loss of network privileges.

- I am responsible for using computers and the Internet in a safe and appropriate way.
- I may use the Internet for research and to do assignments from my teachers.
- My teachers will set rules for using school computers, and I agree to follow them.
- I know that the inappropriate use of our computers can break school rules and sometimes even break the law.
- I will never harm or destroy computer equipment.
- I will not tamper with another student's files, folders or work stored on a computer or external disk.
- I will not download, install or run software from the Internet onto school computers.
- I will never use another person's password, and I will not reveal my password to others.
- When I am using school computers and the Internet, I will always:
  - ◇ **BE POLITE:** I will never send, or tell others to send, hurtful messages.
  - ◇ **USE APPROPRIATE LANGUAGE:** I will never swear or use any other inappropriate language or threaten others.
  - ◇ **RESPECT PRIVACY:** I will not tell my home address, phone number, names or addresses of family members or the addresses or phone numbers of other students.
  - ◇ **AVOID DISRUPTIONS:** I will not use the network in any way that would disrupt its use by others.
  - ◇ **BE HONEST:** I will not send anonymous messages or represent a message to have been written by someone else.
  - ◇ **BE SAFE:** I will never post pictures of myself or my family and friends, nor give out my passwords or any other information about myself with checking with my teacher.
  - ◇ **BE LEGAL:** I will respect copyright laws. I will not use electronic media to plagiarize. I will not publish copyrighted material without the permission of the author, artist or photographer.

***Groton Dunstable Regional School District***

-----  
I understand and agree to follow these rules.

(Student Signature/date) \_\_\_\_\_

I have read the *GDRSD Internet/Network Acceptable Use Policy* and I approve of my child's participation in networking activities in the Groton Dunstable schools.

(Parent signature/date) \_\_\_\_\_

**This agreement is signed upon entering the middle school and will remain in force as long as the student attends this school.**

5/29/02

**GDRSD Internet/Network Acceptable Use  
Groton Dunstable Regional High School  
Student Agreement Form**

Name (please print): \_\_\_\_\_

**Introduction**

On the school network and on the Internet you may participate in a variety of activities that support learning. With access to other networks and people around the world, you might have access to information that may not be appropriate. The Groton Dunstable Regional School District has taken measures to prevent access to inappropriate information. However, we cannot control all the information available on the Internet. The district is not responsible for other people's actions or the quality and content of information available through this service. We trust our students to know what is appropriate and inappropriate based on stated school guidelines.

The following guidelines are intended to help you use the network appropriately. If you do not follow our use policies listed here, your privilege of using the network may be withdrawn.

**User Agreement**

The use of school and district networks must be in support of education, research, and the educational goals and objectives of the Groton Dunstable Regional School District. You are personally responsible for this provision at all times when using building and district networks.

- The use of another organization's networks or computing resources must comply with rules appropriate to that network;
- Transmission of any material in violation of any United States statutes is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.

Be familiar with these rules and how to use the Internet before getting on-line. If you have any questions about these rules, please ask your teacher so you can understand. Be aware that the inappropriate use of electronic information resources can be a violation of school rules, local, state, and federal laws and that you can be prosecuted for violating those laws.

**Privileges**

The use of building and district information systems is a privilege, not a right, and inappropriate use **may** result in a cancellation of those privileges. The district administration will decide what is appropriate and their decision is final.

**Student Conduct**

Students are expected to conduct themselves according to generally accepted rules of network/computer etiquette.

Any student found to be in violation of the rules of conduct may be denied access to computers and the internet.

These rules include but are not limited to:

- **BE POLITE:** Never send, or encourage others to send, abusive messages.
- **USE APPROPRIATE LANGUAGE:** You are a representative of your school and your district on a public system. Never swear use vulgarities, or any other inappropriate language.
- **PRIVACY:** Do not reveal your home address, phone number, names or addresses of family members, or the addresses or phone numbers of other students or colleagues. Note that electronic mail (e-mail) is not private. People who operate the district's computer systems have access to all mail, and any messages relating to or in support of illegal activities may be reported to the authorities.
- **E-MAIL:** Personal E-mail, Instant Messaging and Chat may be not used by any students in the High

***Groton Dunstable Regional School District***

School, with the exception of use for educational purposes provided it is approved and supervised by a teacher. Inappropriate use of personal e-mail, IM and Chat may result in disciplinary action.

- **DISRUPTIONS:** Do not use the network in any way that would disrupt the use of the network by others.
- **REPRESENTATION:** Do not send anonymous messages or represent a message to have been written by another. All correspondence should be clearly identifiable as to its originator.
- **INAPPPROPRIATE MATERIAL:** On a global network, it is impossible to control the content of data and an industrious user may discover inappropriate material. It is the user's responsibility not to initiate access to materials or online games that are considered to be inconsistent with educational goals, objectives and policies. Use of inappropriate material may result in disciplinary action.
- **FILES:** Tampering with another student's files, folders or work stored on a computer or external disk is considered trespassing and may result in disciplinary action.
- **DOWNLOADS:** Students are not allowed to download, install or run software from the Internet onto school computers. Doing so will result in disciplinary action.

**Security**

If you identify a security problem in the building or district networks, notify a staff member at once. Never demonstrate the problem to other users. Never use another individual's account. Never tell anyone else your password. Any user identified as a security risk will be denied access to the network and may be liable for disciplinary action or prosecution.

**Vandalism**

*Vandalism is defined as any malicious attempt to physically deface, disable, or destroy computers, peripherals, or other network hardware or to harm or destroy data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, the creation or transmission of computer viruses or hacking. Any vandalism will result in loss of network privileges, disciplinary action, or possible legal referral.*

---

**This agreement is to be signed upon entering the High School and will remain in force until the student has either graduated or left the school district.**

**Student:**

I have read the Groton Dunstable Regional School District's policy and regulation regarding my use of the district's computer systems and the internet and understand my responsibilities and the consequences if I misuse the district's computer systems or use the internet or email in an inappropriate manner. I will report any observed or suspected misuse of the district's computer systems to a teacher.

Printed Name \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**Parent:**

I have read the Groton Dunstable Regional School District's policy and regulation regarding my child's use of the district's computer systems and the internet and understand his/her responsibilities and the consequences if he/she misuses the district's computer systems or uses the internet or email in an inappropriate manner.

Printed Name \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

5/29/02

## **INTERNET PUBLICATION**

### **I. PURPOSE**

The Groton Dunstable Regional School District (“GDRSD”) has established a district-wide web page that links users to web pages for the district's individual schools. GDRSD maintains these web pages for educational purposes only, in furtherance of the educational mission of the GDRSD. All published pages and corresponding links to other sites must relate to GDRSD's educational mission.

### **II. SUPERVISION AND APPROVAL OF WEB PAGES**

The Superintendent (or his/her designee) may select the person or persons ("the Webmaster") responsible for overseeing the GDRSD's web pages and maintaining the web pages in a manner consistent with this policy and the GDRSD's Internet Acceptable Use Policy (attached). The Webmaster must approve all links from the GDRSD web pages to other sites on the Internet. The Webmaster will review the links to ensure that the links are related to GDRSD's educational mission.

Staff members may publish web pages related to their class projects or courses on their school's web site. Staff members must submit their material to the Webmaster for approval before the material can be published. Staff members may not publish or link to personal web pages as part of the GDRSD web site.

Student or staff work (e.g. voice, likeness, quotes, written material, musical pieces and graphic or other artwork) may be published on the GDRSD web pages, as detailed below. All work that is published will be accompanied by a copyright notice written by the Webmaster that prohibits copying the work without the written consent of the copyright holder.

### **III. CONTENT STANDARDS**

All web page materials are expected to be accurate, grammatically correct and free of spelling errors. Student work may deviate from this standard depending upon the age and grade level of the student. Web pages should be well-organized and professional in appearance. Web pages must not contain copyrighted or trademarked material belonging to others unless written permission to display such material has been obtained from the owner and the owner is credited on the school's web page.

***Groton Dunstable Regional School District***

IV. **SAFETY PRECAUTIONS**

A. In general

Identifying information about students, such as first and last names, personal phone numbers or home addresses, will not be published. First names or first names and the first letter of the student's last name may be used where appropriate.

B. Student photographs

- Student photographs may be published only with the written consent of the student's parent or guardian.
- Student photographs will not be accompanied by identifying information about the student(s).

C. Student work

Student work, e.g. voice, likeness, quotes, written material, musical pieces, and graphic or other artwork, may be published only with the written consent of the student's parent or guardian.

D. Staff photographs, identifying information and work

- Photographs of staff members, accompanied by the staff member's full name, may be published only with the staff member's written consent.
- A staff member's e-mail address may be published only with the staff member's written consent. A staff member's home phone number and address will not be published on the GDRSD web pages.
- Staff work, e.g. voice, likeness, quotes, written material, musical pieces and graphic or other artwork, may be published only with the staff member's written consent.

Adopted 5/29/02

File: IJNDC

**INTERNET PUBLICATION PERMISSION FORM**

The Groton Dunstable Regional School District (GDRSD) has established a website on the Internet, with links to the individual schools in the district. GDRSD maintains the website for educational purposes only, in furtherance of the educational mission of the GDRSD. Web pages on the GDRSD website will be used to share school-related information, such as program information, calendar events and messages for parents from school administrators and teachers. The web pages also will be used to demonstrate the high quality of work produced by our students.

As part of your child’s educational program, s/he may have the opportunity to have his or her work published on the GDRSD website. Your child’s work might include your child’s voice, likeness, quotes, original written material (such as a poem, story, or school research project) or graphic or other original artwork. When published, any person who has access to the Internet will be able to see (or hear) your child’s work.

We believe that sharing this information is an exciting and enriching opportunity for our students. However, we will publish your child’s work only with your written permission. Please consider the following information contained in the GDRSD’s web page policy, and then sign and return this form to your child’s teacher.

- Identifying information about students, such as first and last names, personal phone numbers or home addresses, will not be published on the GDRSD website. First names or first names and the first letter of the student's last name may be used where appropriate.
- Student photographs published on the GDRSD website will not be accompanied by identifying information about the student(s).



I give permission for my child’s work to be published on the Internet, as described above. \_\_\_\_\_  
yes/no

I give permission for my child’s photograph to be published on the Internet, as described above. \_\_\_\_\_  
yes/no

Name of Student: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

File: IJNDC-E

## FIELD TRIPS AND ATHLETIC TRIPS

*Athletic trips or Educational Field Trips which are a part of or culminate a unit of study, may be authorized by the building principal. In evaluating field and athletic trip requests the administration and School Committee will consider the following:*

1. relevance of proposed field trips to the unit of study
2. impact of the field trip upon the available parent and or school resources
3. degree of access to the field trip by all students involved
4. provisions for adequate adult supervision to ensure students safety and welfare
5. evidence of thoroughness in planning
6. students (secondary) and parents shall sign a release and consent form.

### **LATE NIGHT/OVERNIGHT TRAVEL**

*All student trips, which include late night or overnight travel, must have prior approval of the School Committee. Initial approval by the School Committee is required before engaging in fundraising activities. The School Committee will also consider the educational value of the trip in relation to the cost prior to granting initial approval. Overnight trips should offer significant educational benefits to students that clearly justify the time and expense of the trip. Such trips should be appropriate for the grade level.*

*Final approval will not be granted until all preparations for the trip have been completed including but not limited to, all logistical details involving transportation, accommodation arrangements and fundraising efforts. The School Committee expects that final approval be sought no less than 30 days prior to the scheduled trip dates.*

*Teachers and other school staff are prohibited from soliciting for privately run trips through the school system and in the schools. The School Committee will review for approval only school-sanctioned trips. The School Committee will not review or approve trips that are privately organized and run without school sanctioning.*

### **REFER TO EXHIBIT IJOA-E FOR GUIDLELINES RELEVANT TO THIS POLICY**

#### **Legal References:**

*Chapter 346 of the Acts of 2002 (et al) approved on October 9, 2002*

*Mass. Gen. L. Chapter 69, Section 1B*

*Mass. Gen. L. Chapter 71, Section 37N*

*Revised 9/22/04*

**Groton Dunstable Regional School District**

FIELD TRIPS AND ATHLETIC TRIPS  
LATE NIGHT/OVERNIGHT TRAVEL  
EXHIBIT

*The Groton Dunstable Regional School District recognizes that field trips can provide students with useful learning opportunities. The School Committee expects staff to give appropriate consideration to the health and safety of students when planning and conducting such trips.*

Definitions – For the purposes of this policy, the terms below shall be defined as follows:

- a. ***Academic Field Trips*** include all off-campus trips that are organized as part of a class Curriculum. Participation by all members of the class is expected.
- b. ***Extra-curricular Field Trips*** are those off-campus trips that are organized by a school-sponsored club or group. Participation is voluntary. Athletic “Away” games or matches are considered Extra-curricular Field Trips under this definition.
- c. ***Overnight Trips*** are trips that require students to travel between midnight and 6:00 AM or that require a student to stay overnight away from home. Overnight Trips include Academic Field Trips, Extra-curricular Field Trips.

**Approval**

*Approval from the building principal is required for all Academic Field Trips and Extra-curricular Field Trips that do not constitute Overnight Trips. Such approval must be granted before trip arrangements and /or fundraising plans are made.*

Approval by the School Committee is required for all Overnight Trips. The teacher, advisor and/or athletic coach shall be responsible for presenting the School Committee with a proposal (see paragraph below) for the Overnight Trip for preliminary approval. Overnight Trips should offer significant educational benefits or involve allowing athletes to compete at tournaments or other athletic contests on behalf of the Groton Dunstable Regional School District.

Final approval will not be granted until all preparations for the Overnight Trip have been completed including, but not limited to, all logistical details involving transportation, accommodation arrangements and fundraising efforts. The School Committee expects that final approval be sought no less than 30 days prior to scheduled trip dates.

A trip proposal (applicable to all trips listed above) shall include the following information:

- A statement explaining the purpose, objective and value of the trip, from an educational or athletic perspective as the case may be.
- Proposed dates
- Proposed itinerary
- Number of students to attend
- Cost per student
- Number of chaperones and teachers traveling
- Mode of transportation and insurance
- Plans for meals and lodging where applicable
- Fundraising that will be required by students, if applicable
- Copy of any proposed contracts associated with the trip
- A statement from the school nurse attesting that s/he has reviewed the student health records for those students who are expected to travel

Approval for a trip shall be based on evaluation of the criteria listed above and any further information deemed relevant by the staff or School Committee.

For athletic or scholastic teams, the coach or advisor need only submit one proposal for the regular season with an attached schedule of competitions, which shall include the date, time and location of each competition. However, Overnight Trips shall remain subject to the approval process outlined herein.

### **Transportation**

*Transportation will be provided consistent with Mass. Gen. L. Chapter 90, Section 7D. Vehicles that meet federal and state standards must be utilized for all field trips, including but not limited to school buses, coach buses and 7D vans.*

For Overnight Trips, school officials will generally contract with a commercial carrier to provide transportation. On Overnight Trips where a private company has been contracted to provide transportation, the superintendent or his designee shall be required to conduct a pre-trip check of companies, drivers and vehicles. The Superintendent or his designee will ensure that the selected carrier is licensed for passenger transportation by the Federal Motor Carrier Safety Administration (FMCSA). Groton Dunstable Regional School District will not contract with a carrier that has a safety rating of “conditional” or “unsatisfactory”. In the alternative, Groton Dunstable Regional School District may also consult other agencies’ ratings and pre-qualification standards such as the list of approved motor carriers of the Department of Defense.

The contract with the carrier must prohibit use of subcontractors unless sufficient notice is given

***Groton Dunstable Regional School District***

to allow the Superintendent or his designee to verify the subcontractors' qualifications. The Superintendent shall only approve the use of any subcontractor that meets the criteria referenced in the preceding paragraph of this section.

2 of 5

For Overnight Trips, the use of private automobiles for the purpose of student transportation is prohibited.

### **Background Checks**

School Officials shall conduct a CORI check on all individuals, including but not limited to parent volunteers and drivers, who may have direct and unmonitored contact with students while on a trip as set forth in Mass. Gen. L. Chapter 71, Section 38R.

### **Student Behavior**

*Students participating in any Field Trip are expected to conduct themselves in a manner appropriate to the circumstances of the trip, including but not limited to adhering to general school rules and codes of conduct, as well as rules that have been established for the trip. In the event a student fails to meet this expectation, the school staff may contact the student's parents, and staff shall have the discretion to send the student home. The student's parent or guardian shall be responsible for any additional expense incurred in such circumstances. Students may also be subject to disciplinary action under the applicable Code of Conduct.*

### **Trip Planning**

Extra-curricular trips are considered "optional school programs" and do not count toward meeting structured learning time requirements. While Academic Field Trips do count toward meeting such requirements, they may nevertheless be disruptive to the regular school program. Thus, efforts shall be made to schedule such trips after school, on weekends or during school vacations whenever possible to minimize lost classroom time.

Trip scheduling should take into account the likelihood of delays due to weather, traffic, stragglers and other unanticipated factors.

Trip itineraries must leave enough time for drivers to rest in conformity with federal hour-of-service requirements and common sense.

With respect to Overnight Trips, overnight accommodations should be made in advance with student safety and security in mind. Whenever possible, trip schedulers should avoid planning student travel between the hours of midnight and 6:00 AM due to the increased risk of vehicular

accidents during that time.

3 of 5

Adequate chaperone coverage must be provided on all trips and such coverage shall be subject to the approval of the principal.

If substantially all members of a class are participating in a trip, the school will provide appropriate substitute activities for any students not participating.

### **Fundraising**

Fundraising events and activities may be planned to offset the costs of the Field Trip. Any such fundraising shall take place in accordance with Groton Dunstable Regional School District's policy on fundraising (see policy KHA). With respect to fundraising by students, the amount of time devoted to fundraising should be reasonable and commensurate with students' obligations for homework, after school activities and jobs. Within the context of a group fundraising activity, students shall not be assigned individual fundraising targets.

### **Medication**

If medications are to be administered to students, they will be administered in a manner consistent with the district's Administering Medication to Students Policy JHCD. It is the staff member's responsibility when planning the trip to check with the school nurse for a list of students' allergies and other medical conditions. In some cases, a nurse will be required to travel with the group.

### **Consent and Waivers**

Signed parental consent forms shall be required for all students prior to taking part in any trips relating to Extra-curricular activities or athletics, including but not limited to waivers of claims arising out of cancellation by the Superintendent as described below.

### **Cancellation**

*The Superintendent reserves the right to cancel any field trips up until the time of departure for any reason. In such event, school officials will make a reasonable effort to obtain a refund of monies paid by the students and parents. However, such refunds are not guaranteed.*

### **Non-school sponsored trips**

***Groton Dunstable Regional School District***

Teachers and other school staff sometimes privately conduct educational tours or day trips involving the participation of Groton Dunstable Regional School District students. The School Committee neither sanctions nor prohibits such activities, nor assumes any responsibility for them. Teachers and other school staff are prohibited from soliciting students for privately run trips through the school system.

4 of 5

Teachers and other school staff are expected to clearly state that such trips are not school-sponsored and that the Groton Dunstable Regional School Committee and the Groton Dunstable Regional School District do not sanction the trip or assume any responsibility.

**Legal References:**

Mass. Gen. L. Chapter 71, Section 37N; Mass. Gen. L. Chapter 90, Section 7D

Mass. Gen. L. Chapter 71, Section 38R; 603.C.M.R. 27.00

**Cross Reference:**

JLCD, Administering Medicines to Students

*KHA, Public Solicitation in the Schools*

JIC, Student Conduct

5 of 5

## **ACADEMIC ACHIEVEMENT**

The philosophy of the Groton Dunstable Regional School Committee concerning academic achievement, as well as children's social growth and development, is based on the premise that children have diverse capabilities and individual patterns of growth and learning.

Therefore, the committee feels it is important that teachers have as much and as accurate knowledge of each student as possible in order to assess his/her needs, his/her growth, and make instructional plans for him/her. A sharing of information among parent, teacher, and student is essential.

The committee supports staff efforts to find better ways to measure and report student progress. It will require that:

1. Parents be informed regularly, and at least four times a year, of the progress their children are making in school.
2. Parents will be alerted and conferred with as soon as possible when a child's performance or attitude becomes unsatisfactory or shows marked or sudden deterioration.
3. Insofar as possible, distinctions will be made between a student's attitude and his/her academic performance.
4. At comparable levels, the school system will strive for consistency in grading and reporting except as this is inappropriate for certain classes or certain students.
5. When no grades are given the student shall be evaluated informally in terms of his/her own progress, the school staff will also provide a realistic appraisal of the student's progress in relation to standards and/or individualized goals.
6. The school staff will take particular care to explain the meaning of marks and symbols to parents.

Adopted 11/4/98

## **STUDENT PROGRESS REPORTS TO PARENTS**

The Groton Dunstable Regional School Committee recognizes the school's obligation to give periodic reports of a student's progress and grades. The School Committee further recognizes that these reports are a vital form of communication between the schools and parents. The School Committee also believes that all progress reports must be based upon full information, accurately and honestly reported with the proper maintenance of confidentiality.

A report depicting the student's progress will be issued periodically following an evaluation by the appropriate teacher, teachers, or other professional personnel.

In addition to the periodic reports, parents will be notified when a student's performance requires special notification.

Grading and promotion will be based on improvement, achievement, capability of the student, and the professional judgment of the teacher and principal.

Major changes in the reporting system shall be preceded by a cooperative study and evaluation by teachers, principals, parents, the superintendent (or designee), or the Director of Curriculum who will submit the proposal to the School Committee for consideration and approval.

Adopted 11/4/98

## **HOMEWORK**

The term "homework" refers to an assignment to be prepared outside of class.

The purposes of homework are to improve the learning processes, to aid in the mastery of skills, and to create, stimulate, and provide for meaningful learning interest on the part of the student.

Homework is a learning activity which should increase in complexity with the maturity of the student. Assignments should encourage students to investigate for themselves and to work independently as well as with others.

The information for any homework assignment should be clear and specific so that the student can complete the assignment.

Adopted 11/4/98

## **PROMOTION AND RETENTION OF STUDENTS**

The Groton Dunstable Regional School Committee is dedicated to the best total and continuous development of each student enrolled. The professional staff is expected to place students at the grade level best suited to them academically, socially, and emotionally.

In evaluating student achievement, each teacher will make use of all available information, including results of teacher-made tests and other measures of skill and content mastery, standardized test results, and teacher observation of student performance. The principals will direct and aid teachers in their evaluations and review grade assignments in order to ensure uniformity of evaluation standards.

Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the students involved. Exceptions will only be made after prior notification and explanation to each student's parents, but the final decision will rest with the building principals.

Adopted 11/4/9

## GRADUATION REQUIREMENTS

In order to graduate from Groton Dunstable High School, a student must have earned at least 27 credits<sup>1</sup>. Course requirements are the following:

<u>English</u>	4 Credits
<u>Math</u>	3 Credits
<u>Social Sciences</u>	3 Credits
<u>Science</u>	3 Credits
<u>World Language</u>	2 Credits
<u>Health</u>	2 Credits
<u>A) P.E.</u>	1 Credit (gr. 9&10)
<u>B)Health</u>	1 Credit
<u>Fine Arts</u>	1 Credit
<u>Computer Applications</u>	5 Credits
<b>(exemption via proficiency test)</b>	
<u>Senior Project</u>	1 Credit

Total: 19.5 cr.

Remaining credits can be earned through our elective offerings in:

Applied Arts  
Computer/Business Offerings  
Fine Arts  
Health  
Humanities  
Technology Education

---

1. Note: Credits for graduation for the class of 1999 will be 24.5; for the class of 2000, 25.5 credits

Adopted 10/20/99

***Groton Dunstable Regional School District***

## SCHOOL CEREMONIES AND OBSERVANCES

The United States Constitution and the Constitution of the State of Massachusetts and related court rulings clearly establish the concept of "church and state separation" and the "preclusion of sectarian instruction in public schools."

In order to help staff members abide by the spirit and letter of the law, and to avoid compromising any student's religious or conscientious beliefs or freedoms, the following guidelines have been established:

The observance of religious holidays is not the responsibility of the public schools; however, care shall be taken not to schedule school activities on major holidays.

While it is recognized that many activities are initiated with the approach of major holidays in order to capitalize on the readiness and interest that is generated at these times, it should be understood that such occasions frequently have religious underpinnings.

Music programs given at times close to religious holidays should not use religious aspect of these holidays as the underlying motive or theme. Although religious music is appropriate in the schools to the extent that it is sung or presented for musical rather than religious content, its use should not violate the secular nature of the school. Pageants, plays, recitals, and other literary or dramatic activities should not be used to convey religious messages. While the holidays represent a valid source of ideas for meaningful school art experiences, teachers should avoid assigning or encouraging art work that promotes religious aspects of such holidays. If, however, individual students choose to use a religious personage, event, or symbol as the vehicle for an artistic expression, they should be allowed to take this action.

The above statements should not be interpreted to preclude the factual and objective teaching about religions, religious holidays, and religious differences. Such instruction will be permitted in the schools since insights in this area can enhance the mutual understanding needed by all the people in a pluralistic society.

LEGAL REF.: 603 CMR 26:05

Adopted 11/4/98