

August 2021

“A school cannot function effectively unless there is an atmosphere of cooperation and respect among students and between students and teachers.”

Dear Students and Parents,

Welcome to Sutton Middle School!! This student handbook is a valuable resource that you should become familiar with. It is based upon the belief that as students mature, they need to increasingly take responsibility for their intellectual, social, and emotional performance. In addition, they are expected to work cooperatively with peers and adults in an effort to keep the school running effectively and smoothly.

The goal of this handbook is to provide all students and parents with a clear understanding of the rules and regulations of Sutton Middle School. We believe that shared knowledge of expectations will help keep our school the positive and caring place it is.

Please note that this handbook is subject to change when, in the judgment of the administration, such changes are in the best interests of the school. Revisions, if and as they occur, will be communicated through assembly announcements, posted notices, or letters to parents.

As this new school year begins, it is our sincere hope that you will commit yourself to your studies and to all of your activities at school and in the community. We stand ready to assist you in any way that we can. Best wishes for an outstanding school year!

Sincerely,

Anne Corron

Principal

Brian Liporto

Assistant Principal

Michael Zagame

Guidance Counselor

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SUTTON PUBLIC SCHOOLS
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SUTTON, MASSACHUSETTS 01590

Theodore Friend, Superintendent of Schools, 508-581-1600

Sutton Middle School:

Ms. Anne Corron, Principal

Michael Zagame, Guidance Counselor

Mr. Brian Liporto, Assistant Principal

Bill Gillin, Social Worker

Kim Andrade, Secretary

Catherine Brousseau, Social Worker

Nicole Leggeri, Social Worker

Director of Special Education, Andrea Alves Thomas 508-581-1615

Sutton School Committee

2021-22

Paul Brennan Bruce Edwards Benjamin Gibbons Nate Jerome Peter Tufts

District Mission Statement

The Sutton Learning Community cultivates a positive, collaborative, engaging and safe environment that fosters academic excellence, social responsibility, personal growth and lifelong learning.

District Vision Pillars

Academic Excellence - To provide a comprehensive, interactive curriculum to prepare students for future life experiences.

Social Responsibility -To create an environment that inspires social awareness and encourages compassionate, ethical behavior.

Personal Growth - To promote a culture of healthy living, emotional and physical well-being, and personal responsibility.

Lifelong Learning – To embrace a passion for lifelong learning fostering critical and independent thinkers.

Sutton Middle School Mission Statement

The Sutton Middle School community expands and strengthens educational foundations while fostering personal responsibility and growth through innovative thinking and learning to prepare students for the diverse world of the 21st century.

SUTTON MIDDLE SCHOOL

STATEMENT OF PHILOSOPHY

In a society that places increasing demands on its citizens to become life-long learners and actively participate in the American democracy, Sutton Middle School must prepare its students to meet these demands in a positive and creative way. At all times, we should base our actions on a commitment to the self-worth, talents, and development of our individual students.

Sutton Middle School recognizes that a solid parent-teacher and community-school partnership in the education of any student is necessary to ensure success. Therefore, the cooperation and involvement of parents, as well as the community at large, in the life of the school must be actively sought.

Finally, the school recognizes its primary responsibility to provide opportunities for academic achievement and positive peer socialization through in-school and extracurricular activities. These experiences, which lead to a sense of self-worth, belonging and school spirit, must accommodate a wide range of student interests.

Sutton Middle School Honor Code

Sutton Middle School is a place where each of us can learn and grow, and where honor is valued in all aspects of our lives. Honesty is, therefore, a fundamental expectation of the school. We are all stakeholders in our school and we must expect the highest standards for each other and ourselves. Dishonorable behavior diminishes us all. Those who ignore such behavior are, in fact, giving approval by their silence. Acting responsible will often require making difficult decisions.

Academic honesty is at the core of what schools are about. There is a “social contract” among teachers, students and parents, which places responsibilities on everyone. Teachers must prepare thoughtful and meaningful assignments as well as clear guidelines for when sharing work and information is appropriate and when it is not. Students must follow the standards for sharing work provided by their teachers. Unless otherwise indicated, all work submitted by students must be their own. Parents must make it clear that they expect honest work from their children. Part of this parental message must be a clear statement that a poor grade earned honestly is preferable to a good grade dishonestly earned.

The benefits of a true education can only be realized in a school community that embraces success through academic honesty.

I. GENERAL INFORMATION

A. SCHOOL HOURS

School is in session from 7:30–2:00. Students arriving before 7:25 should report to the cafeteria. Once students have arrived at school, they are not to leave the school grounds unless authorized to do so.

Bell Schedule: (7 period, drop 1)

Period 1 – 7:30-8:24

Period 2 – 8:28-9:19

Advisory - 9:22-9:51

Period 3- 9:54-10:45

Period 4 – 10:49-11:40

Lunch - 11:43 - 12:10

Period 5 – 12:14-1:05

Period 6 - 1:09 -2:00

At 7:25 students go to their lockers and then to their period one class. If there is any office business to conduct it should be done before the 7:30 bell. Students who are not in class at 7:30 when the bell rings are tardy to class.

B. SCHOOL CLOSING NOTICES

School closing announcements will be sent through Alert Now phone calls and texts. In addition, announcements will be posted on radio stations WTAG 580AM, WBZ 1030AM, WSRB 96.0 FM, television stations WBZ channel 4 or WCVB channel 5 and WHDH channel 7. During inclement weather it is possible that school opening might be delayed an hour or dismissal could occur early. On days when school is closed due to inclement weather or any other emergency, all local school events will be postponed.

C. FEES

By direction of the Sutton School Committee, all middle and high school students will be required to pay a student activity fee for student activities such as music and drama programs, sport teams and related athletic activities and buses. Any family eligible for the free or reduced lunch program will not be required to pay the student activity fee. Specific information about fee schedules and payment will be communicated at the start of each school year.

D. ACADEMIC INFORMATION

The school year is divided into four quarters.

Quarter 1	Anticipated dates: September 1 – November 8
Quarter 2	Anticipated dates: November 9– January 24
Quarter 3	Anticipated dates: January 25 – April 5
Quarter 4	Anticipated dates: April 6 – June 15

Progress Reports: Parents will be alerted that progress reports are ready for viewing via the iparent portal by an alert now email message in the middle of each marking period.

Report Cards: Report cards are issued quarterly and can be viewed on Iparent. A final report card will be mailed home within a week of the last day of school.

Honor Roll: To qualify for High Honors, students must achieve grades above 90 in all of the core classes. To qualify for Honors, the student's quarter average must be above 85, with no grade below 80 in the core classes. A core class is defined as a class that meets all year.

E. STUDENT ACTIVITIES/CLUBS

Sutton Middle School offers a variety of clubs/activities for students. The following is a general list of activities that have been offered in the past and may be offered during the current school year. Students who take part in after school activities are expected to complete their academic assignments on time.

World Language Club	Drama Club	Ski Club
Craft & Sport Clubs	Eye to Eye	Student Council
Various special interest clubs		

F. PARENT TEACHER ORGANIZATION

The Parent Teacher Organization (PTO) is a formally organized, non-profit organization that sponsors various enrichment opportunities for students and initiates fund raising efforts to support academic achievement at Sutton Middle School. It serves as a line of communication between home and school for grades 6 through 8. Meetings take place once a month. Become involved in your school by joining the PTO.

G. SCHOOL COUNCIL

The Sutton Middle School Council is composed of parents, community members and faculty. School councils are representative advisory groups that collaborate in planning and implementing school improvement. The overall purpose of our council is to support the improvement of Sutton Middle School. It meets monthly to develop our School Improvement Plan and identify and support the curriculum needs of students. Members serve for three-year terms. Parent representatives are selected in an election conducted by the Sutton Middle School PTO and faculty representatives are selected by the faculty. Community representatives are invited to participate. The meetings are open to all parents who want to help. The meeting schedule for the year is determined and posted at the start of the school year.

H. GUIDANCE SERVICES

Guidance and counseling is offered through individual sessions and group presentations. Any student wishing to see the guidance counselor should first get a pass from their classroom teacher before reporting to the guidance office. The guidance counselor is available to help students with their academic, personal, and social concerns. If a student or parent/guardian has any problems, questions, or concerns, they are urged to contact the guidance counselor in person.

I. LIBRARY MEDIA CENTER

The Library Media Center (LMC) is a 1300 volume multi-use site combining print, multimedia, and computer resources. It houses computers with Internet connections, a media room with satellite/cable systems, and an instructional video collection. The LMC is a member of the Central Massachusetts Regional Library System (CMRLS) that provides access to libraries throughout the region. It also has its own automated catalog providing access to print and electronic resources.

General rules that apply to the LMC are as follows:

1. Entrance to the library is by a signed pass from a faculty member or a staff person. It must be presented to the staff person in charge of the LMC.
2. Internet guidelines established by the school will be followed in the LMC. (This policy is delineated below.)
3. Audio-visual equipment is the responsibility of the person to whom it is assigned, and it must be returned promptly.
4. Lost material fines will be assessed at a rate set by the LMC. Lost materials owned by the Central Massachusetts Regional Library System will be set by the CMRLS. Fines for lost or damaged books must be paid before report cards are issued.
5. The consumption of food or drink is prohibited within the LMC as outlined in this manual.

ACCESS TO DIGITAL RESOURCES

The School Committee supports the right of students, employees, and community members to have reasonable access to various information formats and believes it is incumbent upon users to utilize this privilege in an appropriate manner.

Safety Procedures and Guidelines

The Superintendent, in conjunction with the Director of Technology, shall develop and implement appropriate procedures to provide guidance for access to digital resources. Guidelines shall address teacher supervision of student computer or tablet use, ethical use of

digital resources and issues of privacy versus administrative review of electronic files and communications. In addition, guidelines shall prohibit utilization of digital resources for prohibited or illegal activities and for the use of other programs with the potential of damaging or destroying programs or data.

Internet safety measures shall be implemented that effectively address the following:

- Controlling access by minors to inappropriate matter on the Internet as defined by the Children's Internet Protection Act (CIPA) and the Children's Online Privacy Protection Act (COPPA);
- Safety and security of minors when they are using e-mail, instant messaging applications, and other forms of direct electronic communications;
- Preventing unauthorized access, including hacking, viruses, and other unlawful activities by minors online;
- Unauthorized disclosure, use and dissemination of personal information regarding minors.

The School District shall provide reasonable public notice to address and communicate its internet safety measures.

Student & Parent Chromebook / Device Agreement

A written parental request shall be required prior to the student being granted independent access to electronic media involving District technological resources. The required Student & Parent Chromebook/Device Agreement (IJNDB-E), which shall specify acceptable uses, rules on online behavior, access privileges, and penalties for policy/procedural violations, must be signed by the parent or legal guardian of minor students (those under 18 years of age) and also by the student. This document shall be kept on file as a legal binding document. In order to modify or rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Director of Technology with a written request.

Employee Use

Employees shall use district email, district devices, and district networks only for purposes directly related to educational and instructional purposes.

Community Use

On recommendation of the Superintendent in conjunction with the Director of Technology, the district shall determine when and which computer equipment, software, and information access

systems will be available to the community. All guests will be prompted to, and must accept the district's Access to Digital Resources Policy before accessing the district network.

Disregard of Rules and Responsibility for Damages

Individuals who refuse to sign required Empowered Digital Use documents or who violate district rules governing the use of district technology or networks shall be subject to loss or restriction of the privilege of using equipment, software, information access systems, and network.

Individuals shall reimburse the district for repair or replacement of district property lost, stolen, damaged, or vandalized while under their care. LEGAL REFS: 47 USC § 254

File: IJNDB-E

STUDENT & PARENT CHROMEBOOK / DEVICE AGREEMENT

This Agreement represents an outline of Sutton Public Schools' Access to Digital Resources (IJND), Empowered Digital Use (IJNDB) and Student Responsible Use (IJNDB-R) policies. By signing this Agreement, students and parents/guardians agree to abide by Sutton Public Schools' Student Responsible Use Policy (IJNDB-R).

Student Responsibilities

· I have received and agree to abide by Sutton Public Schools' Student Responsible Use Policy (IJNDB-R) and abide by all local, state, and federal laws.

- I am submitting my consent for my son/daughter to access and use Google Apps Education Edition managed by Sutton Public Schools. Sutton Public Schools assumes the responsibility for complying with Child Online Privacy Protection Act (COPPA) and the information that students submit. COPPA is a regulation that requires parental consent for the online collection of information about users under 13 years of age.
- I agree that my use of SPS technology is for educational purposes only.
- I agree that use of SPS technology is a privilege. I am responsible for the proper care of my SPS issued device, as well as any other SPS technology equipment I use.
- I agree to keep all accounts and/or passwords issued to me secure. I will not share this information with any other students. This includes passwords for email and/or network access.
- I agree not to use any other student or teacher's password to access the network and other school systems.
- I agree that I will never share personal information over the internet. In addition, if I am asked for personal information or harassed in any way, I agree to report it immediately to my parents, teacher and/or SPS staff member.
- I agree that email (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication.
- I agree that I will not install, download and/or otherwise utilize any software that is not authorized by SPS Technology Department.
- I will not remove programs or files from my SPS issued device.
- I understand that all files stored on my SPS issued device will not be private. SPS personnel can review laptops and/or files at any time.
- I understand that it is my responsibility to store and backup my files. This can be done by using Google Drive.
- I will not attempt to repair my SPS issued device, nor will I attempt to clean it with anything other than a damp soft cloth.
- I will report any problems with my SPS issued device to the SPS Technology representative at my school.
- I will treat my SPS issued device with care by not dropping it, leaving it outdoors and/or using it with food or drink nearby.
- I will return my SPS issued device and all of its accessories upon my withdrawal from Sutton Public Schools or whenever requested by the SPS administration.

Repair and/or Replacement of Chromebook

· I agree to pay for repairs or replacement of SPS issued Chromebook/laptop as follows:

Full replacement cost if device is lost / stolen / severely damaged:	\$ 250.00
Charger:	\$ 35.00
Screen:	\$ 60.00
Keyboard:	\$ 100.00
Trackpad:	\$ 30.00

NOTE: Charges will be based on individual circumstances and at the discretion of the Principal and/or Technology Director.

_____	_____	_____
Student's Name	Student's Signature	Date

_____	_____	_____
Parent's Name	Parent's Signature	Date

EMPOWERED DIGITAL USE POLICY

Please refer to the Empowered Digital Use Policy located on the District Website

K. PROMOTION/RETENTION

Students who fail two or more core academic subjects (language arts, math, science, social studies and world/foreign language) will be referred to the retention committee. A decision in the best interest of the student will be made by the last day of school regarding a plan of action for the student. The possible outcomes may be:

1. Retention
2. Summer school/program
3. Promotion to next grade

The building principal or the principal's designee will notify students who are required to attend summer school or are retained. The principal has final say in all appeals.

L. BULLYING POLICY

The school or district expects that all members of the school community will treat each other in a civil manner and with respect for differences. The school or district is committed to providing all students with a safe learning environment that is free from bullying and cyberbullying. This commitment is an integral part of our comprehensive efforts to promote learning, and to prevent and eliminate all forms of bullying and other harmful and disruptive behavior that can impede the learning process. The Districts Anti Bullying Plan can be found at www.suttonschools.net

M. INAPPROPRIATE BEHAVIOR OF A SEXUAL NATURE AND SEXUAL HARASSMENT

Introduction

The Sutton Public Schools are committed to providing faculty, staff, and students with an environment free from inappropriate behavior of a sexual nature and sexual harassment. All persons associated with the school system including, but not limited to, the school committee, school councils, the administration, the staff, and the students are expected to comply with this policy and conduct themselves appropriately. As a result, this policy is adopted pursuant to Massachusetts General Laws (M.G.L.) Chapter 151B Section 3A.

Any person who engages in sexual harassment or inappropriate behavior of a sexual nature while acting as a member of the school community will be in violation of this policy and subject to disciplinary action or legal action pursuant to M.G.L., Title V11 of the Civil Rights Act of 1964, or other appropriate law. Such legal action may result in personal liability for the perpetrator or one who aids and abets the perpetrator.

Any disciplinary action taken as a result of such violation(s) will be consistent with the requirements of applicable collective bargaining agreements, federal and state law, and school committee policies. Disciplinary action involving employees may include, but is not limited to, any one or a combination of the following: verbal admonition, written warning placed in the respondent's personnel file or student record, probation, suspension without pay, demotion, removal from administrative duties within a department or dismissal. Students may be subject to suspension or expulsion proceedings following a finding that a violation of this policy has occurred. The committee or administration may also make appropriate recommendations, such as professional counseling, and may recommend relief for the complainant which reinstates and restores, as much as practicable, the aggrieved party.

The school committee recognizes the need to develop a full understanding for our staff and students of the impact of sexual harassment and associated inappropriate behavior. The school community, therefore, shall provide mandatory awareness training on these subjects to all members of the Sutton School System. Retaliation against a complaint is unlawful and will not be tolerated.

Definition

“Sexual harassment”, as defined by M.G.L. Chapter 151B, Section 1, paragraph 18, shall mean sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (a) submission to or rejection of such advances, requests, or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; (b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating, or sexually offensive work environment. Discrimination on the basis of sex shall include, but not be limited to sexual harassment.

Behavior of a sexual nature within the school system is considered inappropriate, and may constitute sexual harassment. Persons engaging in such behavior shall be subject to disciplinary action. Such inappropriate behaviors, which may also constitute sexual harassment, include but are not limited to:

Ø Subtle or overt pressure for sexual activity,

Ø Any sexually motivated touching or inappropriate patting, pinching, or other physical contact including intentional brushing against a person's body,

Ø Displaying sexually suggestive computer images or computer print/photos, email or other computer generated materials, pictures, objects, cartoons, posters, or other inappropriate materials, pornographic or otherwise, as contrasted with materials which are used in an appropriate fashion as part of the curriculum for a particular course of study, or

Ø Sexual epithets, remarks, gossip, comments, suggestions, requests or demands for sex or sexual activities, or jokes.

Complaint Procedures

Any member of the school community (particularly students) who believes that he/she has been subjected to such inappropriate behavior or sexual harassment shall report the incident(s) to a teacher, counselor, school nurse, administrator, or Superintendent, Theodore Friend, Boston Road, Sutton, MA (508) 581-1600. Any employee who receives such complaint or otherwise becomes aware of such inappropriate behavior or sexual harassment shall report the incident to Superintendent, Theodore Friend, Boston Road, Sutton MA (508) 581-1600. In the event that a complaint involves the building principal, the superintendent shall be notified. If the complaint involves the superintendent, the chairman of the school committee shall be notified. Additionally, the Districts Title IX Coordinator is Carol McMahon, who may be reached at (508) 581-1620.

Failure of an employee who is aware but who is not a victim of harassment to make such a report may subject the employee to disciplinary action or liability under M.G.L. Chapter 151B as an aider and abettor.

All complaints must be investigated.

There will be two modes of resolution for complaints under this policy. A complaint may be settled through mediation (informal procedure) or through a hearing (formal procedure). Immediate steps may be taken to protect the complainant pending completion of an investigation under either procedure.

All matters concerning the complaint shall remain confidential to the extent practicable. At any point in this process, employees or students may elect to be represented by counsel or union advocates as this process may result in disciplinary action.

Retaliation due to complaints of sexual harassment or inappropriate behavior of a sexual nature is illegal and shall not be tolerated. Any individual who retaliates against any person because he/she filed a complaint under this policy, or testified, assisted, or participated in an investigation, proceeding, or hearing related to such a complaint will be subject to disciplinary action in accordance with any applicable collective agreement, federal and state law, and school

committee policy. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or denial of an educational opportunity or assistance.

Informal Procedure

The superintendent shall designate the appropriate building principal as the investigating officer under this procedure. If the building principal or other building administrator is the alleged perpetrator the superintendent shall be the investigating officer. If the superintendent is involved in the complaint, the chairman of the school committee shall be the investigating officer.

The investigating officer shall look at the totality of the circumstances and the context in which the alleged incident(s) occurred. The investigating officer shall confer with both parties in order to obtain a clear understanding of the facts. The investigating officer shall then attempt to resolve the complaint through mediation.

If the complainant and respondent agree to pursue mediation, a date mutually acceptable to both parties shall be set up within ten working days. If the mediation results in a mutually acceptable agreement, copies of the agreement shall be forwarded to both parties, reviewed, signed, and implemented.

If the mediation does not result in a mutually acceptable agreement, or if the parties do not agree to mediation, the complaint shall be handled under formal procedure.

Formal Procedure

The superintendent may be the hearing officer under this procedure or may appoint another individual to preside.

If the superintendent is involved in the complaint, the matter shall be forwarded to the school committee to convene a hearing consistent with these procedures.

A complainant may file with the superintendent a formal complaint immediately, or may do so after efforts to reach a settlement under a formal procedure have proven unsuccessful. The complainant shall state clearly and concisely in writing the description of the incident and any remedy sought. The complainant must sign the complaint. The superintendent shall send the respondent a copy of the complaint within two to four working days after it is received.

If the complainant elects to make an oral complaint to a teacher, counselor, school nurse, administrator, or the superintendent, the superintendent shall record the complaint in writing, concisely summarizing the allegations. Under non-emergency circumstances the superintendent shall forward it to the complainant who shall agree or disagree with the superintendent's summary within forty-eight hours of its receipt. If the complainant does not respond within forty-eight hours the superintendent shall proceed on the basis that his or her summary is accurate. In any event, the superintendent may convene his or her investigation prior to the expiration of the aforementioned forty-eight hour time period.

The respondent shall have five working days to respond in writing. The response shall contain full and specific references to each claim in the complaint, admitting, denying, or explaining the complainants' allegations. The respondent must sign his/her statement, which will then be appended to the original complaint. Within three working days, the superintendent shall forward both statements to the complainant and the respondent.

Both parties will be given a fair hearing, the proceeding, although formal, is not a court proceeding and the superintendent will not be bound by the procedures and rules of evidence of a court of law. In most instances, complainants and respondents will be expected to speak for themselves, although, if desired, an advocate may accompany each party.

The superintendent, or if the hearing is convened in front of the school committee, the chairman of the school committee, shall act as the presiding officer of the hearing, and may have counsel present for the purpose of assisting in the orderly conduct of the hearing. The presiding officer shall:

- Ø Read the charge(s) and ask the respondent to either admit or challenge the allegation(s) in an effort to define issues of contention,

- Ø Define issues of contention,

- Ø Be fair and impartial, ensuring the rights of all parties involved to present relevant evidence,

- Ø Accurately record the proceedings by means of a tape or stenographic recording,

- Ø Allow the complainant to present a brief opening statement, followed by the same from the respondent,

- Ø Receive in an orderly way and consider all relevant evidence that reasonable people customarily rely upon in the conduct of serious business,

- Ø Allow each party to make a concluding statement to the hearing officer, and

Ø Render a fair and impartial decision based on the issues and evidence to both parties no later than ten working days after the conclusion of the hearing or, when written arguments are submitted, ten working days after their submission. The report to the

Complainant shall state whether any disciplinary action has been taken as a result of the complaint, but will not describe the discipline.

If the decision finds that the school system's policy on sexual harassment and inappropriate behavior of a sexual nature has been violated, disciplinary action shall be taken in accordance with any applicable collective bargaining agreement, federal and state law, and school committee policy. The penalty shall reflect the severity of the act. If the decision finds that the policy has not been violated, that fact shall be registered in the records of the hearing.

Filing System

All written complaints, summaries, final reports, or decisions shall be maintained in files separate from the personnel files of the complainant and the alleged perpetrator. Final decisions, which result in the imposition of discipline, with supporting documentation, will be placed in the perpetrator's personnel file.

Filing a Complaint of Sexual Harassment with State and Federal Agencies

An individual who feels he or she has been sexually harassed may file a complaint with the Massachusetts Commission against Discrimination at the following address:

Massachusetts Commission against Discrimination

One Ashburton Place, 6th Floor

Boston, MA 02108

(617) 727-3990

A complaint may also be filed with the Equal Employment Opportunity Commission at its area office:

Equal Employment Opportunity Commission

One Congress Street, Room 1001

Boston, MA 02114

(617) 565-3200

A complaint alleging a violation of this policy or the law, which occurs after November 5, 2002, must be filed with these agencies within 300 days of the last act of sexual harassment. In certain limited cases, action of a continuing nature or action, which is also subject to a pending grievance, may be filed with these agencies after the expiration of the aforesaid 300-day period.

Adopted April 28, 2003

II. POLICIES AND PROCEDURES

Time lost from class is very difficult to make up or replace. Some classroom experiences cannot be duplicated, particularly in terms of student interaction and the exchange of ideas. Classroom attendance is essential to students' academic success. Students are expected to be punctual and prepared for all school responsibilities. ***Tardiness, absences, and dismissals will be verified.***

Massachusetts' schools are governed by a compulsory attendance law which generally means that all persons between the ages of 6 and 16 are required to attend school on each day determined as a school day by the local school committee.

Any student who has been absent from school, tardy after 10:30 am, or dismissed prior to 10:30 am, is not eligible to participate in any extra-curricular activity that is scheduled for the same day.

A. DISMISSAL PROCEDURES

If a student needs to leave school early, a written explanation must be presented in advance to the office. This written explanation must be signed by the parent or guardian and contain the date, time of dismissal, home telephone number, grade, and reason for the request of dismissal. This note will be brought to the office prior to the beginning of the first period. Students will report to all classes up to their exact dismissal time. Parents are asked to schedule appointments after school hours. *Parents must pick-up their student for dismissal in the middle school main office.*

B. TARDINESS AND ADMITTANCE TO SCHOOL

A student arriving at school after 7:30 must report to the principal's secretary and present his/her written note to receive a tardy pass. STUDENTS WILL NOT BE ADMITTED TO THEIR FIRST PERIOD CLASS WITHOUT A TARDY NOTE AFTER 7:30 am.

Parents will be notified on the fourth unexcused tardy per quarter.

Upon the fifth tardy, students will receive a lunch detention.

Upon the sixth tardy, students will receive an after school detention.

Upon the seventh tardy, students will receive a half day internal suspension followed by a parent meeting with administration.

Any tardy after the seventh, will result in a half day internal suspension followed by a parent meeting with administration.

Examples of unexcused tardies are:

1. Missing a bus or leaving the house late
2. Oversleeping
3. Finishing homework or socializing

C. ABSENCE AND PRE-ARRANGED ABSENCE

1. When a student is absent from school, a parent must call the middle school office before 9:00 on the morning of the absence.
2. Parents may call during non-school hours (581-1630) to report an absence. **For absences longer than three (3) consecutive days, parents must send a note from a health care provider to school.**
3. When no phone call is received, a call to home will be made by the school.
4. Parents are requested to call the **middle school office** before 9:00 am on the second day of absence to request homework and missed classwork. As a general rule, students have one day for every day absent to complete missed assignments.
5. All absences interfere with learning and sustained absences can have a very negative impact on students' achievement. Sutton Public Schools discourages parents/guardians from taking students for vacations during school time. Such absenteeism will disrupt the continuity of learning. When a parent/guardian is aware that a student will be absent from school for more than two days, a pre-arranged absence form must be completed.
 - The parent/guardian and student's teachers should complete this form, which can be obtained from the middle school main office.
 - Written assignments covering the work during pre-arranged missed absences are not guaranteed. **It is the responsibility of the student to see teachers for missed work.**
 - Work from class may be collected and given to the student upon return. Hands-on activities such as labs, test, and quizzes may need to be made up after school.
6. When a student is absent from class because of band, chorus or student council activities, it is the student's responsibility to make up missed class work.
7. Attendance Policy - The following procedures will be followed.
 - a. Upon the fourth unexcused absence in a quarter, administration will contact the parent
 - b. Upon the fifth unexcused absence in a quarter, administration will call for a parent meeting and create a contract with the student and parent
 - c. Upon the sixth and any subsequent unexcused absence in a quarter, administration will call for a parent meeting.
8. Absences for reasons listed below may be considered excused with proper documentation
 - a. Death in immediate family (parent/guardian documentation)
 - b. Funerals (parent/guardian documentation)

- c. Religious holidays (parent/guardian documentation)
 - d. Professional appointments that could not be scheduled outside of the regular day
 - e. Serious illness or injury or chronic illness when confirmed in writing by a doctor (Physician notes will not be accepted after 7 days)
 - f. Personal/Family emergencies (parent/guardian documentation)
9. Absences for reasons listed below may be considered unexcused absences:
- a. Family Vacations
 - b. Lack of transportation
 - c. Illness - unless proper and conclusive documentation produced (A note from a doctor stating that the student was kept home due to illness IS NOT an excused absence)
 - d. Out of school suspensions
 - e. Non - school sponsored trips

D. HOMEWORK POLICY

While we discourage parents/guardians from taking students for vacations during school time, we respect family time. No homework, projects, or extended assignments will be given during vacation breaks. Homework assigned during three-day weekends will be at the discretion of the teacher.

E. DISMISSAL DUE TO ILLNESS

When a student feels ill at school, they must go through the Nurse's Office to determine dismissal based on health assessment. Students may not use their cell phone to call home to be dismissed for this and any other reason.

F. CALLING HOME

In order to foster and develop student responsibility, students will be encouraged to be prepared to fully participate in the school day. Students will be discouraged from calling home for assignments, books, instruments, etc. Students may only use the office phone for emergency purposes only. Forgotten gym clothes, books, homework, projects, and band instruments do not fall in the category of an emergency. Lunches and money will be the only items delivered to students during the school day. Students should remember to make all after school plans prior to coming to school in the morning. The use of office phones to make after school plans is not allowed.

III. RULES AND REGULATIONS

Introduction

All schools have rules and regulations that are based on behavioral standards and expectations for its members. Sutton Middle School expects its students to:

- Treat all staff and students with respect for their safety and inherent human value.
- Get to class on time prepared to work.
- Do their best at all times

Failure to meet these standards will usually result in disciplinary consequences. After a review of a reported occurrence and the completion of any necessary investigation, Sutton Middle School's behavioral rules and regulations will be enforced in a fair, firm, and consistent manner. The consequences will depend on the severity and frequency of the misconduct. In keeping with sound principles of discipline, repeated instances of misbehavior will result in increasingly severe consequences. Sutton Middle School complies with all Massachusetts laws governing school behavior. **The administration has the right to amend the rules of this handbook as deemed necessary.**

A. LEVELS OF DISCIPLINE

Level I Range of Consequences: Class Detention, Lunch Detention

Level I disciplinary action results when classroom behavior violates the discipline rules, including:

- Disruptive behavior
- Rude, discourteous behavior
- Excessive talking
- Excessive tardiness

- Hall pass misuse
- Lack of class preparation

Students who receive teacher detention will be given 24 hours' notice and parents will be informed.
Chronic offenders will move to the next level of behavior intervention.

Level II Range of consequences: counseling, office detention, lunch detention, in-school session, in-school suspension, out of school suspension, social suspension, or community service

- Inappropriate bus behavior
- Inappropriate cafeteria behavior
- Horseplay resulting in injury to staff or student
- Class cut
- Disrespectful to staff or substitute teacher
- Inappropriate language/gestures
- Public display of affection
- Cut class detention
- Insubordination
- Leaving class/school without permission
- Chronic tardies (school or class)
- Theft
- Violation of the internet safety and acceptable use policy including loss of computer privileges (may also include suspensions, see below)
- Threatening behavior
- Violation of dress code (including removal from class until proper dress is worn)
- Plagiarism or other honesty violation (must be reported to administration)

Chronic offenders of this level move to the next level of discipline.

Level III Range of consequences: out of school suspension, and/or social suspension

- Fighting, bullying,
- Assault (student may also be expelled, see below)
- Chronic violation at previous level
- Dangerous or gross insubordination
- Profanity toward staff
- Sexual Harassment
- Possession or use of alcohol, inhalants, or drugs or imitation alcohol or drugs, or drug paraphernalia (student may also be expelled, see below)
- Smoking/possession of tobacco products
- Smoking, possessing or chewing tobacco products (includes matches, lighters, and rolling papers) or imitation tobacco products
- Possession of any dangerous weapon or imitation weapon, including pocket knives (student may also be expelled, see below)
- Theft/vandalism, including violating the internet and acceptable use of policy for technology
- Use of videophones in a manner that violates the rights of another student or faculty member

Chronic offenders of this level move to the next level of discipline

Level IV Punished by exclusion or expulsion from School. Level IV discipline results from behavior in violation of the Sutton Middle School rules and regulations; or Massachusetts state law regarding behavior which subjects students to expulsion, including:

- Assault on a staff member
- Bomb threats
- Hazing
- Possession, use, or distribution of drugs and other controlled substances, such as marijuana, cocaine, heroin, “crack”, LSD, inhalants, etc, including alcohol
- Possession, use, transfer, or facilitation of the use of incendiary/explosives devices

- Possession or use of a dangerous weapon, including pocket knives*
- Chronic or repeated Level III behavior

*Dangerous weapons include any object that may inflict harm when used in a manner to endanger others. This includes, but is not limited to, guns, knives, bullets, brass knuckles, and fireworks.

Other forms of misbehavior not specifically mentioned above will be handled on an individual basis. Extenuating circumstances will be dealt with individually but in a consistent manner.

Following is a “quick reference” list of violations and possible consequences.

Legend: OD=Office Detentions CD=Class Detention SS=Social Suspension
 LD=Lunch Detention ISS=In School Suspension

Violation	Range of Consequences
Assault	Suspension, Expulsion
Assault on staff member	Expulsion
Bomb threat	Expulsion

Bullying (including harassment)	Suspension
Bus violation	OD, Suspension, ISS,SS
Chronic tardiness	LD,OD, Suspension
Class cut	OD, Suspension, ISS,SS
Disrespect to staff/substitute	LD,CD, OD
Disruptive behavior	LD,CD, OD
Dress code violation	Removal from class, OD,LD
Excessive talking	CDLD
Excessive tardiness	CD, OD,LD
Fighting	Suspension,SS
Gross insubordination	Suspension,SS
Hall pass misuse	CD,LD

Hazing	Expulsion, criminal prosecution
Inappropriate language/gestures	CD,Suspension,ISS, SS
Insubordination	OD,LD,Suspension, ISS, SS
Lack of class preparation	CD, OD
Leaving school/class w/out permission	LD,OD, Suspension,ISS,SS
Plagiarism, honesty violation	LD,CD, Suspension,ISS,SS
Possession, use of dangerous weapon, including pocket knives	Suspension, Expulsion, Criminal Prosecution
Drug violation involving controlled substance, e.g. alcohol, marijuana, ecstasy, amphetamines, inhalants, etc.	Suspension, Expulsion Criminal Prosecution
Possession/use of explosive or incendiary device	Expulsion, Criminal Prosecution
Profanity or lewdness , including gestures, toward staff	Suspension,SS
Public display of affection	OD, ISS, SS

Rude/Discourteous behavior	LD, CD
Sexual harassment	Suspension
Smoking/possession of tobacco products	Suspension,SS
Technology use policy violation	OD, Suspension, loss of privileges
Theft	Suspension,SS
Threatening or dangerous behavior	OD, Suspension, Expulsion, criminal prosecution
Vandalism (including destruction or defacement)	Suspension, reimbursement

B. EXPLANATION OF CONSEQUENCES

Removal from class: If a student is asked to leave a teacher's classroom for disciplinary reasons, the student should report immediately to the principal's office.

Teacher detention: Time after school by a classroom teacher for reasons regarding academic concerns, classroom rules, and classroom behavior. Students will be kept by the classroom teacher until 2:45 pm or an agreed amount of time and communicated ahead of time to parents. Their parent(s) must pick up students serving detention unless other transportation has been arranged and approved by the administration. Failure to attend a teacher's detention will result in the student being referred to the principal to be assigned an office detention. **Detention takes precedence over all other after school activities.**

Lunch detention: Students eat lunch in the middle school office instead of the cafeteria.

Office detention: Time after school from 2:05 pm to 3:00 pm in the principal's office. Office detention has priority over all other school commitments. Students will work on various assignments during this time. Parents will be notified if their child has been assigned an office detention. Their parent(s) must pick up students serving office detention unless other transportation has been arranged and approved by the administration. **Detention takes precedence over all other school activities.** Students may be assigned community service activities or writing assignments as appropriate.

Social Suspension: A social suspension restricts students to classroom attendance only. Students serving a social suspension are excluded from all school events, activities, and athletics for the period of the suspension. This shall include all assemblies, field trips, sports, student activities, dances, and ceremonies. Any student who is suspended from school is also suspended socially for the term of such suspension. Failure to adhere to such social suspension may result in extended or permanent social suspension and/or suspension from school.

In-School suspension: Students assigned to in-school suspension will report to the principal's office at 7:25 am. *Students are required to bring all of their textbooks and complete assignments throughout the day.* Students may not participate in any school functions or activities during the suspension including after school hours. Any student that does not adhere to the in-school suspension rules will be sent home with a parent and will serve the in-school suspension the following day.

Out-of-school suspension: Students assigned to out-of-school suspension must stay at home in the care of their parents for the full school day. They may **not** return after school hours to participate in any school activities. Suspended students will be allowed reasonable time to complete missed work; however, it is the responsibility of the student to complete assigned work.

In the event that a student is suspended for more than ten (10) days, the following services will be provided as part of the Sutton Middle School School Wide Education Service Plan; Scheduled after school help with existing classroom teachers; Saturday School; After School Tutoring; In School Suspension; On-line Education * (On-line education will only be made available to students who are suspended under Section 37H or 37 H ½ of the discipline code.

Expulsion: Expulsion is the permanent removal of a student from the school system. When a student is expelled in Massachusetts, no school or school district in the Commonwealth shall be required to admit him/her or provide educational services to him/her. If a student does apply for admission to another school or school district, the superintendent of the school district to which the student is applying may request and shall receive from the superintendent of the school expelling the student a written statement of reasons for the expulsion.

Criminal Prosecution: Sutton Public Schools adheres to all state laws regarding student behavior and reports all crimes, including drug violations, hazing, bullying, weapons violations, bomb threats, assaults on staff, and other serious offenses to the Sutton Police.

C. EXPULSION

Expulsion is the permanent removal of a student from the school system. When a student is expelled in Massachusetts, no school or school district in the Commonwealth shall be required to admit him/her or provide educational services to him/her. If a student does apply for admission to another school or school district, the superintendent of the school district to which the student is applying may request and shall receive from the superintendent of the school expelling the student a written statement of reasons for the expulsion.

REMINDER: Students face expulsion for the following offenses:

1. **Possession or use of a dangerous weapon.**
2. **Possession, under the influence of, or distribution of a controlled substance.** Controlled substances include, but are not limited to marijuana, heroin, cocaine, crack, LSD, etc. The Sutton Middle School will adhere strictly to the law as defined under Chapter 94C. The police will be notified if controlled substances are found. All controlled substances will be turned over to the police. The student's parent/guardian will be called to the school for a meeting with the administration to discuss all incidents involving controlled substances. The juvenile officer will be notified to determine if charges will be brought against the student. Students who possess, use, or distribute inhalants will be subject to expulsion.
3. **Assaults on school personnel.** Any student who assaults an administrator, a teacher, teacher's aide, other staff, or students on school grounds, in the school building, on school busses, or at school related events, is subject to expulsion by the Principal.
4. **Hazing.** Any student who is a principal organizer or participant in the crime of hazing, shall be subject to expulsion from school and shall be punished by a fine of not more than \$3,000 or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment. Hazing is defined as "any conduct or method of initiation into any student organization or team which endangers the physical or mental health of a student." Such conduct is illegal under Massachusetts' Law, Chapter 269 (see below, section E).
4. **Pervasive Threats/Bomb Threats.** Any student who pervasively threatens the safety and security of students, or a school building, adjacent property, or school bus shall be suspended, pending a hearing for possible exclusion or expulsion. Any verbal or written threat will be considered a violation.

D. STUDENT RIGHTS AND DUE PROCESS

Due process requires that an individual be given a notice of the violation for which that person is charged and be given an opportunity to answer the charges. Both parents and students will be notified.

In suspensions, due process involves:

1. No student will be suspended prior to having a hearing before the principal or the principal's designee. At this hearing, the student will be informed of the reason(s) for this suspension and will be given an opportunity to respond. Parents will be involved.
2. The Principal will make every possible attempt to notify the parent(s)/guardian(s) of the student to discuss and inform parents about the suspension and state the cause(s) leading to it. If the suspension is assigned during the school day the parent(s)/guardian(s) may be required to pick up the student.
3. The Principal will send a letter to the parent(s)/guardian(s) specifying the cause(s) of this suspension. This letter will contain the number of days the student will be suspended, the day the student may return, and the reason(s) for the suspension.
4. Any student on suspension will be given the opportunity to complete any class work that is assigned by the teacher(s). It is the responsibility of students to complete any class work that is assigned by the teacher.
5. When it is known that the suspension(s) of students with special needs or 504 plans accumulate more than ten days in a school year, procedures as delineated in 34CMR300 are followed. A review of the student's IEP will be held to determine the appropriateness of the student's placement or program. A determination will be made as to the relationship between the student's misconduct and his/her handicapping condition and either:
 - a) A modified placement will be designed for the student; or,
 - b) An amendment will be written to provide for the delivery of special education services during the suspension and any needed modification of the IEP.

In expulsions, due process must involve:

1. Investigation and notification – the administrator conducts an investigation and tells the student that he/she is going to be expelled and explains why.
2. Evidence – the administrator presents evidence against the student and examines evidence in support of the student.

3. Hearing – the administrator will hold a show-cause hearing with the student. PARENTS MUST BE INVOLVED AT THIS LEVEL. STUDENTS MAY ALSO HAVE LEGAL REPRESENTATION AT THIS TIME.

4. The administrator then makes the decision.

5. An expulsion may be appealed by submitting a request for a hearing of an appeal in writing. This request for a hearing must be sent to the building principal and superintendent of schools. The expelled student shall have ten (10) days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

Listed below are the General Laws of Massachusetts that apply to expulsion.

Please refer to Massachusetts General Law c71, s 37H: Publication of School Committee Rules and Regulations Relative to the conduct of Teachers and Students.

1. Any student who is charged with a violation involving weapons, drugs, or assault (Paragraph A & B of Mass. General Law c71, s37H) shall be notified in writing or given an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, at his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph A or B.

2. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten (10) days from the date of expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

3. When a student is expelled under the provisions of this section, no school or school district within the Commonwealth shall be required to admit such student or to provide educational services to said student. If the student does apply for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said

expulsion. Added by St.1972, c.467; amended by St.1973, c.430, S.5; St.1987, c.283; St.1989, c.603; St.1992, c.133, s.430; St.1993, c.71, s.36; St.1993, c.380, s.1; St.1994, c.51.

Chapter 71, Section 37H1/2: Felony Complaint or Conviction of Student; Suspension; Expulsion, Right to Appeal

Notwithstanding the provisions of section eighty-four and sections sixteen and seventeen of chapter seventy-six:

1. Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster.
2. Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student.

Chapter 71, Section, 37H 3/4: Publication of School Committee Rules and Regulations Relative to the conduct of Teachers and Students.

Section 37H3/4. (a) This section shall govern the suspension and expulsion of students enrolled in a public school in the commonwealth who are not charged with a violation of subsections (a) or (b) of section 37H or with a felony under section 37H1/2.

(b) Any principal, headmaster, superintendent or other person acting as a decision-maker at a student meeting or hearing, when deciding the consequences for the student, shall exercise discretion; consider ways to re-engage the student in the learning process; and avoid using expulsion as a consequence until other remedies and consequences have been employed.

(c) For any suspension or expulsion under this section, the principal or headmaster of a school in which the student is enrolled, or a designee, shall provide, to the student and to the parent or guardian of the student, notice of the charges and the reason for the suspension or expulsion in English and in the primary language spoken in the home of the student. The student shall receive the written notification and shall have the opportunity to meet with the principal or headmaster, or a designee, to discuss the charges and reasons for the suspension or expulsion prior to the suspension or expulsion taking effect. The principal or headmaster, or a designee, shall ensure

that the parent or guardian of the student is included in the meeting, provided that such meeting may take place without the parent or guardian only if the principal or headmaster, or a designee, can document reasonable efforts to include the parent or guardian in that meeting. The department shall promulgate rules and regulations that address a principal's duties under this subsection and procedures for including parents in student exclusion meetings, hearings or interviews under this subsection.

(d) If a decision is made to suspend or expel the student after the meeting, the principal or headmaster, or a designee, shall update the notification for the suspension or expulsion to reflect the meeting with the student. If a student has been suspended or expelled for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year, the student and the parent or guardian of the student shall also receive, at the time of the suspension or expulsion decision, written notification of a right to appeal and the process for appealing the suspension or expulsion in English and in the primary language spoken in the home of the student; provided, however, that the suspension or expulsion shall remain in effect prior to any appeal hearing. The principal or headmaster or a designee shall notify the superintendent in writing, including, but not limited to, by electronic means, of any out-of-school suspension imposed on a student enrolled in kindergarten through grade 3 prior to such suspension taking effect. That notification shall describe the student's alleged misconduct and the reasons for suspending the student out-of-school. For the purposes of this section, the term "out-of-school suspension" shall mean a disciplinary action imposed by school officials to remove a student from participation in school activities for 1 day or more.

(e) A student who has been suspended or expelled from school for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year shall have the right to appeal the suspension or expulsion to the superintendent. The student or a parent or guardian of the student shall notify the superintendent in writing of a request for an appeal not later than 5 calendar days following the effective date of the suspension or expulsion; provided, that a student and a parent or guardian of the student may request, and if so requested, shall be granted an extension of up to 7 calendar days. The superintendent or a designee shall hold a hearing with the student and the parent or guardian of the student within 3 school days of the student's request for an appeal; provided that a student or a parent or guardian of the student may request and, if so requested, shall be granted an extension of up to 7 calendar days; provided further, that the superintendent, or a designee, may proceed with a hearing without a parent or guardian of the student if the superintendent, or a designee, makes a good faith effort to include the parent or guardian. At the hearing, the student shall have the right to present oral and written testimony, cross-examine witnesses and shall have the right to counsel. The superintendent shall render a decision on the appeal in writing within 5 calendar days of the hearing. That decision shall be the final decision of the school district with regard to the suspension or expulsion.

(f) No student shall be suspended or expelled from a school or school district for a time period that exceeds 90 school days, beginning the first day the student is removed from an assigned school building.

E. GENERAL LAWS OF MASSACHUSETTS PERTAINING TO HAZING

Chapter 269: Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment. The term “hazing” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Chapter 269: Section 18. Whoever knows that another person is the victim of hazing as defined the section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or perils to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. A fine of not more than one thousand dollars shall punish whoever fails to report such crime.

Chapter 269: Section 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 rolled 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 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 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

F. ITEMS PROHIBITED FROM SCHOOL

CD players, recorders, electronic games, beepers, "laser lights, or any other object that distracts from learning are not allowed to be brought to school. iPods and cell phones are allowed but must be off upon arrival to school. No skateboards or personal transportation devices other than bicycles may be brought to

school. If a student violates this rule, the item will be confiscated and turned into the principal's office until a parent comes to pick it up.

G. LUNCH AND CAFETERIA RULES

Students will sit at specific tables selected at the start of school and at other times designated by lunch proctors. Students are to conduct themselves in a respectful and safe manner at all times. Trash and debris are to be cleaned by each table of students prior to that table's dismissal by the lunch proctor or administrator at the end of each lunch. Only one student may sit in each chair. Large tables have six chairs and small tables have four. Long tables seat twelve. The lunch proctor or administrator will dismiss students by tables.

1. No: "horse-playing", cutting in line, throwing any food, unnecessary loud talk or noise.
2. Food or drink may be consumed only in the cafeteria.
3. Students may leave their seat only to purchase food or discard trash.

H. DRESS CODE

Students' clothing and hairstyle should be in good taste and should neither disrupt nor distract from the educational process. Items of clothing should neither present a health nor safety problem, nor violate the standard rules of decency. Prohibited clothing includes, but is not limited to, clothing that contains profane language, offensive gestures/pictures, gang symbols, alcohol, and/or tobacco advertisements or any advertisement of an activity that is illegal for minors. Clothing that depicts the use or display of any drug, gang, or cult, or includes related jewelry or clothing, including but not limited to earrings, excessive beads, chains and hanging straps may not be worn in school or at school sponsored activities. The dress code applies to normal school hours and any extra-curricular activity including field trips.

Headwear - Hats, kerchiefs, bandanas, hoods or other head covering **may not be worn** in the school building.

Tops, Shirts and dresses – shirts, tops, dresses, etc., shall cover shoulders, midriffs, and backs, and shall not be revealing. Shoulder straps should be at least **3 inches** or wider.

Pants, skirts, dresses – all pants, shorts, skirts, dresses, or similar apparel shall be sufficient to cover the stomach and not be higher than three inches from the knee. Pants shall not have any revealing holes or rips nor hang low to reveal the stomach, and buttocks. “Pajama pants” or yoga pants **may not be worn** in school.

The principal shall be the final authority of appropriate dress and what constitutes offensive, vulgar, provocative, and disruptive dress. Students who are inappropriately dressed will be removed from class and/or sent home until proper attire has been provided.

I. CHEATING AND PLAGIARISM. The academic integrity of our students is a paramount concern. It is expected that students will exercise the highest standard of academic integrity and understand that any act of academic dishonesty will not be tolerated. Some examples of academically dishonest behaviors included but are not limited to:

- Cheating on tests, quizzes, or exams.
- Plagiarism from any source (plagiarism is copying someone else’s work and claiming it as your own.)
- Unauthorized copying homework, class work, or any other work from another student.
- Submitting someone else’s work without substantial change or improvement and acknowledgment.

Any student found guilty of cheating or plagiarism will automatically receive a zero for the assignment and will be referred to the administration for disciplinary action.

J. STUDENT DISPLAY OF AFFECTION. Kissing, embracing and other modes of affection are not permitted at Sutton Middle School. Repeat occurrences of affection can and will result in disciplinary action in accordance with the levels of discipline chart on page 20.

IV. OTHER PERTINENT INFORMATION

A. HALL PASSES

Students are required to carry a hall pass when leaving their classroom during class time. Any student in the hallway without a pass will be sent back to the classroom teacher to get one. **This includes going to the main office.**

B. LOCKERS

Students are assigned lockers at the beginning of the school year. Students are only allowed to use the school locker assigned to them on the first day of school. Students are not allowed to use their own personal locks. **Students need to keep their lockers locked at all times.** Students may not share lockers. No adhesive stickers are allowed on any part of the locker. In addition, lockers are not to be defaced in any way. There is no expectation of rights to privacy where a reasonable suspicion that illegal or dangerous activity is taking place. Lockers, as well as persons, (469 US 325) suspected of illegal contents may be searched.

C. STUDENT PHONE USE

Students should minimize their use of the phone during school hours. Students who need to use the phone for an emergency may get a pass from their teacher. Forgotten gym clothes, books, homework, projects, and band instruments do not fall in the category of an emergency. Lunches and money will be the only items delivered to students during the school day. Students should remember to make all after school plans prior to coming to school in the morning. The use of office phones to make after school plans is not allowed.

D. CONDUCT ON SCHOOL BUSES

Students must have their bus pass in their possession to ride the bus. The bus driver has the authority to maintain orderly behavior of students on school buses. The bus driver will report any student who does not comply with the rules and regulations below.

In general students are required to follow the same rules that apply during school hours.

The rules and regulations for the privilege of riding a school bus are the same as if students are at school. Students must conduct themselves in a respectful and safe manner such as not to distract the driver or endanger other students.

1. Follow the directions of the driver to ensure the safety of other students.
2. Keep hands and arms inside the bus at all times.

3. Touching, teasing, or bullying other students is prohibited.
4. Remain seated at all times when the bus is moving.
5. Throwing objects of any kind is prohibited.
6. Eating or drinking on the bus is prohibited.
7. While traveling to the bus stop and waiting for the bus, students must respect private property nearby and remain at the stop until picked up.
8. Vandalism, smoking, and foul language are strictly prohibited.

Depending on the severity and frequency of a student's misconduct on the bus, that student may be suspended from riding the bus for a period of time. If a student's bus pass is revoked, no bus fees monies will be refunded.

The Sutton School Department reserves the right to discipline students for any school bus violation. No middle school student will be allowed to ride the elementary bus any time.

If any offense results in physical damage to the bus, the student and/or parent is responsible for either repair or the expense incurred in repairing the damage.

E. Health Office Information

The school nurse helps the education process by improving and protecting the health of the student body. The health office focuses on the prevention of illness, student safety, early detection and correction of health problems and health education. Students that are injured or become ill in school should report to the health office to be assessed.

Parents are responsible for notifying the health office of any medical conditions that may affect a student's health during the school day. It is extremely important that parents provide the most up to date contact information in the event of an emergency. Student should not call or text their parents for dismissal due to illness without presenting to the health office.

Medications

The Sutton Public Schools Medication Policy follows medication administration parameters set by the Massachusetts Department of Public Health and the Massachusetts Board of Registration

of Nursing. We collaborate with our school physician regularly and the policy is available on the schools website.

- All medications, including inhalers and over-the-counter medications, require a licensed prescriber's written order and written parental permission for medication to be administered in school.
- Students may occasionally receive certain over-the-counter medications, including acetaminophen and ibuprofen, from the school nurse with signed parental permission through protocols with our school physician.
- All medication orders expire at the end of the school year. The unused medication must be picked up by a parent or designated adult, any medications not picked up will be discarded. New medication orders are required each school year.
- All medication must be in a properly labeled pharmacy container.
- Students are not allowed to carry ANY medication on their person, with the exception of emergency medication. Students may carry and self-administer inhalers, insulin, and epinephrine ONLY with written permission from parent after consulting with the school nurse.

Communication with the health office

Students should go to the health office with any injury or illness experienced during the school day and parents will be notified with any significant findings made by the school nurse.

Parents/guardians are asked to report to the health office any injury that has occurred outside of school. This includes concussions, orthopedic injuries, medical conditions or any prolonged illness.

Mandated screenings

Massachusetts Department of Public Health requires the following screenings: Postural, height/weight, hearing and vision. If there is any reason a student should not participate during these screenings please send a written request to the health office. Letters will be sent home if follow-up is recommended.

Physical Exams

Massachusetts law requires physical examination on students within 1 year before entering into school or within 30 days after entry and at intervals of either 3 or 4 years thereafter. (105 CMR 200.100) Students in 7th grade must submit a current physical exam. In addition, MIAA requires that any student participating in an interscholastic sport must pass a physical examination prior to participation. The physical is valid for 13 months from the date of the exam.

Immunizations

Students must have up-to-date immunizations in order to enroll and remain in school. (105CMR 220.000) Parents will be notified of immunizations that are due and the date when documentation must be received. Immunizations may only be waived if a student provides a written medical or religious exemption to the nurse or is homeless per the McKinney-Vento Act. When a case of vaccine- preventable disease emerges, students with exemptions are subject to exclusion. (105CMR 300)

F. MISCELLANEOUS

1. No animals are to be brought to school.
2. Students involved in any inappropriate behavior on the way home from school will receive disciplinary action and may have to be transported to and from school by a parent until further notice.
3. Textbooks will be issued to students during the school year. Students may be required to keep their textbooks covered. If books are damaged, lost, or destroyed, the student must pay for the book replacement or repair. Report cards will be held for those students who have not returned and/or paid for lost materials.
4. There is no gum chewing in the building.
5. Fire drill procedures are posted in each classroom. Students are expected to follow these guidelines. Students should remain quiet and line up in an orderly fashion. Students should remain with their class until an administrator signals that it is safe to re-enter the building.
6. A building evacuation plan is in place should evacuation become necessary. This plan is posted in each classroom.
7. There will be student accident insurance available to all students at a moderate cost that will cover them in case of injury or accident going to and from school and while at school.
8. Middle school dances will be held on various occasions. Dances are only for those students enrolled in Sutton Middle School.
9. In the interest of safety during the winter months, there will be no snowball throwing on school property.
10. All articles that are found should be taken to the office where they will be kept until claimed. Articles not claimed will be disposed of periodically.
11. Students who ride their bicycles to school must secure their bicycles to the racks in front of the building. **Massachusetts State Law requires students to wear protective headgear.**

12. Students are not permitted to remain after school unless an adult supervises them. Parents must pick up their students promptly following an after school activity.

G. TRANSFERRING TO ANOTHER SCHOOL

A student must go through a checkout procedure, which can be initiated in the main office. All books must be turned in and any fees or fines must be paid or a transcript will not be sent to another school. A record is kept in the student's folder and is removed only after payment. The transcript is the official legal document that indicates courses earned in any school and is the tool used to transfer such credit.

H. STUDENT RECORDS

Federal law and Massachusetts' regulations and laws detail the rights and responsibilities of students, parents, and school officials with respect to students' records and the privacy rights of students. Following is a summary of the major provisions of these regulations and laws:

1. The student's ***permanent record*** consists of basic identifying information, academic transcript, attendance record, accident reports/health record, record of release of permanent records, and other basic information. The permanent record is kept for 60 years after graduation or permanent withdrawal.
2. The student's ***temporary record*** consists of all information not included in the student's permanent record, including family background information, test scores, psychological evaluations, special education files, teacher anecdotal records, supportive services provided, record of release of temporary records, and disciplinary information. The temporary record is reviewed at the end of fifth and eighth grades to remove out-of-date information and is destroyed entirely within five years of graduation or permanent withdrawal from school.
3. Parents have the ***right to inspect and copy*** all information contained in the student record. A reasonable fee may be charged for the cost of duplicating the materials in a student's record.
4. Parents and students may request to have parts of the ***record interpreted*** by a qualified professional of the school, or may invite anyone else of their choosing to inspect or interpret the record with them.
5. With few exceptions no individuals or organizations but the parent, student, and school personnel working directly with the student are allowed ***access to information*** in the student record without the specific, informed, written consent of the parent or student. In addition, any person inspecting or releasing information in the temporary record must note which portion was inspected or released and for what purpose in a log that is kept as a part of the temporary record.

I. McKinney-Bento Act - A homeless child is defined broadly as "any child or youth without a fixed, regular, and adequate residence." These children include students who are "doubled up" with friends or relatives, preschool aged children, and runaways (even if families are willing to take them home). Homeless students have a right to stay in school in Sutton if they were attending one of our schools prior to the loss of housing. They also have a right to be transported to their school of origin from their temporary housing. Homeless children are automatically eligible for Title I services. **Gerard Goyette** is the homeless coordinator.

V. ATHLETICS

All middle school students are bound by the rules of the Massachusetts Interscholastic Athletic Association (MIAA). Participants in individual sports should check with the athletic director regarding restrictions in their individual sport.

Eligibility: If, in your opinion, there is any doubt concerning your student's eligibility you should consult with the athletic director or the principal prior to participating in a sport. The following MIAA rules are those about which you should be especially clear.

1. To be eligible for the fall sports, students are required to have final passing grades from the preceding year in the required number of periods of prepared work.
2. All middle school participants must be making adequate progress toward promotion (see p. 14 for information on promotion/retention) in order to remain eligible for MIAA sports and cheerleading.

VI. UPDATES

Each year the student handbook will be reviewed to determine necessary changes. Such changes will be communicated in writing to every parent and student in the middle school. Please place updates in this handbook to keep it current and refer to them as necessary.

VII. CONTACTS

504 Contact info: Theodore Friend, Superintendent of Schools 383 Boston Road

McKinney-Vento Act (Homelessness) Contact: Ms Anne Corron, Principal, 383 Boston Road

English Language Learners (ELL) Contact: Ms. Sofia Hernandez de Ramos, teacher, 383 Boston Road

Safe and Drug Free Schools Community Act (SDFSCA): Contact: Ms Anne Corron, Principal, 383 Boston Road

Section VIII. MASSACHUSETTS LAWS AFFECTING STUDENTS

General Grievance Procedure

A parent who is dissatisfied with an action or decision of the school principal may submit a written request to the Superintendent of Schools for review of the issue. Except in extenuating

circumstances, the parent shall submit the request within 30 days of the action or decision of the principal. The superintendent or designee shall review the issue and provide the parent with a timely written decision within 15 days of the request; unless extenuating circumstances require a delay.

A parent who is dissatisfied with an action or decision of the superintendent may submit a written request to the school committee for review of the issue. The school committee shall review the decision within 30 days of the request unless extenuating circumstances require a delay. A parent who is dissatisfied with the school committee decision may submit a written request for review to the Commissioner, within 15 days of the date of such decision. The written request shall specify the basis on which the parent alleges the school or school district has not met the requirements of M.G.L. c.71,32A and shall include a copy of the final local decision and any other relevant correspondence. The parent shall send a copy of the written request to the superintendent of schools. Based on his review of the materials submitted by the parent, the Commissioner shall determine the process to be followed in resolving the dispute under M.G.L. c.71,32A and shall notify the parties within ten days of the receipt of request. The Commissioner may propose alternative dispute resolution, including mediation, and may appoint a fact-finder or seek the assistance of experts as he deems appropriate to assist in informal resolution of the matter. If the matter is not otherwise resolved the Commissioner shall designate a hearing officer who will conduct an adjudicatory hearing in accordance with 801 CMR 1.00, the Standard Adjudicatory Rules of Practice and Procedure. The Commissioner or his designee shall issue a written decision to the parties with 30 days of the conclusion of his review of the matter; unless extenuating circumstances require a delay. The decision of the Commissioner or his designee shall be the final agency decision.

Chapter 76, Section 5

Place of Attendance; Discrimination

Every person shall have a right to attend the public schools of the town where he actually resides, subject to the following section. No school committee is required to enroll a person who does not actually reside in the town unless said enrollment is authorized by law or by the school committee. Any person who violates or assists in the violation of this provision may be required to remit full restitution to the town of the improperly-attended public schools. No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, religion, national origin or sexual orientation. Amended by St.1971, c.622, c1; St.1973, c.925, s.9A; St.1933, c.282; St.2004, c.352, s.33

603 CMR 46.00

Physical Restraint.

46.01: Authority, Scope, Purpose and Construction

(1) Authority. 603 CMR 46.00 is promulgated by the Board of Education pursuant to M.G.L.c.69, 1B, and c.71,37G.

(2) Scope. 603 CMR 46.00 governs the use of physical restraint on students in publicly funded elementary and secondary education programs, including all Massachusetts public school districts, charter schools, collaborative education programs and special education schools approved under 603 CMR 28.09, except as provided in 603. CMR 18.05(5)(h). Educational programs in facilities operated by the Department of Youth Services shall comply with the restraint requirements of 102 CMR 3.00.

(3) Purpose. The purpose of 603 CMR 46.00 is to ensure that every student participating in a Massachusetts public education program is free from the unreasonable use of physical restraint. Physical restraint shall be used only in emergency situations, after other less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution. School personnel shall use physical restraint with two goals in mind:

- (a) To administer a physical restraint only when needed to protect a student and/or a member of the school community from imminent, serious, physical harm; and
- (b) To prevent or minimize any harm to the student as a result of the use of physical restraint.

(4) Construction. Nothing in 603 CMR 46.00 shall be construed to limit the protection afforded publicly funded students under other state or federal laws, including those laws that provide for the rights of students who have been found eligible to receive special education services. Nothing in 603 CMR 46.00 precludes any teacher, employee or agent of a public education program from using reasonable force to protect students, other persons or themselves from assault or imminent, serious, physical harm.

Chapter 622-Equal Educational Opportunity

“No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges, and course of study of such public school on account of race, color, sex, sexual orientation, religion, or national origin.”

The intent of this law is to guarantee all students equal educational opportunity. Chapter 622 ensures that all school policies and practices (guidance, curriculum, and extra-curricula

activities and facilities) are made with regard to individual students' interest and ability and are not determined by their race, sex, sexual orientation, color, religion, or national origin.

Special Education

Special education regulations 603 CMR 28.00 and Federal Law Reauthorization of IDEA 2004 (Individuals with Disabilities Education Act) guarantee that every Massachusetts student with special needs ages three to twenty-one has the right to a free and appropriate education through their local public school system. Every effort is made to provide successful instructional opportunities for all learners. Students with special needs are integrated into the regular school system whenever possible. However, when a student's needs cannot be met within a school system, the student may be placed in another public school or a private day or residential facility at public expense. This is never done without parental consent. To support successful classroom participation by all students, teachers, parents and specialists often work together to define and implement instructional or behavioral strategies. When more information is necessary about a student's learning style or skill levels, requests for an evaluation to determine if a child requires special education services may be made by parents, teachers or other staff members in writing to the principal or special education director. Program planning is a collaborative effort among parents, teachers, specialists, and other persons whom the parents and/or specialists wish to involve. This planning can result in an individualized education program (IEP). A variety of support services are available in the school. The special education staff that includes aides, special education teachers and other specialists provides the monitoring and/or implementation of these services. The special education staff works closely with classroom teachers and assists with curriculum or material accommodations, co-teaches lessons and/or supports small group work within the regular classroom. While most students on individualized educational programs (IEPs) receive service within the regular classroom, others receive services from various specialists outside the classroom.

Referral Process

- The classroom teacher and parent(s) meet to discuss student concerns. Either party may initiate conferences.
- A classroom teacher recognizes a student is having a problem and contacts the Sutton Teacher Assistance Team (STAT) for advice on how to best assist a student.

- A classroom teacher tries recommended intervention techniques and modifications and meets again with STAT to determine whether or not to proceed with a referral for testing through the special education department.
- The special education department seeks written permission from the parents to test.
- Appropriate specialists test student and meet with classroom teacher.
- A meeting time is arranged with parents to discuss the findings of the testing that was completed. Parents and professionals discuss possible services needed.

Chapter 71 – Corporal Punishment

Corporal punishment is prohibited in public schools in Massachusetts. No employee may engage in this practice. This means that anybody who works in Sutton Middle School may not slap, hit, spank, or physically punish you in any way. (Chapter 71; 37G of the General Laws, 1972)

Title IX Statement

In accordance with federal government law under title IX, “No person in the United States shall, on the basis of sex, or sexual orientation be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance...” The middle school does not discriminate on the basis of sex or sexual orientation in any of its educational programs and activities. Both boys and girls may participate in all activities.

If a student wishes to complain about sexual discrimination in the school, he/she may do so by going to the principal or the guidance counselor.

Chapter 71, Section 34H Non-Custodial Parental Notification

“Each public elementary and secondary school shall provide information in a timely and appropriate manner to the parent of a child enrolled in the school if the parent is eligible for information pursuant to this section.

A non-custodial parent shall submit a written request for records to the school principal **annually**. Upon receipt of the request the school shall notify the custodial parent of the receipt of the request. The custodial parent will be notified that the information requested would be provided to the non-custodial parent unless the custodial parent provides to the principal of the school documentation of any court order, which prohibits contact with the child, or prohibits the distribution of the information referred to in this section.

Any time the principal of the school is presented with an order of a probate and family court judge that prohibits the distribution of information pursuant to this section, the school shall immediately cease to provide said information and shall notify the requesting parent that the distribution of information shall cease.”

Login and Passwords

School Network Login

User Name: LastF _____

Password: _____

GMail Login

User Name: LastF@student.suttonschools.net

_____@student.suttonschools.net

Password: _____

School Fusion Login

User Name: **Student ID** _____

Password: _____

Please sign and return the back page of this handbook.

**THIS IS TO CONFIRM RECEIPT OF MY STUDENT
HANDBOOK/UPDATE FOR THE ACADEMIC YEAR 2021-22**

I HAVE READ AND UNDERSTAND THE INFORMATION CONTAINED IN
THE HANDBOOK ESPECIALLY, BUT NOT LIMITED TO, THE
INFORMATION REGARDING:

- Internet safety and the SPS acceptable technology use policy p.8 - 12
- Sexual Harassment p. 13-19
- Behaviors subject to suspension/expulsion, including hazing p. 23-37
- Cafeteria Rules p. 38
- Sutton Middle School's Dress Code p. 38
- Academic Integrity p. 39
- Bus Rules and Regulations p. 40

THIS FORM MUST BE SIGNED AND RETURNED. BY SIGNING AND RETURNING THIS FORM YOU ARE ACKNOWLEDGING RECEIPT AND UNDERSTANDING OF THE HANDBOOK AND/OR UPDATE CARD.

Printed Name of
Student _____

Signature of
Student _____

Signature of
Parent/Guardian _____

Date _____ Grade _____ Homeroom _____