

CARVER MIDDLE HIGH SCHOOL



2021 - 2022

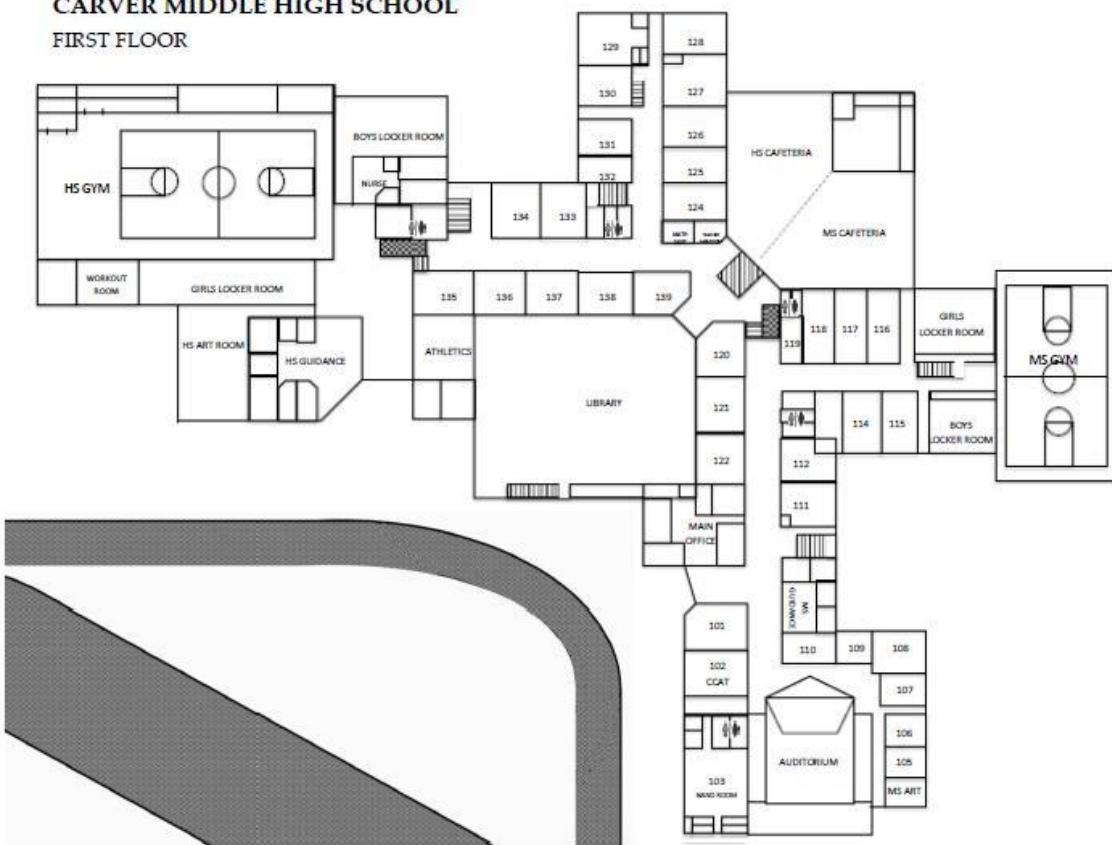
STUDENT PARENT/GUARDIAN HANDBOOK

Grades 9 - 12

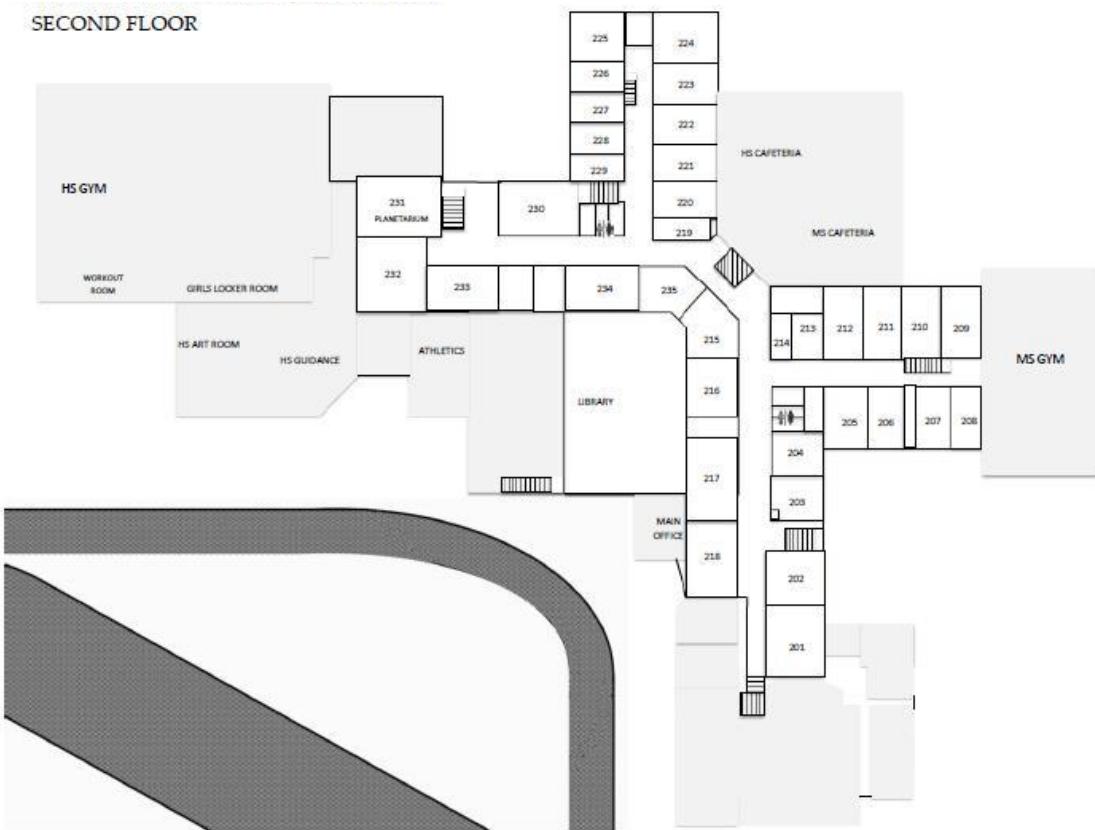
CARVER MIDDLE HIGH SCHOOL

Student and Parent|Guardian Handbook Grades 9 - 12 2021-2022

CARVER MIDDLE HIGH SCHOOL FIRST FLOOR



SECOND FLOOR



CARVER MIDDLE HIGH SCHOOL

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THE INFORMATION CONTAINED IN THIS HANDBOOK HAS BEEN APPROVED BY THE CARVER SCHOOL COMMITTEE, AND A COPY IS ON FILE WITH THE MASSACHUSETTS STATE DEPARTMENT OF EDUCATION. BECAUSE THIS HANDBOOK OUTLINES THE CODE OF CONDUCT OF CARVER MIDDLE HIGH SCHOOL - GRADES 9 - 12 AND EMPHASIZES STUDENT RIGHTS AND RESPONSIBILITIES, IT IS IMPORTANT THAT IT BE READ THOROUGHLY BY ALL STUDENTS AND PARENT/GUARDIAN(S) IN THE CARVER MIDDLE HIGH SCHOOL – GRADES 9 – 12 COMMUNITY.

ALL PROGRAMS, ACTIVITIES, AND EMPLOYMENT OPPORTUNITIES ARE OFFERED WITHOUT REGARD TO RACE, COLOR, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, RELIGION, NATIONAL ORIGIN, AND DISABILITY.

SEAN VANCE, DIRECTOR OF GUIDANCE, IS THE TITLE IX COORDINATOR FOR THE DISTRICT. SCOTT KNIEF, SUPERINTENDENT OF SCHOOLS, IS THE TITLE VI AND SECTION 504 COORDINATOR FOR THE DISTRICT. MEREDITH ERICKSON, DIRECTOR OF CURRICULUM, INSTRUCTION AND TECHNOLOGY, IS THE TITLE I COORDINATOR FOR THE DISTRICT. YOU CAN CONTACT MR. VANCE, MS. KNIEF OR MS. ERICKSON, AT 508-866-6160, 3 CARVER SQUARE BLVD., CARVER, MA 02330.

English:

“If you need this, or any other document translated into a different language, please notify the building principal.”

French

“Si vous avez besoin d'une traduction de ce document ou d'un autre document, veuillez le signaler au directeur du lycée.”

Spanish:

“Si necesita una traducción de este documento u otros documentos, por favor notifique Ud. a la directora de la escuela.”

Portuguese

“Se necessita isto, ou qualquer outro documento traduziu numa linguagem diferente, por favor notifica o director de escola.”

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Carver Public Schools

VISION STATEMENT

All Carver Public School students will respect the rights and diversity of others, think creatively and critically, learn continually, and contribute to their community. The students will be challenged by a purposeful and relevant curriculum, one that is essential to the human experience. Staff, parents, community members and businesses will join in a partnership committed to high standards and dedicated to continuous improvement.

MISSION STATEMENT

The mission of the Carver Public Schools is to provide a challenging, comprehensive education in a safe environment where all students are respected as individuals.

BELIEFS

We believe:

- School, home, and community partnerships are vital for continuous learning and growth.
- Decisions should be made in the best interest of students.
- Every student is important and deserves to be treated with dignity and respect.
- All students can be successful learners in an appropriate setting that meets their learning style.
- Learning is ongoing and life-long.
- Individual creativity is fostered by providing students access to athletics, arts and music.

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CORE VALUES AND BELIEFS

As partners with the community in the evolutionary process of education we believe in our students' importance as individuals and their capacity for future success. We will:

Provide a safe environment with challenging, diverse, and increasingly complex learning opportunities.

Recognize the unique intellectual, social and emotional needs of all of our students.

Inspire our students to become respectful and responsible citizens.

Develop relationships with the community through service and by sharing our academic, athletic, and artistic accomplishments.

Empower our students to be life-long learners and successful in an ever-changing world.

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21ST CENTURY LEARNING SKILLS – est. APRIL 2010

Students Will:

1. Apply a variety of critical reading and comprehension skills to multiple formats.
2. Access and select information critically and ethically to construct knowledge, make decisions, solve problems, and create new ideas.
3. Use collaboration skills effectively in a variety of settings.
4. Write with clarity, purpose and understanding of audience.
5. Present with clarity, purpose and understanding of audience.

SOCIAL EXPECTATIONS - est. FALL 2010

Students will:

1. Treat all members of the school community with respect.
2. Participate in the school community beyond the classroom.

CIVIC EXPECTATIONS - est. FALL 2010

Students will:

- 1 Be respectful of the individual and cultural differences of all members of the global community.
- 2 Contribute to the community through service to others.
- 3 Use school equipment and facilities responsibly.

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CARVER MIDDLE HIGH SCHOOL

Michael Schultz, PRINCIPAL

Christine Cabral, ASST. PRINCIPAL Michael Martin, ASST. PRINCIPAL

60 South Meadow Road, Carver, Mass. 02330
ph. (508) 866-6130 | fx. (508) 866-5639 | www.carver.org

Dear Students,

Whether you are a student returning to Carver Middle High School - Grades 9 - 12, ready to continue the road to your high school diploma, or a freshman just beginning that path, welcome back to school! The faculty, staff and administration are ready to help you and your families make this school year one of your best.

It is important that you and your family review your Student Handbook carefully. As partners with the faculty and staff in this important process of obtaining a meaningful education, it is essential that you understand your rights and responsibilities in this process. We are hopeful that this handbook will provide you with a structure that will encourage you to take responsibility for your own decisions and prepare you for the challenges you will face in your life after high school.

We are all looking forward to working together.

Sincerely,

Michael Schultz, Principal

The Faculty and Staff

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DIRECTORY

COMMITTEES & COUNCILS

CARVER SCHOOL COMMITTEE

Andrew Cardarelli - Chair
19 Popes Point Rd

Jennifer Pratt, Secretary
38 Myles Standish Drive

Stephanie Clougherty - Vice Chair
26 Russell Trufant Rd

Jason Greenwood
11 Main Street

Colleen Zaniewski
71 Fosdick Rd

The Carver School Committee regularly meets on the second Thursday of each month.
Meetings are posted in the Superintendent's Office, Carver Town Hall and in all public school buildings.

SCHOOL COUNCIL 2021-2022

Michael Schultz, Principal
Nikki Simmons, Parent/Guardian

Dillon Antell, Faculty
Sue Vincent, Parent/Guardian

Jacqui Perkins, Faculty

CARVER SCHOOL DEPARTMENT

ADMINISTRATION

Scott Knief	Superintendent	866-6160
Ron Griffin	Chief Operations and Finance Officer	866-6110
Stephen Mahoney	Chief Technology Operator	866-6180
Meredith Erickson	Director of Curriculum, Instruction & Technology	866-6172
Maureen Siedentopf	Director of Transportation	866-9627
David Siedentopf	Director of Facilities	866-1030
Melissa Leary	Director of Special Education	866-6190

MIDDLE HIGH SCHOOL ADMINISTRATION

Michael Schultz	Principal	866-6141
Christine Cabral	Assistant Principal	866-6132
Michael Martin	Assistant Principal	866-6142

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COUNSELORS

Sean Vance	Director of Guidance Adjustment Counselor	866-6186
Christina McKenna	HS Guidance Counselor, A – K	866-6188
Christina Nolan	HS Guidance Counselor, L – Z	866-6187
Patricia Winslow	MS Guidance Counselor, Dept. Chair	866-6195
Jesse Aleixo	School Psychologist, Special Ed. Dept. Chair	866-6174
Sara Charbonneau	Adjustment Counselor	866-6353
Sean Sullivan	Adjustment Counselor	866-6196
Bonnie Moran	Adjustment Counselor	866-6342
Tammy Miller	Career Services Counselor	866-6189

MEDIA

Liza Bertram	Library Media Teacher	866-6156
Jean Wallace	Library Media Aide	866-6155

ATHLETICS

Phyllis Bowie	Director of Athletics	866-6136
Mike Santos	Asst Director of Athletics Comprehensive Health	866-6193
Phil Madore	Athletic Trainer	

HEALTH

Karen Showan, R.N.	School Nurse	866-6145
Lorraine Leahy	Health Assistant	866-6116

FOOD SERVICES

Theresa Vernazzaro	Director of Food Services	866-6137
Janet Scarafone	Middle High - Food Services Manager	866-6192

TECHNOLOGY

Candy Barrie	Technology Support	866-6242
Brian Mahoney	Technology Support	866-6167
Stephen Mahoney	Technology Support	866-6180
Kim Feeley	District Data Specialist	866-6166

SECRETARIES

Amy Gould	Administrative Assistant; Guidance Office	866-6144
Ashley Doyle	Administrative Assistant; Main Office	866-6117
Michelle Nickerson	Administrative Assistant; Main Office	866-6112
Lynne Galluzzo	Administrative Assistant; Main Office	866-6111

FACILITIES / GROUNDS / MAINTENANCE

Christine Amaral	Raymond Amaral	Robert Burton	Rose Driscoll
Donna Howard	Phillip Nickerson		

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TEACHERS

ART		MATH		SOCIAL STUDIES	
Susan Wahle	866-6366	Stacey Carter	866-6390	Mark Alessandri	866-6253
Jennifer Genovese	866-6319	Jonathan Evans	866-6252	Brendan Cully	866-6351
		Teresa Fernandes-Payne	866-6298	Susan Hiller	866-6320
TECHNOLOGY		Douglas Fies	866-6340	Randall Kerwin	866-6337
Anthony Rota	866-6375	Jerome Ford	866-6217	Brian Lamoureux *	866-6128
David Arruda	866-6130	Tammy Johnson	866-6391	Jeff Mallon	866-6259
		Amelia Kusins	866-6394	Paul O'Brien	866-6365
COMPREHENSIVE HEALTH		Craig Lochiatto	866-6412	Christopher Tresca	866-6328
Leslie Ritz	866-6379	Jasvir MacIntosh	866-6309	David Wechter	866-6318
Sean Carey	866-6274	Erin Young *	866-6191		
Michael Fraccalossi	866-6306			SPECIAL EDUCATION	
Michielle Robidoux	866-6409	MUSIC		Dillon Antell	866-6372
Michael Santos	866-6364	Jillian Griffin	866-6125	Matthew Cartmill	866-6397
Jennifer Wilson	866-6360	Jeremy Teunis	866-6393	Elizabeth Gray-Guimaraes	866-6305
CULINARY ARTS		SCIENCE		Annemarie Gallagher	866-6317
Daniel Portelance	866-6264	Karen Booth	866-6261	Michael Doyle	866-6297
ENGLISH		Tiffini Cornock	866-6363	Cathleen Laliberte	866-6284
Morgan Bardetti	866-6381	Peter Jumper	866-6291	Zach LeBlanc	866-6339
Melissa Burridge	866-6355	Michelle Littleton*	866-6118	Virginia Machado	866-6383
Robert Ewell *	866-6148	Sean Lyman	866-6336	Andrea Mooney	866-6354
Rachael Kilnapp	866-6401	Mary Guiney	866-6279	Paula Murphy	866-6312
Francesca Madeiros	866-6273	Molly Travers	866-6325	Meredith Peterson	866-6369
KeAndra Markram	866-6344	Stacy Waitner	866-6324	Dominique Picariello	866-6346
Jacqui Perkins	866-6329	Julia Whalen	866-6135	Roger Tait	866-6285
Elizabeth Reardon	866-6321	Brian Witkowski	866-6402	Mary Willett	866-6114
Dawna Vella	866-6380			SPECIALISTS	
FOREIGN LANGUAGE				Christine Reilly	866-6357
Maria Calvo	866-6411	* Denotes Department Chair		Angela Townsend	866-6392
Christine Chambers	866-6251			Danielle Mallory	866-6343
Tom McLean *	866-6333			Jennifer Thayer	866-6389
Karen Bacigalupi	866-6268			Jill Liddy	866-6386

JOB COACH / PARAPROFESSIONALS / MONITORS / SUPERVISORS

Darlene Aguiar	Taylor Ferreira	Louis Langton	Kiley Shoemaker
Brooke Bishop	Erica Goodman	Eileen McPherson	Amy ten Berge
Bernadette Coyne	Gayle Gorman	Robert Rooney	Irene Turner
Melissa DuBois	Charles Green	Dagmar Ryan	Jamie Wild

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GENERAL SCHOOL INFORMATION

****Policies and procedures in this handbook may be modified as a result of the COVID-19 pandemic to ensure student and staff health and safety ****

School hours for Grades 8 – 12 are from 7:25 A.M. – 2:05 P.M.

REGULAR HS BELL SCHEDULE (8-12)

7:25-8:48	Period 1
8:51-10:14	Period 2
10:17-10:48	Period 3 (Academic Study)
10:51-12:39	Period 4 (Lunch Period)
12:42-2:05	Period 5
2:05-2:10	Dismissal

8-12 Grade Lunches

Lunch #1: 10:51-11:16 Lunch #2: 11:19-11:44 Lunch #3: 11:47-12:12 Lunch #4: 11:47-12:12

ONE – HOUR DELAY SCHEDULE

TBD

TWO – HOUR DELAY SCHEDULE

TBD

EARLY RELEASE SCHEDULE

TBD

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SCHOOL CALENDAR | TERMS DATES | MCAS SCHEDULE

SCHOOL CALENDAR	
September 7, 2021	School Opens
August 31- September 3, 2021	Teacher Professional Day
September 6, 2021	No School - Labor Day Recess
October 11, 2021	No School – Columbus Day
November 11, 2021	No School - Veterans Day
November 25 - 26, 2021	No School – Thanksgiving Recess
December 10, 2021	No School - Teacher Professional Day
January 17, 2022	No School – Martin L. King Day
April 15, 2022	No School - Good Friday
May 3 - May 12 2022	Advanced Placement Exams
May 30, 2022	No School – Memorial Day
TBD	Class of 2022 – Class Day
TBD	Class of 2022– Convocation
June 5, 2022	Class of 2022– Graduation
June 17, 2022	Last Day of School (Tentative)

SCHOOL VACATIONS	
December 24 – 31, 2021	Holiday Recess
February 21 - 25, 2022	Winter Recess
April 18 - 22, 2022	Spring Recess

EARLY RELEASE DAYS	
September 29, 2021	February 8, 2022
October 14, 2021 (Parent Conferences)	March 10, 2022 (Parent Conferences)
November 10, 2021	April 6, 2022
November 24, 2021	May 6, 2022
December 23, 2021	June 17, 2022 (Tentative Last day 180 Days)
January 12, 2022	

GRADES CLOSE			
Term 1: November 9	Term 2: January 26	Term 3: April 6	Term 4: June 17

MCAS EXAM SCHEULE – 2022		
TBD	ELA	Grade 10
TBD	ELA (Makeup)	Grade 10
TBD	Mathematics	Grade 10
TBD	Mathematics (Makeup)	Grade 10
TBD	Science	Grade 9

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CONTACT INFORMATION

Carver Public Schools Website

The Carver Public Schools has established a website on the Internet. The web address is www.carver.org.

Parent/guardian(s) Notification of Student Absence from School

In the event of a student absence, the student's parent/guardian(s) will be called by the main office of the school no later than 10:00 A.M. on the day of the absence to report that the student is not in school. Parents/Guardians no longer need to call the school to report a student absence.

No School and/or Delayed Opening Announcements

Please refer to the following for media updates on school cancellations or delays, **(or call the Bulletin Board, (508) 866-6200)**: Radio Stations: WATD 95.9 FM, WBZ 1030 AM, WRKO 680 AM, WBMX 98.5 FM and TV Channels 4, 5 and 7. Please turn to more than one TV station since we cannot always reach each station in a timely manner. Delays and cancellations will also be announced through the Twitter account @ScottKrief. Announcements start at approximately 6:00 AM. **Please DO NOT call the police department, fire department, schools, school department, or radio/television stations; they will simply refer you to the radio or TV.** In the event of a loss of power, you may call Carver's Office of Emergency Management at (508) 866-5219.

Asbestos management plans have been developed for Carver Middle/High School. These plans are available and accessible to the public at the school office. (*This notification is required by the Asbestos Hazard Emergency Response ACR (AHERA 40 CFR Part 763 of Title II of the Toxic Substance Control Act.)*)

SYNOPSIS OF FEDERAL CIVIL RIGHTS LAWS AND DISTRICT COORDINATOR INFORMATION - CARVER PUBLIC SCHOOLS

Title VI of the Civil Rights Act of 1964

Coordinator: Scott E. Krief, 508-866-6150

Statute prohibits discrimination on the grounds of race, sex, sexual orientation, sexual identity, color or national origin by recipients of federal financial assistance. This statute ensures that individuals are not excluded from participation in program or activities receiving federal funds (or the benefits of) on account of their membership in one of these protected categories (42 USC S2000d). This statute has been interpreted to prohibit the denial of equal access to education because of a language minority student's limited proficiency in English.

Title IX of the Education Amendments of 1972

Coordinator: Melissa Leary, 508-866-6103

Title IX of the Education Amendments of 1972 provides that no individual may be discriminated against on the basis of sex, sexual orientation, sexual identity in any education program or activity receiving federal financial assistance. Title IX requires that schools adopt and publish a policy against sex discrimination and have grievance procedures through which students can complain of alleged sex discrimination, including sexual harassment. State law requires Massachusetts employers to have a policy against sexual harassment (MGL Ch.151B, S3A)

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Section 504 of the Rehabilitation Act of 1973

Coordinator: Scott E. Krief, 508-866-6150

Section 504 provides that no otherwise qualified individual with a disability shall solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. The regulations implementing Section 504 require that the public schools provide a free appropriate public education to each qualified handicapped person who is in the recipient's jurisdiction, regardless of the nature or severity of the person's handicap. (34 CFR 104.33)

American with Disabilities Act of 1990

Coordinator: Melissa Leary, 508-866-6190

The regulations implementing the ADA provide that: "A public entity that employs 50 or more persons shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under this part, including any investigation of any complaint communicated to it alleging its noncompliance with this part or alleging any actions that would be prohibited by this part. The public entity must make available to all interested individuals the name, office address, and telephone number of the employee or employees designated pursuant to this paragraph" (34 CFR 35.107(a)).

Equal Educational Opportunities Act of 1974

Coordinator: Melissa Leary, 508-866-6190

This federal statute prohibits states from denying equal educational opportunities to an individual based on certain protected classifications including national origin. It specifically prohibits denying equal educational opportunities by failing to take appropriate action to overcome language barriers that impede equal participation by its students in its instructional programs (20 USC S1203(f))

Mass. General Laws CH.76, S5 (also known as Chapter 622)

Coordinator: Scott E. Krief, 508-866-6150

This state law provides that "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 of such public school on account of race, color, sex, religion, national origin, gender identity or sexual orientation."

Title I of the Elementary and Secondary Education Act of 1965

Meredith Erickson, 508-866-6172

Title I is designed to help disadvantaged children meet challenging content and student performance standards. Staff should know that special education students are not deemed ineligible for Title I services simply because they receive special education services. Also school districts must ensure that Title I funds are not being misused (e.g. referring a limited English proficient student to a Title I program in order to meet the student's language needs rather than providing an ESL program/class).

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Chapter 688 (Transition Planning) **Coordinator: Melissa Leary, 508-866-6190**

School Districts file a Chapter 688 referral for students with severe disabilities who will need continued services and supports after their eligibility for special education ceases. School districts must make Chapter 688 referrals at least 2 years before the student is expected to graduate from school or turn 22 years of age. This allows time to determine the student's eligibility for adult services and for agencies to include the anticipated cost of services for the student in its budget requests that it submits to the state legislature every year.

McKinney-Vento Homeless Education Assistance Act **Coordinator: Melissa Leary, 508-866-6190**

The goal of the McKinney-Vento Homeless Education Assistance Act is to ensure that each homeless child or youth has equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youths.

Bullying/Harassment Coordinator **Coordinator: Christine Cabral, 508-866-6132**

Carver Middle High School is committed to maintaining a school environment where students are free from bullying, including cyber bullying, and the effects of such conduct.

Public Schools' Grievance Procedure as Pertains to Civil Rights Law

This grievance procedure is established to meet the requirements of the *Americans with Disabilities Act*. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in employment practices and policies or the provision of services, activities, programs, or benefits by Carver Public Schools.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request. The complaint should be submitted by the grievant and/or his/her designee as soon as possible but not later than 60 days after the alleged violation (see page 34.)

Within 15 calendar days after receipt of the complaint, the ADA Coordinator will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Coordinator will respond in writing, and, where appropriate, in a format accessible to the complainant, such as large print, Braille, or audiotape. The response will explain the position of Carver Public Schools and offer options for substantive resolution of the complaint.

If the response does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision of the ADA coordinator within 15 calendar days after the receipt of the response to the School Committee or their designee. Within 15 calendar days after receipt of the appeal, the School Committee or their designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting the School Committee or their designee, they will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by Carver Public Schools, appeals to the School Committee or their designee, and responses from the ADA Coordinator and/or her designee will be kept by Carver Public Schools for at least three years.

The respondent and his/her associates are prohibited from retaliating in any manner against a complainant or any party involved in the complaint procedure. Acts of retaliation will result in immediate disciplinary action; including, but not limited to, a suspension, expulsion or dismissal.

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**THE FAMILY EDUCATION AND PRIVACY ACT:
MASSACHUSETTS STUDENT RECORDS REGULATIONS**

Student Records

The Family Educational Rights and Privacy Act (FERPA) and the Massachusetts Student Records Regulations ("Regulations") together provide parents/guardians and eligible students (those who have reached the age of 14 or who have entered ninth grade) certain rights with respect to the student's educational records. A general overview of those rights is provided below. Parents/guardians and students may obtain a complete copy of their rights under the Massachusetts Student Record Regulations by contacting the building principal. (Special education records will be destroyed seven years after the student transfers, graduates, ages out, or withdraws from the school system.)

- A. The right to access the student's educational records: Parents/guardians or eligible students should submit their request for access to the building principal. Access is generally provided within ten days of a request; however, Massachusetts General Law c. 71, 34H (Section 37H) provides specific procedures that must be followed prior to release of records to a parent/guardian who does not have physical custody of a child. These procedures include submitting a written request and other documentation to the principal on an annual basis. Information about these procedures can be obtained from the building principal.
- B. The right to request an amendment to the student's education records: Parents/guardians of eligible students should direct their request to the principal, clearly identifying the part of the record they wish to have amended, and why.
- C. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA and the Massachusetts regulations authorize disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests in the records. Such school officials include professional, administrative and clerical staffs who are employed by or under agreement with the Carver Public Schools and who need access to a record in order to fulfill their duties. A school official may also include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with regard to the use and maintenance of educational records. The Carver Public Schools also discloses student records without parent/guardian/eligible student consent to officials of other elementary or secondary schools in which a student enrolls, or seeks, intends, or is instructed to enroll, upon receipt of a request from such officials as long as the disclosure is for purposes related to the enrollment.
- D. As required by federal law, the Carver Public Schools routinely releases the name, address and telephone listing of secondary school students to military recruiters and to institutions of higher learning upon request. In the event a parent/guardian or eligible student objects to the release of any of the above information, the parent/guardian or eligible student may state that objection in writing to the building principal. Without the receipt of a written objection from the parent/guardian or eligible student within the first two weeks of school, this information will be released without further notice or consent.
- E. The right to file a complaint concerning alleged failures by the District to comply with the regulations and laws governing student records. Complaints may be filed at the Massachusetts Department of Education, 350 Main Street, Malden, MA 02148. In addition, complaints relative to federal statutes and regulations governing student records may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington D.C.

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ACADEMIC REQUIREMENTS

****Requirements may be altered due to policies as a results of the COVID-19 pandemic****

I. Graduation Requirements

Each student at Carver Middle High School - Grades 9 - 12 must earn 110 credits to be eligible for a Carver Middle High School diploma. Students may substitute no more than the equivalent of five (5) full year courses successfully passed at an accredited evening school or community college for courses required for a Carver Middle High School diploma. Courses taken at an accredited evening school for purposes of summer school (i.e. The course is taken the summer directly following the school year in which the student failed the course at CMHS) will not be counted as one of the five (5) transfer classes.

Each student at Carver Middle High School - Grades 9 - 12 must demonstrate, through coursework, supervised projects, and/or internships, that he or she has met or exceeded each of the Carver Middle High School - Grades 9 - 12 Academic Expectations. In accordance with the Massachusetts Department of Education mandates, students must earn a rating of *Needs Improvement, Proficient, or Advanced* on the MCAS examination in Mathematics, English Language Arts and Science in order to obtain a Carver Middle High School diploma. Students who are unable to pass the MCAS, English Language Arts or Science assessments prior to their expected graduation date may be eligible for a Massachusetts Certificate of Attainment. In order to qualify for the Certificate of Attainment, the student must have met all other Carver Middle High School graduation requirements, participated in tutoring and other academic support services, taken the MCAS exam in the subject(s) in question at least three times, maintained a 90% attendance level during the senior year, and taken additional coursework every year in the subject(s) in question.

As part of the credit requirement, students must successfully complete each of the following courses of study requirements:

- **4 years of English Language Arts coursework**
- **4 years of mathematics coursework**
- **3 years of social studies coursework**
- **3 years of science coursework**
- **4 semesters of comprehensive health coursework** (during grades 9 and 10)
- **25 Hours of Community Service** (Project Linked to US History II)

Each student must take a minimum of 30 credits of coursework each year. All grade 9 and 10 students are required to take four semesters of Comprehensive Health, earning 10 credits in Comprehensive Health by the end of the sophomore year, fulfilling the Comprehensive Health requirement at that time. All students are required to carry a minimum of six classes each semester. It is also recommended that students carry no more than six classes each semester, with the exception of those students who take Chorus or Band. Juniors and seniors may exercise an option to take five classes per semester twice during their last two remaining years of high school, applying to the principal for that option.

To be eligible for graduation, all seniors must pass five 5-credit courses (which may include the combination of semester courses to equal one 5-credit course).

In order to participate in graduation activities and exercises, seniors must fulfill all academic requirements and satisfy all financial and discipline obligations.

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II. Promotion Requirements

PROMOTION TO GRADE	CREDITS REQUIRED	
10	25	These students will not be eligible to hold any sophomore class office. They will not participate in state testing for sophomores (ELA and Math MCAS). They will not be eligible for sophomore class trip.
11	55	These students will not be eligible to hold any junior class office. They will not participate in state testing for juniors. They will not be eligible to purchase prom tickets or invite guests. They will not be eligible to attend first period study in the cafeteria or eat lunch outside.
12	80	These students will not be eligible to hold any senior class office. They will not be eligible for any senior class activities including senior breakfast, senior class trips, or internship (85 credits required). They will not be eligible for senior privilege.
GRADUATION	110	These students will not be eligible to graduate or participate in any related activities; such as, Class Day, Convocation, Senior Dinner Dance, or Commencement.

III. Calculation Of G.P.A. (Grade Point Average) Class Rank

A student's G.P.A. is based on his/her cumulative grades beginning with final grades in grade 9 and concluding with final grades in grade 12. A student's G.P.A. reflects his/her academic success in comparison to the academic success of all other students at Carver Middle High School - Grades 9 - 12. A student must have completed at least two years at Carver Middle High School - Grades 9 - 12 in order to be included in class rank.

The baseline for the calculation of G.P.A. at Carver Middle High School - Grades 9 - 12 is based on grades earned in College Preparatory classes. These grades are converted by the computer to a 4.0 scale. Because of the increased demands and rigor of Honors and Advanced Placement classes, these classes are given additional weight on the 4.0 scale. Grades earned in Honors classes are given a .5 additional weight; grades earned in Advanced Placement classes are given an additional 1.0 weight. Grades earned in Applied classes are converted to .5 below the conversion for grades earned in College Preparatory classes. Only grades earned in courses labeled as Applied, College Preparatory, Honors or Advanced Placement are used in calculation of G.P.A.

IV. Class Rank

A student's GPA is used to calculate rank in class. Some colleges request that a student's GPA and class rank be included with their transcript as part of the admissions process. Class rank is also used in the spring of senior year to determine the valedictorian and salutatorian of the graduating class. A student must have completed at least two years at Carver Middle High School - Grades 9 - 12 in order to be included in class rank.

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CALCULATION OF G.P.A.

The following chart is used for conversion of numerical grades to 4.0 scale.

NUMERICAL GRADE	A.P. COURSE	HONORS COURSE	COLLEGE COURSE	APPLIED COURSE
100	5.3	4.8	4.3	3.8
99	5.3	4.8	4.3	3.8
98	5.2	4.7	4.2	3.7
97	5.2	4.7	4.2	3.7
96	5.1	4.6	4.1	3.6
95	5.1	4.6	4.1	3.6
94	5.0	4.5	4.0	3.5
93	5.0	4.5	4.0	3.5
92	4.9	4.4	3.9	3.4
91	4.8	4.3	3.8	3.3
90	4.7	4.2	3.7	3.2
89	4.6	4.1	3.6	3.1
88	4.5	4.0	3.5	3.0
87	4.4	3.9	3.4	2.9
86	4.3	3.8	3.3	2.8
85	4.2	3.7	3.2	2.7
84	4.1	3.6	3.1	2.6
83	4.0	3.5	3.0	2.5
82	3.9	3.4	2.9	2.4
81	3.8	3.3	2.8	2.3
80	3.7	3.2	2.7	2.2
79	3.6	3.1	2.6	2.1
78	3.5	3.0	2.5	2.0
77	3.4	2.9	2.4	1.9
76	3.3	2.8	2.3	1.8
75	3.2	2.7	2.2	1.7
74	3.1	2.6	2.1	1.6
73	3.0	2.5	2.0	1.5
72	2.9	2.4	1.9	1.4
71	2.8	2.3	1.8	1.3
70	2.7	2.2	1.7	1.2
69	2.6	2.1	1.6	1.1
68	2.5	2.0	1.5	1.0
67	2.4	1.9	1.4	.9
66	2.3	1.8	1.3	.8
65	2.2	1.7	1.2	.7
64	2.1	1.6	1.1	.6
63	2.0	1.5	1.0	.5
62	1.9	1.4	.9	.4
61	1.8	1.3	.8	.3
60	1.7	1.2	.7	.2
59	.0	.0	.0	.0

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V. Academic Support Services

A. GUIDANCE DEPARTMENT SERVICES

The guidance and counseling program provides direct services in educational and occupational planning as well as personal development and adjustment. A primary function is to assist all students in assessing their abilities, interests, and needs so they are better able to make intelligent decisions concerning their education and future plans.

Guidance counselors link together the many people involved in a student's education. It is important that students and parent/guardian(s) communicate with the counselor concerning questions or concerns relating to school. There are scheduled contacts made by counselors with their students during high school. Students are encouraged to meet with their counselor as often as they would like. This can be done by making an appointment through the guidance secretary.

The guidance office serves as a storehouse for information concerning higher education and careers for future planning. Computer programs, videos, higher education catalogues and occupational catalogues are readily available to students and parent/guardian(s). In addition, the Guidance Department provides information about area college/career fairs that take place in October and November

1. **COURSE ADDS/CHANGES** In the event that a course change must be considered due to unusual circumstances, counselors will solicit information from all appropriate individuals, including student, parent/guardian and teacher. The counselor will then make a recommendation to the Department Chair in writing for or against the proposed change. After reviewing the documentation provided by the counselor, the Department Chair will accept or reject the recommendation for a course change. The counselor, upon receipt of the Department Chair's final decision, will notify all concerned individuals in writing. No request for course additions/changes will be considered after the 10th day of classes for full year courses or after the 5th day of classes for semester courses. No requests for additions/changes will be honored for term courses.
2. **COURSE DROP** Students withdrawing from courses shall receive no credit and will not be able to attend summer school in those courses. Students who withdraw from a course after one term will receive a *wp* or *wf* on their report card. Students must, however, continue to carry five courses plus Comprehensive Health.

B. EVENING HIGH SCHOOL

Students may attend area evening high schools for credit as approved by Carver Middle High School - Grades 9 - 12 administration. Students who attend evening school are still required to carry the equivalent of six full-year courses at Carver Middle High School - Grades 9 - 12. Students may substitute no more than 5 full-year courses earned from an accredited evening school or community college for credits required for a Carver Middle High School - Grades 9 - 12 Diploma. Courses taken at an accredited evening school for purposes of summer school (i.e. The course taken the summer directly following the school year in which the student failed the course at CMHS) will not be counted as one of the five (5) transfer classes.

C. EXTRA HELP SESSIONS

Each member of the Carver Middle High School - Grades 9 - 12 faculty designates one after-school session per week in order to provide extra help to students in small groups or on an individual basis. Arrangements for extra help should be made between the student and teacher.

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D. **FIELD TRIPS**

Field trips are taken to enrich learning experiences. Students must obtain written parent/guardian(s) consent prior to the scheduled trip date and are subject to school rules and regulations while on a field trip. It is the student's responsibility to make up all missed work. Field trips are discouraged during the last week of each semester. Any student in violation of the Student Handbook sections titled *Student Responsibilities – Code of Conduct or Attendance Policy* will receive consequences that may include removal from a field trip. Any student that is not a registered member of a field trip who is identified as present at the destination will be considered truant from school and will not be allowed credit for work or assessments missed.

E. **FORECASTS**

A written, weekly forecast of unit focus, learning objectives, daily activities, and nightly assignments is provided to each student by the teachers in each discipline. These forecasts provide an excellent guide for students and parent/guardian(s), helping both student and parent/guardian(s) to address nightly homework and to plan for completion of long-range assignments. Students keep their forecasts in notebooks according to each individual teacher's class work requirements.

F. **SPECIAL NEEDS PROGRAMS**

The Carver Public School District has available a range of special education and related services for students who have been identified as having special needs. Students are identified through an evaluation process set forth in Chapter 766 and related federal laws. Parent/guardian(s) and/or teachers may initiate a referral for a special needs evaluation for a student. Further information about the evaluation process and programs for students with special needs is available from the Director of Special Education at 508-866-6190.

G. **SUMMER SCHOOL (GRADES 9-12)**

A grade of 50-59 is the minimum grade required for participation in summer school. A grade of 0-49 requires repeating the course. Because of its limited duration, summer school marks do not replace those earned during the school year. However, an earned summer school grade of not less than a 70 (C-) entitles a student to continue in courses of a sequential nature. Grades earned in summer school are not included in class rank calculations. Student's transcripts will reflect both the failing grade and the summer school grade. In order to determine fall eligibility for athletics or extracurricular activities, a summer school course replaces the lowest term grade for the failed course.

VI. Assessments/Testing

A. **REPORT CARDS**

Report cards are issued four times a year. Students are evaluated on academic progress in each subject. Report cards include achievement, conduct, effort and attendance as indicators of student performance.

1. **Effort Grade Criteria:**

A grade of (1) Excellent (2) Satisfactory (3) Needs Improvement (4) Unsatisfactory will be given for student effort in each course and marking period. The rating will be based on the following indicators of classroom effort:

- a) Attends on a daily basis;
- b) Arrives at class on time;
- c) Strives for precision and accuracy in class work;
- d) Reads and follows instructions carefully before starting a task;
- e) Contributes consistently to class discussion in an appropriate way;
- f) Takes responsibility for completing assignments on time;
- g) Listens and takes pertinent notes in class;
- h) Completes homework consistently;
- i) Brings appropriate materials to class;

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- j) Keeps course materials together in the assigned manner;
- k) Produces neat, orderly work.

2. Conduct Grade Criteria:

A grade of (1) Excellent (2) Satisfactory (3) Unsatisfactory will be given for student conduct in each course and marking period. The rating will be based on the most common behaviors expected of successful students:

- a) Routinely shows respect toward faculty, staff and classmates;
- b) Accepts responsibility for own behavior;
- c) Takes care of school property (books, classroom equipment);
- d) Cooperates with faculty and staff;
- e) Listens courteously to others in class;
- f) Does not disrupt class activities.

3. Grading System

Grades are reported numerically. The Letter Grade Equivalent is noted below.

97 – 100	A+	87 – 89	B+	77 – 79	C+	67 – 69	D+	50 – 59	E
93 – 96	A	83 – 86	B	73 – 76	C	63 – 66	D	0 – 49	F
90 – 92	A-	80 – 82	B-	70 – 72	C-	60 – 62	D-		

4. Incomplete Grades

Students who receive an Incomplete for a term grade must complete all make-up work within two weeks of the distribution date for that term's report card.

****MCAS requirements may be altered due to policies as a results of the COVID-19 pandemic****

B. STANDARDIZED TESTING INFORMATION

Every test administered in the Carver School District should be taken seriously by parent/guardian(s), staff, and students. Tests are important for a variety of reasons as measurement of student progress, evaluation of curriculum, and system-wide assessment. Any of the tests listed below could have a considerable impact on a student's future choices

1. ADVANCED PLACEMENT EXAMINATIONS

AP Exams will be given on designated days during May 3-14, 2021.

2. MCAS (MASSACHUSETTS COMPREHENSIVE ASSESSMENT SYSTEM)

As part of the Massachusetts Education Reform Act of 1993, all Carver Middle High School - Grades 9 and 10 students will take this battery of tests in the spring. These tests, administered statewide, are designed to measure student mastery of the material prescribed in the Common Core. These rigorous examinations will provide valuable information about individual student progress and our progress as a school system. Students are required to reach state-determined standards in English, mathematics and science in order to earn their high school diplomas.

3. SAT I and SAT II/ PSAT TEST INFORMATION

Students who intend to further their education should take the PSAT (Preliminary Scholastic Aptitude Test) in October of their junior year. They should take the SAT I (Scholastic Aptitude Test) and SAT II in the spring of their junior year and the fall of their senior year. Generally, SAT II and achievement tests in particular content areas are taken upon completion of the course, but the Guidance Department should be consulted before a final

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decision is made.

Registration for the PSAT is handled through the high school's Guidance Office. The price is \$22.00 (subject to change) and will be collected when the student registers. Registration for the PSAT begins the first week in October. The PSAT test will be administered to all grade 10 and 11 students on Wednesday, October 11, 2017 at Carver Middle High School.

The SAT I and II Exams will be given at Plymouth North High School on the following dates.

<u>Examination Dates</u>	<u>Test</u>	<u>Registration Deadlines</u>
October 2, 2021	SAT I and SAT II	September 3, 2021
November 6, 2021	SAT I and SAT II	October 8, 2021
December 4, 2021	SAT I and SAT II	November 4, 2021
March 12, 2022	SAT I only	February 11, 2022
May 7, 2022	SAT I and SAT II	April 26, 2022
June 4, 2022	SAT I and SAT II	May 25, 2022

Registration for the SAT is handled by the student directly with the Educational Testing Service in Princeton, NJ. Registration bulletins are available from the Guidance Office. The Guidance Department will be happy to assist students and parent/guardian(s) in this process.

VII. Recognition Of Academic Achievement

A. HONOR ROLL

An honor roll for recognition of scholastic achievement is published at the end of each marking period. All courses are included in the calculations.

The levels of honor roll achievement and scholastic requirements for each level:

1. **High Honors:** A grade of 90 or above in all courses.
2. **Honors:** All grades above 80;
3. **Honorable Mention:**

A grade of 80 or above in all courses except one grade which cannot be lower than a 75.

VIII. Homework Guidelines

We consider homework an integral part of the academic curriculum. Homework provides an opportunity for reinforcement and expansion of classroom learning and is essential in teaching students accountability and responsibility. Homework typically consists of, but is not limited to, reading, skill development activities, writing assignments, and other appropriate learning tasks. Homework is monitored by teachers and is factored into student evaluation.

BE RESPECTFUL, BE RESPONSIBLE, BE THE BEST YOU CAN BE

At Carver Middle High School, we encourage all students to "Be Respectful, Be Responsible, Be the Best You Can Be!" We believe we can create environments which increase the likelihood students learn and behave. We have established an environment which is guided by a core curriculum and implemented with consistency and fidelity. A positive behavior management process results in a safer and more effective school environment. A system of clear school-wide expectations are displayed throughout all areas of the building. Students are often recognized for meeting expectations. When students don't meet expectations there are consequence and/or redirection. (See Code of Conduct pages 27 – 44.)

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Auditorium Expectations

- Be Respectful: Remain seated, be attentive, applaud appropriately.
- Be Responsible: Be on time, enter and exit in an orderly fashion, silence electronic devices.
- Be the Best You Can Be: Dress for the occasion, listen actively, learn.

Cafeteria Expectations

- Be Respectful: Make eye contact with staff; say “please” and “thank you,” have appropriate conversations, maintain acceptable noise levels, consider personal space and property.
- Be Responsible: Leave your area clean, push in your chair when leaving, follow school policy re: electronic devices.
- Be the Best You Can Be: Pick up trash that may not be yours, be flexible and inclusive in seating arrangements, alert staff to concerning behaviors, enjoy a healthy well-balanced diet.

Classroom Expectations

- Be Respectful: Follow directions, be attentive/listen, be open to others’ ideas, one person speaks at a time.
- Be Responsible: Arrive on time, be prepared, stay on task, use devices appropriately, complete assignments on time, follow-up when absent, display academic honesty.
- Be the Best You Can Be: Engage in learning, monitor your progress, seek extra help, support classmates/peer tutor.

Computer Lab Expectations

- Be Respectful: Treat equipment with care, quietly stay on task, remain in your space.
- Be Responsible: Follow Acceptable Use/ Technology Policy, only access relevant programs/sites, keep food and drink outside of lab, leave your area clean, push in your chair when leaving.
- Be the Best You Can Be: Report equipment/technology concerns, support classmates, model digital citizenship.

Chromebook Expectations

- Be Respectful: Treat equipment with care. Use Chromebook assigned to your specific account. Follow teacher directions for “Screens up” or “Screens Down.”
- Be Responsible: Follow acceptable use/technology policy. Only access relevant programs/sites. Bring a fully charged Chromebook to school and keep your charger in a safe place. Keep Chromebooks in clean spaces away from locker rooms, bathrooms, food and drink. Keep Chromebook screen clean with dry, soft cloth. Only purchased Chromebook cases may be decorated.
- Be the Best You Can Be: Report equipment/technology concerns to staff. Support classmates. Model digital citizenship.

Hallway Expectations

- Be Respectful: Consider personal space and property, hold doors for others, keep hands to yourself, use appropriate language, close locker quietly.
- Be Responsible: Arrive to class on time, keep your locker clean and organized, pick up litter and dispose/recycle, seek teacher support if you see a problem.
- Be the Best You Can Be: Be a role model, be patient with crowds, assist those in need, avoid conflict.

Library Expectations

- Be Respectful: Use a quiet voice, have appropriate conversation, follow directives, consider personal space and property.
- Be Responsible: Use library resources appropriately, use electronic devices appropriately, keep the library food and drink free, leave your area clean.
- Be the Best You Can Be: Engage in learning, stay on task, be considerate of others.

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School Bus Expectations

- Be Respectful: Politely greet your driver, follow directives, have appropriate conversation, maintain acceptable noise level, consider personal space and property.
- Be Responsible: Wait for driver signal to board bus, enter and exit bus in an orderly fashion, follow school policy re: electronic devices, leave your area clean.
Be the Best You Can Be: Share seat with others, pick up litter that may not be yours, alert bus driver to concerning behaviors, assist substitute bus driver.

STUDENT RIGHTS AND RESPONSIBILITIES

I. Student Rights

- A.** In accordance with Massachusetts General Law – Chapter 76, Section 5, 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, sexual identity or sexual orientation.
- B.** Any student who believes he/she may have been the victim of discrimination will be informed by the Assistant Principal of the school's grievance procedure. Upon request, the Assistant Principal or designee will provide further information regarding Title IX/Chapter 622.
- C.** No student shall be discriminated against because of marriage, pregnancy or parenthood. The school may require a physician's certificate and/or supervision of a pregnant student.
- D.** All rules and regulations necessary to maintain the process of education will be announced to students in either written or oral form prior to their implementation.
- E.** Students have the right to freedom of expression, petition and assembly through speech, symbols and the dissemination of written viewpoints as well as the right to assemble peaceably on school property provided that no disruption or disorder is caused within the school or its programs. Any expression made by the students will not be deemed to be the expression of school policy and school personnel will not be held responsible.
- F.** Every student has the right to become involved in the school community to the extent that he/she may:
 1. Vote in student elections;
 2. Hold student office;
 3. Use school facilities for approved activities which have faculty supervision;
 4. Participate in the development of curriculum, regulations and a school atmosphere conducive to a positive and worthwhile educational experience
- G.** All students have the right to attend school without fear of threats or reprisals. Any student violating this or any other civil right of students will be dealt with by the administration and may be suspended from school for up to 10 days. In addition, the student may be referred to the school committee for expulsion. All students must be afforded Due Process whenever deprived of their education from regular classroom instruction or from other school activities through suspension. The following steps will be taken upon receiving a complaint or information of possible student misconduct:
 1. The administrator in charge will fully investigate the matter;
 2. The student will be told the evidence against him or her and then be given the opportunity to fully explain his/her side of the matter;
 3. If there is evidence that the student has engaged in misconduct, the administrator in charge may suspend the student;
 4. A post-investigative conference shall be held with the student and his/her parent/guardian(s) and the administrator if a dispute exists.

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H. AGE OF MAJORITY: RESPONSIBILITIES

Students who have reached the age of 18 and with parent/guardian(s) guidance and have determined that they will sign their own absence, dismissal, and permission notes, must register this decision to exercise this right in the main office. **All policies in this handbook remain in force applicable to students who have reached the age of majority.**

II. Student Responsibilities

Upon entering Carver Middle High School - Grades 9 - 12, each student must recognize his/her responsibilities as a member of the school community, a community devoted to the educational process and the establishment of a safe, stable, and thriving learning community. These responsibilities include the following:

- A commitment to daily attendance;
- Responsible behavior which protects the rights and safety of every member of the school community and promotes the school's purpose of a meaningful education for all;
- Personal accountability for one's decisions and actions.

A. APPEARANCE

Students are required to dress and groom themselves in such a way as to reflect neatness, cleanliness, decency, and good taste. School is a preparation for life. Each individual is judged not only by what he or she does, but also by his or her appearance. The students' choice of dress reflects their respect for school and most importantly, themselves. All students shall be modestly dressed and groomed so as not to unreasonably distract the attention of others or to cause disruption or interference with the educational program or the orderly operation of the school. Extremes in dress will not be permitted. The principal or designee shall determine whether any particular mode of dress or grooming results in a violation of the spirit and intent of this rule. Parent/guardian(s) and students are expected to honor the dress code appropriateness. Students who repeatedly do not adhere to the dress code will face disciplinary action.

The dress code for students at Carver Middle High School - Grades 9 - 12 is as follows:

1. The primary responsibility for appropriate dress lays with the student and his/her parent/guardian(s). However, in the interest of maintaining the required school climate essential to meaningful teaching and learning, the principal may ban dress that is inappropriate due to health, safety, or disruption of the educational process.
2. Standards of dress for students shall comply with the following guidelines:
 - a) Dress must not be destructive of school property (i.e. footwear that will scratch, discolor, or mar floors)
 - b) Bare midriffs, see-through garments, halter tops, low-cut blouses and tube tops are not to be worn in school. Trousers will be secured at the waist. All garments are to be worn appropriately so as not to reveal undergarments;
 - c) Skirt, shorts, and rompers of length no shorter than 4 inches above the student's knee;
 - d) Clothing that is ripped or altered in strategic and inappropriate areas, or in such a way that the clothing is no longer presentable;
 - e) Clothing or jewelry containing language or pictures which are obscene, offensive, profane, or which promote alcohol or drugs are prohibited;
 - f) Except as appropriate for religious or medical reasons, students are not permitted to wear any type of head covering including caps, hoods, scarves, bandannas, sweatbands, and other such garments at any time in the school. Faculty and staff members may confiscate head coverings to be returned via the main office at a later time;
 - g) Sunglasses are not to be worn inside the school building except when medically necessary.
 - h) Jewelry of any kind will not be worn during physical education class, or athletic

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- programs;
- i) Adornments which may be destructive of school property or have the potential to cause physical harm or mutilation are not allowed in school.

This policy is in effect any time a student is present at Carver Middle High School or a school related event. If a student's dress is deemed inappropriate and the student has no means to change or cover up, he or she should be referred to the office with a phone call ahead to alert the office staff. If a student's clothing is inappropriate to the educational setting, the Principal will request that, **1**. the student change his/her clothing or, **2**. the student return home for a change of clothing.

B. CODE OF CONDUCT

The ultimate goal of school discipline is to instill self-discipline in each student. Maintaining an environment in which quality instruction may occur is the responsibility of everyone in the community. Good discipline is essential to each student's personal development and is necessary to providing an appropriate educational environment in which students may learn.

The Code of Conduct of Carver Middle High School - Grades 9 - 12 is progressive in nature. Repeat offenses of a similar kind will result in progressively more serious consequences. However, students and parent/guardian(s) should be aware that a single incident of possession of a controlled substance or a dangerous weapon or assault at school or at school-related events or other act which seriously disrupts the school environment will usually result in long-term suspensions or expulsions. It should be noted that it is impossible to foresee all infractions, and the administration reserves the right to impose penalties for all acts contrary to proper behavior not expressly stated herein. All rules and regulations in this student handbook are in force at all school-related activities, both on and off school grounds.

****Requirements may be altered due to policies as a results of the COVID-19 pandemic****

A student's failure to accept his/her school-wide responsibilities could result in one or more of the following consequences:

1. TEACHER DETENTION

Teachers will enforce all rules necessary to maintain proper order in their classrooms. Teacher detention will be assigned for minor incidents occurring within the teacher's jurisdiction: inappropriate classroom behavior; unexcused tardiness to class; lack of preparation for class. Teacher detentions take precedence over all after-school activities. It will be served for a period of time after school as designated by the teacher but will not exceed 45 minutes in length. If a student is unable to serve the detention on the original day, the teacher will assign an alternate afternoon session, which must be served as assigned. It is the student's responsibility to know the date they are to service teacher. If a student is unsure when he or she is to serve detention it is his or her obligation to ask. If a student fails to serve an assigned teacher detention, he or she will be assigned two (2) office detentions by the administration.

2. OFFICE DETENTION

Office Detention will be held on Tuesdays, Wednesdays or Thursdays in a specified classroom from 2:10 p.m. to 2:50 p.m. Office detention will be monitored by faculty, guidance counselors, or administrators. Students may be assigned office detention by administration for the following infractions:

- a) Teacher referrals for chronic behavior issues, such as excessive tardiness to class;
- b) Wandering off limits in the school building;
- c) Loitering in restrooms;

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- d) Failure to behave appropriately in large group settings, such as the auditorium, the cafeteria or the library;
- e) Any other behavior as deemed inappropriate by administration.

Failure to report to office detention will result in an Extended School Session or Suspension.

3. EXTENDED SCHOOL

Extended School will be held on Thursday afternoons from 2:10 P.M. to 5 P.M. and/or on Saturday mornings from 8:30 A.M. to 11:30 A.M. Supervision will be provided by one or two faculty/staff members. Students will be given the opportunity to gather assignments from classroom teachers prior to the date of the Extended School. As an alternative, students may be given an opportunity to contribute to the welfare of the school community for a portion or for the entirety of the extended session. The administration will make that decision based on individual circumstances and the availability of meaningful school service.

Students need only be given 24 hour notice prior to the assignment of an Extended School. These sessions will not be rescheduled to accommodate a student, unless there is an extenuating circumstance deemed valid by the administration. If a student is absent /excused from school that day, the Extended School will automatically be rescheduled for the following week. Students who choose to be suspended rather than attend Extended School will be suspended in-school for one day and out of school for one day. Out-of-school suspensions will be counted as unexcused absences and may affect a student's credit standing (see Attendance Policy, page 45.) Students will not be entitled to make up work affected by this suspension. A parent/guardian reinstatement conference will be held with the Assistant Principal.

4. SOCIAL PROBATION

Social Probation is exclusion from participation in any or all extra-curricular activities and school functions; including, dances, school assemblies, athletic events and field trips for a time period to be determined by the building administrator.

5. SERVICE TO THE SCHOOL

The administration may, at their discretion, reduce or eliminate a disciplinary action based on an agreement with a student to perform a service activity. The needs eliminate a disciplinary action based on an agreement with a student to perform a service of the school and the appropriateness of the conditions for participation and supervision will determine the nature of the activity. However it is the student's responsibility to initiate that act of service.

6. IN-SCHOOL SUSPENSION

If deemed appropriate by the administration, students may be required to attend in-school suspension during the school day. The procedures to be followed in connection with an in-school suspension are set forth on page 35.

7. OUT-OF-SCHOOL SUSPENSION

If deemed appropriate by the administration, and the due process described on pg. 34 - 35 has been followed, students may be suspended from school for up to 10 days. The Principal will conduct a formal hearing prior to suspending a student for more than 10 days.

Suspended students have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. Any student who is removed from school for a disciplinary offense for more than ten consecutive days will have an opportunity to receive educational services and make academic progress during the period of removal under a school-wide education service plan, and will be so informed at the time of suspension or

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expulsion.

Any student who is suspended from school for a 4th time in one school year will have a parent/guardian meeting with the Principal to discuss consequences of further offenses, review behavioral intervention strategies, and use of appropriate school and community resources. All students suspended out of school shall not attend or participate in any school-related activities until the student is reinstated back in school. Violation of this policy may result in further disciplinary consequences.

All out-of-school suspensions will be considered as unexcused absences from school. In the event of a long-term suspension of consecutive days, the maximum number of unexcused absences will be three for that one incident. Any additional days for that same incident will be considered excused absences from school.

8. EXPULSION

Section 37H of Ch. 71 of the Gen. Laws give principals authority to expel any student who is found on school premises or at school-sponsored events in possession of a dangerous weapon or a controlled substance, or any student who assaults school personnel on school premises or at school-sponsored events. Students are also subject to expulsion or long term suspension by the Principal when charged or convicted of a felony based on standards and procedures set forth in M.G.L. c. 71, § 37H1/2. See pages 31 & 32 for the procedures to be followed in connection with suspension or expulsion for the offenses covered by these statutes. Expulsion is discretionary within province of the principal. The principal may use suspension rather than expulsion.

III. DISCIPLINE OF STUDENTS WITH DISABILITIES

A. DISCIPLINE OF SPECIAL EDUCATION STUDENTS

The Individuals with Disabilities Education Act at 20 U.S.C., §1400, et. seq. and related regulations and 34 C.F.R., §300 et.seq., (“IDEA”) provide eligible students (“students”) with certain procedural rights and protections in the context of student discipline, as set forth below. These rights are in addition to the due process rights applicable to all students as described above.

1. SHORT TERM REMOVALS

Students who violate school rules are subject to removal from their current placement for up to ten (10) consecutive school days to the extent that such a removal would be applied to students without disabilities, without a prior determination of whether the conduct is a manifestation of the student’s disability. Students may be removed for additional periods of up to ten (10) consecutive school days in the same school year for separate incidents of misconduct without a manifestation determination, so long as the removal does not constitute a “change of placement” as described below. However, during such additional removals the district must provide the student with services to the extent necessary for progress in the general curriculum and the student’s IEP goals, as determined by the Principal in consultation with at least one teacher. In addition, if appropriate, the district must conduct a functional behavioral assessment and develop or revise an existing behavioral plan for the student.

2. CHANGE OF PLACEMENT

A suspension of longer than 10 consecutive days or a series of shorter term suspensions that constitute a pattern are considered to represent a “change in placement.” Prior to a

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suspension that constitutes a change in placement, the student's Team, including the student's parents, must convene to determine whether the behavior is a manifestation of the student's disability. In making this determination, the Team must review all relevant information in the student's file, including the IEP, teacher observations, and any relevant information provided by the parents, to determine if the conduct was caused by, or had a direct and substantial relationship to the student's disability, or was the direct result of any failure by the school to implement the IEP.

3. RESULTS OF THE MANIFESTATION DETERMINATION

If the Team determines that the behavior is not a manifestation of the disability, then the school may suspend or expel the student consistent with the policies applied to students without disabilities, except that the district must still provide an appropriate educational program to the student, as determined by the Team, which program may be in a different setting. If the Team determines that the behavior is a manifestation of a disability, the Team must conduct a functional behavioral assessment and develop a behavioral intervention plan or where a behavioral intervention plan was previously developed, must review the plan and, if necessary, modify it to address the behavior. Except in circumstances involving drugs, weapons, or serious bodily injury as described below, the student will be returned to the placement from which the student was removed unless the placement is changed by agreement or through the Team process.

EXCEPTION FOR DRUGS, WEAPONS AND SERIOUS INJURY

Regardless of the Team's decisions regarding the manifestation determination, school personnel may order a change in the placement of a student to an interim alternative educational setting, such setting to be determined by the Team, for not more than forty-five (45) school days if the student (1) carries a weapon to school or to a school function; (2) knowingly possesses, uses illegal drugs, or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function; or has inflicted serious bodily injury upon another person at school, on school premises, or at a school function. Additionally, a Massachusetts Department of Education Hearing Officer, under certain circumstances, may order a change in the placement of a student with a disability to an interim alternative education setting for up to forty-five (45) days if the hearing officer determines that maintaining the current placement is substantially likely to result in injury to the child or others.

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

Additional information regarding the procedural protections for special education students eligible for services under laws providing for services for students with disabilities can be obtained from Scott Knieff who can be reached at 508-866-6150.

B. DISCIPLINE OF STUDENTS WHOSE ELIGIBILITY FOR SPECIAL EDUCATION IS SUSPECTED

The IDEA protections summarized above also apply to a child who has not yet been found eligible for services under the statute if the district is "deemed to have knowledge" that the child was eligible for such services before the conduct that precipitated the disciplinary action occurred. The IDEA provides that a school district is "deemed to have knowledge" if: (1) the child's parent had expressed concern in writing to district supervisory or administrative personnel or the child's teacher that the child needs special education and related services; (2) the child's parent had requested an evaluation of the child to determine eligibility for special education services; or (3) the teacher of the child or other school district personnel had expressed specific concerns about a pattern of behavior by the child directly to the district's director of special education or to other supervisory personnel. However, a school district is not "deemed to have knowledge" if the district evaluated the student and determined that the child was not eligible for special education services or the child's parent refused an evaluation of the child or IDEA services.

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If the school district has no knowledge that a student is an eligible student under the IDEA before taking disciplinary measures against the student, the student may be disciplined just as any other student may be. If, however, a request is made for an evaluation to determine eligibility while the student is subject to disciplinary measures, the district must conduct the evaluation in an expedited manner. Pending the results of the evaluation, the student must remain in the educational placement determined by school authorities, which may include suspension or expulsion without services. If the student is determined eligible for an IEP as a result of the evaluation, the school district must provide the student with special education and related services in accordance with the IDEA.

C. DISCIPLINE OF STUDENTS WITH DISABILITIES UNDER SECTION 504 OF THE REHABILITATION ACT

Section 504 of the Rehabilitation Act of 1973 (“Section 504”) provides students with disabilities certain procedural rights and protections in the context of student discipline. Prior to imposing a “significant change in placement” for disciplinary reasons, the district must determine whether the conduct is a manifestation of the student’s disability. A significant change of placement results not only from an exclusion for more than 10 consecutive school days, but also from a pattern of shorter suspensions accumulating to 10 schools days during a school year. Whether a pattern exists must be decided on a case-by case basis, considering such factors as the length of each suspension, the nature of the alleged conduct, the proximity of the suspensions to one another, and the total amount of time the student is excluded from school.

Prior to any significant change in placement for disciplinary reasons, a group of individuals knowledgeable of the student, the evaluation data, and the school program must determine whether the conduct at issue is related to the student’s disability. If the conduct is directly related to the disability, the district will not impose the discipline and will develop an individual behavior management plan if the behavior significantly interferes with the student’s ability to benefit from his education. If the conduct is not directly related to the student’s disability, the district may discipline the student as it does general education students.

D. STATUTORY OFFENSES: DUE PROCESS AND PROVISIONS OF LAW

When considering the exclusion of a student from school for possession of a dangerous weapon, possession of a controlled substance (such as marijuana, cocaine, or prescription drugs not authorized by the school nurse), or assault on teachers, an administrator may place a student on short term suspension (ten days or less) based upon an informal hearing, to be followed by a formal hearing before the Principal within that period of suspension to determine whether to take additional disciplinary action, up to and including expulsion from school.

1. The informal hearing will be in the form of a conference between the student and the principal or designee. At this conference, the student (1) shall be informed of the reason for the conference, (2) shall be given the opportunity to present his or her side of the story, and (3) shall be given a decision on the suspension. If the administrator deems delay of the hearing necessary to avoid danger or substantial disruption, this process may occur immediately after, rather than before, the suspension.
2. Prior to putting a suspension into effect, the principal or designee shall make a reasonable effort to telephone and inform the student’s parent or guardian of the impending suspension; this shall include attempts to contact the parents or guardian at home and at work. Parents may contact the school for additional information regarding the suspension.
3. A letter will be mailed to the parent/guardian of the suspended student stating:
 - a) The reason for the suspension
 - b) A statement of the effective date and duration of the suspension
 - c) A statement regarding whether or not the Principal will schedule a formal hearing to consider further discipline, up to and including expulsion from school in accordance

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with M.G.L. c. 71, §37H

When considering a suspension/expulsion of a student charged with/convicted of felony, the Principal will use the standards and procedures set forth in M.G.L. c.71, §37H1/2. In addition, prior to initiating such procedures, the Principal may meet informally with the student and/or his parents to review the charge and the applicable standards if the Principal deems appropriate.

REGARDING EXPULSION:
Massachusetts General Law, c 71, 5. 37H

By state law, the following procedure is followed in certain cases of serious student misconduct as specified below:

- I.** Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or knife, or a controlled substance as defined in Chapter 94 C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or the school district by the principal.
- II.** Any student, who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff member on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- III.** Any student who is charged with a violation of either paragraph "A" or "B" shall be notified in writing of 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, in his/her discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph "A" or "B".
- IV.** Any student who has been expelled from the school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his/her 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.
- V.** Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion under Section 21 of Chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to the school or provide educational services to the student in an educational service plan, under Section 21 of Chapter 76.

FELONY COMPLAINT OR CONVICTION OF STUDENT;
SUSPENSION; EXPULSION, RIGHT TO APPEAL
Massachusetts General Laws, C.71 and 37H 1/2

- I.** 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

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headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The students shall also receive written notification of his/her right to appeal and the process for appealing such suspension; provided that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his/her request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent/ guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his/her behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such a decision shall be the final decision of the regional school district with regard to the suspension.

- II.** Upon a student being convicted of a felony or upon an adjudication of 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 if such principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking place. The student shall also receive written notification of his/her right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to an appeal hearing conducted by the superintendent.

If the student has been expelled by the principal or headmaster, the student has the right to appeal this expulsion. The student shall notify the superintendent, in writing, of his/her request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent/ guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his/her behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the year. Such decision shall be the final decision of the regional school district with regard to the expulsion. Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion under section 21 of chapter 76. If the student moves to another district during the period of the suspension or expulsion, the new district of residence shall either admit the student to the school or provide educational services to the student in an education service plan, under section 21 of chapter 76.

DUE PROCESS: PROCEDURES THAT APPLY TO DISCIPLINE FOR CONDUCT NOT GOVERNED BY M.G.L. C. 71, §37H AND 37H ½

I. IN-SCHOOL SUSPENSION FOR LESS THAN 10 CUMULATIVE DAYS DURING A SCHOOL YEAR

An in-school suspension is a removal of a student from regular classroom activities, but not from the school premises. The procedure for an in-school suspension of no more than (10) school days (consecutive or cumulatively for multiple infractions during the school year) will be as follows:

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- A.** The administrator will inform the student of the disciplinary offense charged, the basis for the charge, and provide the student an opportunity to respond. If the administrator determines that the student committed the disciplinary offense, the administrator will inform the student of the length of the student's in-school suspension, which may not exceed 10 days, cumulatively or consecutively, in a school year.
- B.** On the same day as the in-school suspension decision, the administrator will make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The administrator will also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting will be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the administrator is unable to reach the parent after making and documenting at least (2) attempts to do so, such attempts will constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.
- C.** The administrator will send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent to a meeting with the principal for the purpose set forth above, if such meeting has not already occurred. The administrator will deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or by other method of delivery agreed to by the administrator and the parent.

An in-school suspension of more than 10 cumulative days in a school year will be subject to the procedures for long-term suspension found at page 34.

II. PROCEDURES FOR SHORT-TERM, OUT-OF-SCHOOL SUSPENSIONS (10 cumulative days or less in a school year)

Except in the case of an Emergency Removal as provided on page 35, prior to imposing a short-term out-of-school suspension (10 days or less in a school year) for conduct not covered by M.G.L. c. 71, §37H AND 37H ½, an administrator will provide the student and his/her parent oral and written notice and an opportunity to participate in an informal hearing.

A. NOTICE:

Written notice to the parent may be made by hand delivery, first-class mail, certified mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the school and parent. The written notice to the student and the parent will be in English and in the primary language of the home if other than English, or other means of communication where appropriate and will include the following:

1. the disciplinary offense;
2. the basis for the charge;
3. the potential consequences, including the potential length of the student's suspension;
4. the opportunity for the student to have a hearing with the administrator concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing;
5. the date, time, and location of the hearing;
6. the right of the student and the student's parent to interpreter services at the hearing if needed to participate;

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B. EFFORTS TO INVOLVE PARENT:

The administrator will make reasonable efforts to notify the parent of the opportunity to attend the hearing. To conduct a hearing without the parent present, the administrator must be able to document reasonable efforts to include the parent. The administrator is presumed to have made reasonable efforts if the administrator has sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.

C. FORMAT OF HEARING:

The administrator will discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also will have an opportunity to present information, including mitigating facts, that the administrator should consider in determining whether other remedies and consequences may be appropriate. The administrator will provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the administrator should consider in determining consequences for the student.

D. DECISION:

The administrator will provide written notice to the student and parent of his/her determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal. The notice of determination may be in the form of an update to the original written notice of hearing.

III. PROCEDURES FOR LONG - TERM SUSPENSION

A. Except in the case of an Emergency Removal provided on page 35, prior to imposing a long-term suspension (more than 10 days of suspension, whether in-school or out-of-school, whether consecutive or cumulative for multiple offenses during a school year), an administrator will follow the procedures for short-term suspension plus additional procedures as follows:

1. NOTICE

The notice will include all of the components for a short-terms suspension in Section C above, plus the following:

- a) In advance of the hearing, the opportunity to review the student's record and the documents upon which the administrator may rely in making a determination to suspend the student or not;
- b) the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense;
- c) the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so;
- d) the right to cross-examine witnesses presented by the school district;
- e) the right to request that the hearing be recorded by the administrator, and a copy of the audio recording provided to the student or parent upon request; and
- f) the right to appeal administrator's decision to impose long-term suspension to the superintendent.

2. FORMAT OF HEARING

The Hearing will afford the rights set forth in the notice above. The administrator will also provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the administrator should consider in determining consequences for the student.

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3. DECISION:

Based on the evidence, the administrator will determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to long-term suspension, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The administrator will send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the school and the parent. If the administrator decides to suspend the student on a long-term basis, the written determination will:

- a) Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
- b) Set out the key facts and conclusions reached;
- c) Identify the length and effective date of the suspension, as well as a date of return to school;
- d) Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school (if more than 10 cumulative days);
- e) Inform the student of the right to appeal the administrator's decision to the superintendent or designee. Notice of the right of appeal will be in English and the primary language of the home if other than English, or other means of communication where appropriate, and will include the following information stated in plain language:
 - f) the process for appealing the decision, including that the student or parent must file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that
 - g) the long-term suspension will remain in effect unless and until the superintendent decides to reverse the administrator's determination on appeal.
 - h) No long-term suspension will extend beyond the end of the school year in which such suspension is imposed.

B. EXCEPTION FOR EMERGENCY REMOVAL

Notwithstanding the provisions for short or long-term suspension set forth above, a student who is charged with a disciplinary offense may be removed temporarily from school if the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the administrator's judgment, there is no alternative available to alleviate the danger or disruption.

The administrator will immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger [or disruption] by the student.

The temporary removal will not exceed two (2) school days following the day of the emergency removal, during which time the administrator will provide the following, as applicable to the length of suspension:

- Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, and other applicable matters;
- Provide written notice to the student and parent as provided in Section C or D above, as applicable;

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- Provide the student an opportunity for a hearing with the administrator, as applicable, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the administrator, student, and parent.
- Render a decision orally on the same day as the hearing, and in writing no later than the following school day.

An administrator may not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.

IV. APPEAL TO THE SUPERINTENDENT

If a decision by an administrator, following the parent meeting, results in suspension of a student for more than 10 cumulative school days for the school year, the student may appeal the decision to the superintendent. In order to do so the student or parent must file a notice of appeal with the superintendent within five (5) calendar days with a seven (7) day postponement option. The superintendent must hold the hearing within three (3) school days of the student's request, unless the student or parent requests an extension of up to seven (7) additional calendar days. If the appeal is not filed within this time frame, the superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The following apply:

- A. The superintendent will make a good faith effort to include the parent in the hearing. The superintendent will be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and superintendent to participate. The superintendent will send written notice to the parent of the date, time, and location of the hearing.
- B. The superintendent will conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence will be. The superintendent will arrange for an audio recording of the hearing, a copy of which will be provided to the student or parent upon request. The superintendent will inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request.
- C. The student will have all the rights afforded the student at the administrator's hearing for long-term suspension as described in Section D above.
- D. The superintendent will issue a written decision within five (5) calendar days of the hearing which meets the requirements for a long-term suspension as described in Section D above. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the administrator, but will not impose a suspension greater than that imposed by the administrator's decision.

The decision of the superintendent constitutes the final decision of the school district.

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CODE OF CONDUCT:
ALPHABETICAL ANNOTATED LIST OF BEHAVIORS

ALCOHOL

The use, possession, or distribution of alcoholic beverages is a serious offense and will result in suspension from school for a minimum of five days. This applies to all school-related activities. The administration will schedule a meeting with the student's parent/guardian(s) prior to his/her return to school. Further incidents may result in a long term suspension or expulsion. In instances of behavior suggesting a student is under the influence of alcohol, the student shall be escorted to the nurse's office and administrative action will be taken.

At the time of the suspension, students and their parents/guardians will be given information regarding community treatment, and/or assessment and evaluation programs. If a student chooses to participate in any of the treatment options at their own cost, the principal may choose to lessen the duration of the suspension.

ARSON

The possession or use of matches or lighters in school is prohibited and may lead to suspension. The setting of a fire in school or at school related events may lead to expulsion.

ASSAULT

Assault as used in our Discipline Code includes not only harmful or offensive touching of another person, but also the immediate threat of such touching. A student will be suspended for up to 10 days for such an offense. Depending on the severity and nature of the offense, the student may also be referred to the principal for a long-term suspension or expulsion for assaults on educational personnel and to the Carver Police Department for possible legal action. The student's parent/guardians should meet with administration prior to the student's re-entry to school.

BUS REGULATIONS/ FAILURE TO COMPLY WITH

The Carver School Committee reserves the right, under law, to determine bus service to areas in the Town of Carver. The ride to and from school is an extension of the school itself. Improper conduct aboard the bus, or at a bus stop, will be treated as a school offense subject to disciplinary action at the discretion of the Principal or Assistant Principal. Continued or severe offenses are to be accepted as cause for a hearing before either the Superintendent or the School Committee.

CELL PHONE USE

Students are allowed to use cell phones during breakfast and during lunch inside the cafeteria. Cell phones are permitted in the hallways during passing periods. Teachers may choose to incorporate the use of personal technology, including cell phones, into lessons. Any other classroom use is prohibited. Unauthorized use of cell phones will be met with consequences as described in the Code of Conduct.

CHEATING

Any student who is determined to have cheated (by either giving or receiving work) will not get credit for that academic exercise. Plagiarism is a form of cheating. All instances of cheating will be reported to the administration. The teacher, in all instances of cheating, will notify the parent/guardian(s) of the students involved. The second incident in the same academic year will result in a disciplinary consequence as defined in the code of conduct.

CUTTING CLASS/DIRECTED STUDY

Students who cut a class will receive a zero and will not be allowed to make up class work. A FIRST CLASS OR DIRECTED STUDY CUT WILL RESULT IN THE ASSIGNMENT OF AN EXTENDED SCHOOL. THE OFFICE WILL DETERMINE APPROPRIATE CONSEQUENCES (MINIMUM OF EXTENDED SCHOOL FOR ADDITIONAL CLASS CUTS.) A class cut counts as an unexcused absence and, based on number of days absent from class, may affect a student's credit standing.

DAMAGE, DEFACING, DESTRUCTION, AND/OR THEFT OF SCHOOL PROPERTY

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Any student who willfully damages, defaces, destroys, or steals school property will be suspended for up to 10 days, will be required to make restitution, and may be assigned community service.

DANGEROUS OBJECTS, USE OF AND/OR POSSESSION OF

No gun, type of weapon or parts of any type of weapon of any kind is allowed at school or on a school bus. Teachers or bus drivers shall take any weapon found in a child's possession. Such items will never be returned to the child. Suspension or expulsion from school may result from violation of this rule. Police may also be notified. A dangerous weapon includes but is not limited to a gun or a knife. The term "dangerous weapon" depends on the circumstances: if used in an assault on another person, a baseball bat, a pair of scissors, a pencil, or a shod foot, could be considered a dangerous weapon. The principal will review the circumstances of each case and make the determination. In cases involving dangerous weapons, a weapons report must be filed with the local Chief of Police, D.S.S. and the Director of Special Education. In addition, arrangements will be made for a psychological assessment, counseling services and a follow-up psychological assessment. (See also M.G.L. c.71 §37H regarding weapons.)

DEFIANCE

Students will immediately comply with staff directives. Students who are defiant in their dealings with members of the faculty/staff will be subject to disciplinary actions including suspension of up to 10 days for the first offense. Subsequent offenses may result in more severe consequences.

DISRUPTION OF THE LEARNING PROCESS

It is the understanding of all involved in this process of remediating inappropriate behavior that it is sometimes necessary to remove a disruptive student from the learning process immediately. A disruption of this sort is considered to be a serious violation of the Code of Conduct and will be dealt with accordingly by the teacher and administration.

DRUGS AND OTHER SUBSTANCES - ZERO TOLERANCE

Use, possession, and/or distribution of alcohol, drugs or any other substances, including nonprescription drugs, look-a-like drugs, inhalants (non-medical) drug paraphernalia, and or non-alcoholic beer or wine will result in social probation, suspension of up to 10 days and possible long-term suspension or expulsion. See also Provisions of MA General Laws c. 71, S37H on page 34, which provides for expulsion by the principal for possession of a controlled substance as defined by MA General Laws, Chapter 94C, including but not limited to marijuana, cocaine, and heroin. This applies to all school-related activities. The Administration will schedule a meeting with the student's parent/guardian(s) prior to his/her return to school. In instances of behavior suggesting that a student is under the influence of any of the above named substances, the student will be escorted to the nurse's office and administrative action will be taken.

School administrators who have reasonable suspicion that a student is under the influence of any of the above named substances have the right to suspend that student under MA General Law, 94C. A student who at the time of the due process hearing claims he or she is not under the influence will have the opportunity to take an immediate drug test on school premises by a trained school official. If the student is unwilling to participate in the drug test, the suspension will stand.

At the time of the suspension, students and their guardians will be given information regarding community treatment, and/or assessment/evaluation programs. If students choose to participate in any of the treatment options at their own cost, the principal may choose to lessen the duration of the suspension.

ELECTRONIC EQUIPMENT, USE OF

The use of electronic devices such as smart watches, headphones, cameras, etc. is restricted (for cell phone information, see "Cell Phone Use" on pg. 31). These devices can disrupt the educational process. The use or display of these devices is restricted during the school day. Staff members may confiscate devices used inappropriately. Devices may be returned to students at the end of a school day or only to a parent or guardian directly. Students must obtain faculty approval to photograph (for yearbook, art etc.) Students are reminded that it is illegal to make an audio recording of any individual without his or her knowledge and permission.

FALSE ALARMS

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MA General Laws, c. 268, s. 32 state's: "Interference or tampering with police or fire signal systems; i.e., false alarms. Whoever opens a signal box connected with a police signal system for the purpose of giving or causing to be given a false alarm or interferes in any way with such box by breaking, cutting, injuring or defacing the same; or, without authority opens, tampers, or meddles with such box, or with any part or parts thereof, or with the police signal wires, or with anything connected therewith, or, with such purpose, wantonly and without cause tampers or meddles with a signal box connected with a fire signal system; or with any part or thing connected therewith, shall be punished by a fine of not less than \$100.00 nor more than \$500.00 or by imprisonment for not more than two years or both."

Any student who is responsible for causing a false fire alarm, or who is found tampering with fire equipment, will be suspended from school, and will be referred to the Superintendent with a recommendation for Expulsion for one semester. Any student aiding unauthorized entry or causing the security of the building to be jeopardized will be subject to administrative discipline including an out-of-school suspension.

FOOD AND DRINK, STUDENTS

Food, coffee, carbonated beverages, and energy drinks, (i.e., *Red Bull, Monster, Amp*, etc.) are not allowed in classrooms or hallways at Carver Middle High School. Hallways and classrooms are to be food and drink free, except for water, during the school day, unless part of a classroom activity. Students who violate the food and drink policy will be subject to disciplinary action.

FORGERY

Students who forge a dismissal or absence note or an academic report with a parent/guardian(s) signature will be assigned Extended School or suspension.

GAMBLING

Gambling of any kind is prohibited.

LEAVING SCHOOL

Students who leave the school property without permission during regular school hours will be suspended in school or out of school.

PASSES FOR LEAVING CLASS

****Requirements may be altered due to policies as a results of the COVID-19 pandemic****

To ensure the safety and security of students, students will be required to use passes whenever they are outside of the classroom. All students must have written authorization (properly filled out and signed pass) from a teacher or other school official to enter a classroom late from another class, nurse's office, guidance, etc... In order to leave the classroom within a class period to go to the lavatory, a locker, or the drinking fountain, the student must sign out of that classroom, have a valid room pass, and sign back into that classroom upon their return.

PHYSICAL VIOLENCE & ASSAULT

Students have the right to attend school without the fear of physical harm, threats, physical or verbal abuse.

- Students will not fight, push, trip, or hit another student or staff member.
- Students will not play-fight or play-scuffle with another student or staff member.
- Students will not threaten to harm another student or staff member.
- Students will not instruct other students to threaten or hurt another student or staff member.

Students who engage in this behavior are subject to disciplinary action, based on the severity of the incident.

Assault as used in our Discipline Code includes not only harmful or offensive touching of another person, but also the immediate threat of such touching. A student will be suspended for up to 10 days for such an offense. Depending on the severity and nature of the offense, the student may also be referred to the principal for long-term suspension or expulsion for assaults on educational personnel and to the Carver Police Department for possible legal action. The student's parent/ guardians should meet with administration prior to the student's re-entry to school.

PROFANITY/VERBAL ABUSE

The use of profane or obscene language (oral or written) or language that includes racial, sexual, or ethnic slurs (verbal abuse) is prohibited within the school building, on school grounds, and during school-related activities. These

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behaviors will be subject to disciplinary action of detention/suspension or up to 10 days on the first offense.

PROVOKING VIOLENCE AND FIGHTING

Students who initiate, provoke or record fights in school or anywhere within the school boundaries jeopardize the safety of students in the vicinity. Any student participating in a disruptive, antagonistic, vulgar or otherwise inappropriate verbal conflict is instigating physical conflict and will be suspended out of school for a minimum of one day. Students involved in initiating or provoking violence will be suspended for up to 10 days and may be subject to long-term suspension depending on the seriousness and scope of the incident. A conference with parent/guardian(s), student, and administration will be scheduled prior to re-admittance to school.

Related to Potential Violence and Fighting: Policy on Physical Restraint

Carver Public Schools complies with the MA Department of Education (DOE) restraint regulations, 603 CMR 46.00 et seq. ("Regulations"), to the extent required by law. According to terms, the regulations apply not only to school but also at school-sponsored events and activities, whether or not on school property. A brief overview of the regulations is provided below.

School staff may use physical restraint only when non-physical interventions would be ineffective and the student's behavior poses a threat of imminent, serious harm to self and/or others. In the event that a physical restraint is necessary, parents will be notified in compliance with the law.

Physical restraint may not be used as a means of punishment or as a response to property destruction, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious physical harm. Seclusion is prohibited. The regulations do not prevent a teacher, employee, or agent of the district from using reasonable force to protect students, other persons, or themselves, from assault or imminent serious harm, or from restraining students as otherwise provided in the regulations.

In Carver Public Schools, we seek to use strategies; such as, redirection, escorts to quiet areas, talking to students and other such methods. Physical restraint is only used in accordance with the regulations. A copy of the regulations can be obtained at <http://www.doe.mass.edu/lawsregs/603cmr46.html>.

PUBLIC DISPLAYS OF AFFECTION

Public displays of affection are inappropriate at school. If necessary, parent/guardian(s) will be notified of behavior and disciplinary action may be taken.

REST ROOM USE, ABUSE OF

All students are entitled to clean, safe, private and smoke-free rest rooms. Students who loiter in rest rooms and/or deprive other students of easy access to the facilities will face consequences which may include but not be limited to office detention and/or Extended School.

SEARCH AND SEIZURE

Students and their personal effects are subject to reasonable search and seizure when school staff has a reasonable, individualized suspicion that the search will produce evidence of a violation of school rules or of the law. In addition, in the event of a health and safety emergency, students and their personal effects are subject to search and seizure on a random and/or systematic basis. Lockers and desks assigned to students remain the property of the school and are therefore subject to inspection by the school administration at any time.

SMOKING/USE OF TOBACCO OR NICOTINE PRODUCTS

The use of any tobacco or nicotine product is prohibited by law within the school building, school facility, on school grounds, or on a school bus. Also, the use of electronic cigarettes or vaping is prohibited. The MA Education Reform Bill, Section 37H or Section 35, requires that all schools and grounds be tobacco/nicotine free at all times and for all school functions and activities. In accordance with MA General Laws and the Carver Board of Health regulations,

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students who break this law will face the following consequences:

- First Violation - One day out-of-school suspension;
- Second Violation - Two day out-of-school suspension
- Third Violation - Three-day suspension

In addition, tobacco products found in a student's possession will be confiscated. Parent/guardian(s) will be notified of all violations.

STEALING

Theft of personal property from staff, students, and/or visitors will result in up to five days suspension, and at the discretion of the principal, further disciplinary action up to and including long-term suspensions. The school assumes no financial responsibility for stolen or lost articles. The school is under no obligation to investigate the theft of cell phones and electronic devices.

TECHNOLOGY

CARVER PUBLIC SCHOOLS ACCEPTABLE USE POLICY – The policy will be distributed each year to all Carver Middle High School - Grades 9 - 12 students. Student and parent/guardian(s) must sign and return an acknowledgment of this policy in order for students to gain access to technology provided by the school system. The Acceptable Use Policy in its entirety is located on page 43.

THREATS

Threats made to specific individuals, groups, or to the safety of the entire school, whether they be verbal, written, or through electronic means (such as the telephone or computer) will be subject to disciplinary action, up to and including long-term suspension.

UNAUTHORIZED ENTRY TO LOCKER ROOM

External doors of the locker room will be locked after homeroom and will remain locked during the school day. Only students in comprehensive health class will be allowed access to the locker rooms through locker room doors in the gymnasium. Any unauthorized entry to the locker room is in itself a violation and subject to consequences according to the Code of Conduct.

SCHOOL-WIDE ACTIVITIES

****Requirements may be altered due to policies as a results of the COVID-19 pandemic****

I. STUDENT ORGANIZATIONS

BALLROOM DANCE	LITERARY MAGAZINE
BAND (PEP, JAZZ)	MATH CLUB
BEST BUDDIES	MOCK TRIAL
CAPTAINS COUNCIL	NATIONAL HONOR SOCIETY
CHORUS (CHOIR)	NEWSPAPER
CULINARY TEAM	PEER HELPERS
DRAMA	PEER MEDIATORS
ENVIRONMENTAL CLUB	ROBOTICS
FOREIGN STUDENT EXCHANGE	STUDENT COUNCIL
FRENCH & SPANISH NATIONAL HONOR SOCIETY	STUDENT GOVERNMENT
GENDERS & SEXUALITIES ALLIANCE	UNIFIED SPORTS
INTERNATIONAL TRAVEL	YEARBOOK
INTERSCHOLASTIC ATHLETICS	

A. NATIONAL HONOR SOCIETY

The purpose of the Carver Chapter of the National Honor Society is to create enthusiasm for scholarship, to stimulate a desire to render service to school and community, to promote leadership,

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and to encourage the development of character in the students of Carver Middle High School - Grades 9 - 12. Membership is based on scholarship, leadership, service and character.

- 1. SCHOLARSHIP:** To meet the academic requirement, juniors and seniors must have a cumulative grade point average (GPA) of 90%, or 3.7 (on a 4.0 scale). This academic requirement reflects a conversion to the weighted ranking scale system.
- 2. LEADERSHIP:** To have exhibited leadership, a student must have demonstrated that he/she has been elected to some position of authority in a club, organization and/or activity; or that the student has taken the initiative to lead others, to direct an activity or program, to innovate some idea or concept either in school or within the community since the start of freshman year.
- 3. SERVICE:** To have fulfilled the service requirement, a student should have participated in some activity or organization (on a strictly volunteer basis,) which promotes the idea of improving the quality of life for others on three separate occasions, involving a minimum time commitment totaling 20 hours, since the start of freshman year.
- 4. CHARACTER:** To fulfill this requirement, a candidate must demonstrate on a consistent basis maturity, sensitivity, high ethical/moral values, good sportsmanship (if appropriate,) and above all, honesty in all situations. Each candidate should be a role model for other students in his/her daily conduct and attitude.

Any violation or infraction of the above requirements automatically places the student on probation from the National Honor Society pending a hearing with the administration to re-evaluate membership standing.

B. STUDENT ADVISORY COMMITTEE

As required by MA General Laws, the Carver School Committee will meet at least once every other month while school is in session with the Student Advisory Committee. The Student Advisory Committee consists of five students who are elected from the junior/senior class to represent the students' concerns at the School Committee Meetings. Students usually work in collaboration with the student council and the principal about issues and concerns of the student body. Student representatives are expected to attend each school committee meeting and voice their concerns as appropriate.

C. STUDENT COUNCIL AND STUDENT GOVERNMENT

The Student Council consists of an executive board (President, Vice President, Secretary, Treasurer), the four class officers of each class, and 9 – 10 representatives from each class. The purpose of this organization is to encourage and coordinate school-wide and class activities, provide community service and promote good school citizenship. Members are elected on a yearly basis.

Carver Middle High School Code of Conduct Guidelines for all Extracurricular Activities

ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

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Our goal is that all students who participate in extracurricular activities at Carver Middle High School pass all courses each term. To be eligible, a student must maintain a 70% (C-) average, without failing more than one course, in the previous term.

Eligibility for activities is determined solely by the report card issued prior to the joining period. For fall activities, the final grades from the preceding school year determine eligibility. For winter activities, the first quarter report determines eligibility. For spring activities, the second quarter report determines eligibility.

When report cards are issued during a season, students who fail to meet eligibility requirements become ineligible to participate on the date report cards are issued.

RULES OF PARTICIPATION

Students must remember that participation in Carver Middle High School Extracurricular Activities is a privilege that can be revoked at any time.

ABSENCES: If a student is absent from school on a day of an event, he/she will not be allowed to participate in the event that day, unless excused by the Principal. If a student is absent on a Friday, he/she must obtain permission from the Principal in order to participate during the weekend. A student tardy or dismissed for more than half the day is considered absent and may not participate that day. These activities include dances and being a spectator at athletic events. Students who participate in extracurricular activities without being eligible due to attendance are subject to consequences as described by the code of conduct.

SUSPENSIONS: Any student suspended from school will not be allowed to participate in any event or attend any activity meeting during the time of the suspension. He/she may be reinstated on the day of return to school.

UNEXCUSSED ABSENCES FROM PRACTICES AND EVENTS: A student or parent should make every effort to notify the advisor of any event that he/she may miss. Any student with three or more unexcused absences may be dismissed from an activity.

BUS TRIPS: On any trips associated with an activity, all members making the trip must go and return on the group bus unless granted permission by the Principal. Permission may be granted by the Principal if the student returns with his/her own parent or guardian. All requests must be in writing and submitted to the Main Office at least one day prior to the travel date.

INSUBORDINATION: Any student who, when under an advisor's supervision, uses profanity, is disrespectful, or displays anger that draws attention away from an event will be subject to disciplinary action as described in the Carver Middle High School Code of Conduct.

CHEMICAL HEALTH GUIDELINES FOR PARTICIPATION IN STUDENT ORGANIZATIONS

A. First Violation: When the principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next two consecutive extracurricular events, or two weeks in which the student is a participant, whichever encompasses the greater length of time. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain with the club for the purpose of rehabilitation.

B. Second and Subsequent Violations: When the principal confirms, following an opportunity for the student to be heard, that a second or subsequent violations have occurred, the student shall lose eligibility for the next 12 consecutive extracurricular events or 12 consecutive weeks, whichever encompasses the greater length of time in which the student is a participant. This minimum may be reduced to six weeks or six events based upon certification of a doctor or counselor of a chemical dependency treatment center.

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C. The Maximum Penalty: Loss of eligibility from all extracurricular activities for one year from date of offense. In addition, students who are found in possession of a controlled substance on school property or at school-related events, including athletic games or practices, will be subject to expulsion from school as provided in the MA Education Reform Act of 1993.

The following will be considered when determining consequences:

1. Honesty (admission of violation.)
2. Severity of offense.
3. Nature of offense.
4. First or repeated offense.
5. Student entering approved treatment program.
6. Other associated circumstances.

Random drug testing may be used at the discretion of the administration. Failure to take a drug test may result in loss of season participation. The extracurricular activity begins when a student voluntarily signs up for it at the high school. The Chemical Health Policy will be in effect at this time.

Penalties shall be cumulative each academic year, but a penalty period will extend into the next academic year; e.g., if the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year.

II. PARENT/GUARDIAN(S) ORGANIZATIONS

A. CMHS PARENT/GUARDIAN TEACHER ORGANIZATION (PTO)

The Carver Middle High School - Grades 9 - 12 PTO meets on the first Wednesday of each month. This organization serves as a forum for discussion of parent/guardian concerns and suggestions with CMHS administration and as a support team for a variety of student activities. The CMHS PTO has been an important part of the Senior Lock-In and initiated the popular Prom Promenade. Funds raised through the Promenade have helped to provide a PTO Scholarship to a graduating senior.

B. CRUSADERS ATHLETIC BOOSTER CLUB, INC.

The Crusaders Athletic Booster Club is an integral part of the Crusader athletic program. Members are actively involved in providing funds and services to support the sports facilities and student athletes. The Crusaders Booster Club meets the first Wednesday of each month. For more information contact the Athletic Director at CMHS.

C. MUSIC BOOSTERS

Carver Public Schools has a very active Music Boosters organization that helps support the music program through volunteering time for fund-raising, providing transportation and supervising band functions. Music Boosters meet monthly. For more information contact the Band Director at CMHS.

D. SCHOOL COUNCIL

The School Council is composed of elected faculty, elected parent/guardian(s), students and the Principal. The Council meets regularly with the principal to advise and assist him/her in the identification of needs, budget, and to formulate a school improvement plan.

III. ATHLETICS

****Requirements may be altered due to policies as a results of the COVID-19 pandemic****

Student participation in the athletic program is a privilege which can be a valuable and rewarding experience. Carver Middle High School - Grades 9 - 12 provides two levels of competition (Varsity and Sub-Varsity) in all sports for students in grades 9-12 except in football and Boys and Girls Basketball. The following athletic

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teams may be available to students:

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Football	Cheerleading	Girls' Track & Field
Girls' Soccer	Girls' Basketball	Boys' Track & Field
Boys' Soccer	Boys' Basketball	Baseball
Field Hockey	Wrestling	Softball
Boys' Cross Country	Gymnastics	Girls' Tennis
Girls' Cross Country	Ice Hockey	Boys' Tennis
Golf	Winter Track	
Girls Volleyball		

The fall teams begin practicing the last week in August and the season ends in early November except for football and tournament play. The winter teams begin practice the Monday after Thanksgiving and the season ends in mid-February except for tournament play. The spring teams begin practice on the third Monday in March and ends in early June except for tournament play. In order to try out for any of the above listed sports programs, each student must:

→ Have a current physical exam. ATHLETES WITHOUT PHYSICALS WILL NOT BE ALLOWED TO TRYOUT. Physical forms can be picked up in the Main Office or Athletic Office.

→ Have all parent/guardian(s) permission forms signed and returned to the coach before tryouts. ATHLETES WITHOUT SIGNED PARENT/GUARDIAN(S) FORMS WILL NOT BE ALLOWED TO TRYOUT. Parent/guardian(s) form booklets can be picked up in the Main Office or the Athletic Offices.

A. ACADEMIC ELIGIBILITY FOR ATHLETIC TEAMS

Student athletes must maintain a C- (70) overall academic average and cannot fail more than one course. Students' eligibility is affected when report cards are issued at the end of each grading period. For fall sports, eligibility is determined by a student's final grades from the preceding year. If a student athlete has previously pursued and failed a course with a grade above 50, he or she may retake that course during summer school and have the summer school course grade replace the lowest term grade for the failed course in determining fall eligibility.

B. CODE OF CONDUCT/CHEMICAL HEALTH GUIDELINES FOR PARTICIPATION ON ATHLETIC TEAMS

Members of the coaching staff at Carver Middle High School do not condone smoking or violations of the chemical health rule by athletes or any other students at any time. Prior to participating in Athletics at Carver Middle High School, students/parents must be provided with and review education materials regarding opiate use and misuse.

1. CHEMICAL HEALTH RULE

From the earliest fall practice date, to the conclusion of the academic year or final athletic event (whichever is latest), a student shall not use, consume, possess, buy or sell, or give away any alcoholic beverages, tobacco products, marijuana, steroids or controlled substances. This policy includes products such as "NA or near beer". It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor. If a student in violation of this rule is unable to participate in interscholastic sports due to injury or academics, the penalty will not take effect until that student is able to participate again. (**Refer to MIAA handbook rule 62.1**)

a) First Violation

When the Principal, following an opportunity for the student to be heard, confirms that a violation occurred, the student shall lose eligibility for the next interscholastic contests totaling 25% of all interscholastic contests in that sport. No exception is

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permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation. All decimal parts of an event will be truncated; i.e., all fractional parts of an event will be dropped when calculating the 25% of the season.

b) Second and Subsequent Violations

When the Principal confirms, following an opportunity for the student to be heard, that a violation has occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 60% of the interscholastic contests in that sport. All decimal parts of an event will be truncated; i.e., all fractional parts of an event will be dropped when calculating the 60% of the season.

If after the second or subsequent violations the student of his/her own volition becomes a participant in an approved chemical dependency program of treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events. The director or a counselor of a chemical dependency treatment center must issue such certification. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 40% of the season.

c) The Maximum Penalty

Loss of eligibility from interscholastic events for one year from date of offense. In addition, students who are found in possession of a controlled substance on school property or at school-related events, including athletic games or practices, will be subject to expulsion from school as provided in the MA Education Reform Act of 1993.

The following will be considered when determining consequences:

- (1) Honesty (admission of violation);
- (2) Severity of offense;
- (3) Nature of offense;
- (4) First or repeated offense;
- (5) Student entering approved treatment program;
- (6) Other associated circumstances.

Random drug testing may be used at the discretion of administration. Failure to take a drug test may result in loss of season participation. The Interscholastic Athletic season begins when a student voluntarily signs up for a High School Athletic team. The Chemical Health Policy will be in effect at this time.

Penalties shall be cumulative each academic year, but a penalty period will extend into the next academic year, (e.g., if the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year.)

C. ATHLETIC USER FEE

A \$150.00 athletic participation fee/ \$750 Family Cap will be collected from each student athlete who is listed on the final team rosters. The fee is non-refundable. Student athletes who leave a team voluntarily or who are dropped from the team by the coach, Athletic Director or Principal for disciplinary or scholastic deficiencies are not eligible for a refund. All payments can be made by either check or money order, payable to Carver Athletic Department, by paying cash, and a receipt will be provided, or by using UniBank, which can be found on FamilyID when registering for sports. You can copy and paste the link to your browser and make payment. If paying by check, please include the student's name and sport on the reference line. Checks/Money Orders/Cash should be paid directly to the Athletic Director, so that payment can be noted on the athletic registration form

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which is kept on file in the Athletic Directory office.

D. INTERSCHOLASTIC PARTICIPATION

1. Subject to restrictions on team size, the athletic program will be open to all students who are physically able to participate and who are eligible under local and state regulations. An unlimited participation policy will be used whenever possible. There are factors, however, which necessitate the size of the team be limited in order to maintain a high level of safety, coaching, playing time and practice time. Coach's judgments with respect to selection of participants are made after observing prospective players in practice and/or game-type situations.
2. Student athletes must remember that participation in the athletic program is a privilege that can be revoked if team rules or other school rules are broken. Student athletes may be suspended from school, the team, or both, if team rules or other school rules are broken, and athletes may be asked to turn in their uniform and forfeit their eligibility for the rest of the season.
3. If a player is absent from school on a day pf a game or practice, he/she will not be allowed to play or practice that day, unless excused by the Principal or Athletic Director. If a player is absent on a Friday, he/she must obtain permission from the Principal or Athletic Director in order to play on the weekend. A student tardy or dismissed for more than half the day os considered absent and may not play or participate that day.
4. All student athletes must ride the bus provided for transportation to and from the athletic contests unless excused by the Athletic Director.
5. Athletes who are not academically eligible at the beginning of the season, who do not complete the sports season or who violates the MIAA/Carver Middle High School - Grades 9 - 12 Chemical Health Policy during the season of play, will not be eligible for all-star nomination for that season. Athletes who do not complete the sport season because of poor citizenship, behavior, or lack of attendance at games or practices, as determined by the head coach/administration, will not be eligible for the end of the season recognition and awards.
6. The earning of two varsity letters for the same sport for two years would qualify the student athlete to purchase a school athletic letter jacket from the high school jacket distributor. The earning of three varsity letters from different sports also qualifies the student athlete to be able to purchase a school letter jacket from the high school jacket distributor.
7. A senior athlete who has not met all of the above requirements, but, who in the opinion of the coach and Athletic Director, has made a major contribution to the team, may be awarded a letter and qualify to purchase a letter jacket.
8. Cheerleaders and managers of all level teams must follow the same standards listed above to qualify for award recognition, and all duties must be performed to the satisfaction of the coach/athletic director.
9. Specific point standards, playing time, and other criteria used to determine varsity letter winners shall be determined by the coach and athletic director. Most teams use 50% of games played as a standard for team sports and a specific number of points earned in individual sports.
10. Any varsity participant who has not qualified for a varsity letter will be awarded a certificate of recognition along with members of the sub-varsity team.

E. EQUIPMENT

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All student athletes who participate on a Carver Middle High School - Grades 9 - 12 athletic team will be held accountable for all equipment and uniforms damaged, lost or stolen. All student athletes will be required to pay an amount equal to the cost of replacing that single piece of equipment, uniform, etc., to the Carver Middle High School - Grades 9 - 12 Athletic Department.

F. INSURANCE – ATHLETES

The Carver School system provides secondary insurance for all its athletes. Parent/guardian(s) must submit injury claims to their own insurance companies first and the school athletic insurance will only pay what the personal insurance company will not pay. It is the responsibility of the student athlete to report injuries to the coach. Student athletes are responsible for working closely with the coach and the Athletic Trainer to ensure that an accident report is submitted in timely fashion to cover school and insurance company requirements.

G. RISK OF INJURY

Our school athletic program is composed of 20 sports for boys and girls. Many of the events occur at the same time. All of the members of the Carver Middle High School - Grades 9 - 12 teams have been informed that participation, as well as carelessness in the gym, out on the track, or in the fields, may result in serious injury or even death. Parents are asked to reinforce our intent to make sure our athletes always keep safety in mind when participating both indoors and outdoors on one of the CMHS athletic teams.

H. SELECTION OF TEAM CAPTAINS

Team captains are nominated by the coaching staff each season. After a formal interview process is completed by Director of Athletics and the principal/assistant principal, captains are appointed for their sports. Team captains will meet periodically throughout the school year to develop leadership skills and work cooperatively with other school programs. A captain who violates the rules and regulations of the Carver Middle High School - Grades 9 - 12 Handbook may be removed from the role of captain after having an opportunity to be heard by the Director of Athletics and/or the principal/assistant principal.

ACCEPTABLE USE/TECHNOLOGY POLICY

The Carver Public Schools district provides access to the system/network and the Internet to all employees and students to facilitate communications and access to information in support of educational goals. *Educational goals* are defined as activities that provide for student education, staff professional development, and research. The system/network will also be used for communication with staff, parents/guardians and students. Use of the Carver Public Schools system/network is a privilege, not a right, and must support the stated mission, goals, and objectives of the Carver Public Schools.

A committee of teachers, principals, parents/guardians, and students approved the Acceptable Use Policy (AUP). This agreement outlines responsibilities for using the system/network and consequences of abusing that privilege. Every user is required to read and sign the AUP before using the Carver Public Schools system/network *each year*. Signing the AUP becomes a legal agreement between the user and the district.

I. TERMS AND DEFINITIONS

AUP: Acceptable Use Policy

Chat: Real time communication between two users via computer. Once a chat has been initiated, either

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user can enter text by typing on the keyboard and the entered text will appear on the other user's monitor.
CPS: Carver Public Schools
District: Carver Public Schools: PreK - 12
Electronic Messaging: chat, email
Email: short for electronic mail, the transmission of messages over communications networks
Internet Filter: Software program or blocker that controls what is shown while a computer user is viewing pages on the World Wide Web
System/Network: Carver Public Schools Network including the Internet, voice mail, email, hardware, software, digital equipment, handheld electronic equipment and individual computer work stations.
User: Any student or staff member with an account or anyone else provided access to resources associated with the network.

II. USER RESPONSIBILITIES

A. Use of the network requires individual responsibility. A responsible user:

1. Knows he/she is part of a larger, global community and his/her actions reflect upon him/herself and the school;
2. Does not waste paper and ink, storage space, or bandwidth;
3. Uses time on a workstation or with any other equipment appropriately;
4. Does not share his/her own password;
5. Understands prompt reporting of technical or security problems or inappropriate behavior to a staff member helps all users.

B. MONITORED USE

All messages and information created, accessed, sent, saved, or retrieved on the system/network are the property of the Carver Public Schools and should not be considered confidential. The system/network's backup and filtering mechanism automatically stores communications, including those that have been deleted. The school district reserves the right to access and monitor any messages and information on the system as it deems necessary and appropriate in the ordinary course of business to prevent abuse by network users, to ensure the proper use of resources, and to conduct routine maintenance. Where appropriate, communications, including text, images, or video may be disclosed to law enforcement officials in response to proper requests or to other responsible parties during disciplinary investigation or in the course of litigation without the prior consent of the sender or receiver. Those who use the system/network are considered to have consented to such monitoring and disclosure.

C. PRIVACY

In order to protect students' schoolwork, user folders carry individualized security that protects the contents from any other student. Teachers, administrators, and technology staff can access student folders at any time.

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There is no expressed or implied level of privacy regarding the contents of user folders or any other use of Carver Public Schools Network and associated resources.

D. **APPROPRIATE SYSTEM/NETWORK ACTIVITY**

Activities in support of the District Goals and Objectives that do not violate other school or district policies are acceptable and appropriate. All files stored, viewed, or distributed on the network must be related to schoolwork, including, but not limited to, music, videos, images, URLs, and sound file

E. **INAPPROPRIATE SYSTEM/NETWORK ACTIVITY**

1. Intentionally copying, reading, modifying or deleting files or data belonging to another user.
2. Using someone else's password.
3. Pretending to be someone else when using the system/network.
4. Deliberate attempts to degrade or disrupt system performance including vandalism or theft of hardware, software applications, files, or system configurations, attempting to introduce viruses, malicious code, or any other violation of district policy, state, or federal law.
5. Intentionally bypassing or attempting to bypass CPS security, including attempts to bypass Internet filtering.
6. Installing software or programs that have not been approved by the technology department.
7. Revealing personal information about others on the Internet.
8. Reveal personal information about yourself on the Internet without the expressed permission of a supervising staff member and parent or guardian.
9. Intentional storage, viewing, or distribution of any text, video, audio, images, or graphics considered inappropriate within a school environment. Inappropriate materials include, but are not limited to, those containing content that is profane or obscene, racial or ethnic slurs, vulgar, sexually explicit, threatening, defamatory, abusive, discriminatory, harassing, criminal or otherwise objectionable or that depicts, suggests or implies illegal activity, drug use or gambling, shows or encourages violence against a living being or physical property, provocative or explicit dress or undress.
10. Violating the legal protection of copyright, including the use of materials or ideas without properly citing their sources. This includes copying or downloading music, software, games, or any proprietary materials covered by copyright law.
11. Activities designed to harass other users.
12. Advertising or advocating for non-school related activities or for-profit organizations, campaigning for political office, or "chain letters."
13. Use of the system/network for commercial transactions that benefit an individual or group.
14. "Chats" and games unless approved, directed, and supervised by an appropriate member of the school faculty or administration. The Director of Technology must expressly approve the storage, installation, and use of such files or applications.

F. **CONSEQUENCES**

In cases where it has been determined that a user has acted inappropriately, the administrative staff, in consultation with the Director of Technology, may take the following actions against the user:

1. File documentation with an administrator for investigation.
2. Restrict network access pending investigation.
3. Confiscation of personal equipment including laptops, software, cell phones, and other electronic devices.
4. Suspend or deny user account and privileges to CPS System/Network and all associated resources.
5. Implement disciplinary action *up to and including suspension or expulsion*.
6. Pursue legal action, including criminal prosecution, as appropriate under local, state, and federal law.

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G. LIABILITY

Carver Public Schools is in compliance with the Children's Online Privacy Protection Act (COPPA) and Children's Internet Protection Act (CIPA). As required by law, the school district has in place an Internet filtering mechanism that protects minors from unlawful, obscene, or harmful material.

H. DISCLAIMER

Access to information all over the world via computer brings with it an availability of material that may not be considered educationally valuable. It is impossible to control access to all materials and a user may unintentionally discover controversial or objectionable information. CPS policy affirms that the educational value of access to information and the potential for interaction on the Internet far outweighs the possibility that users may be exposed to materials not consistent with the educational goals of the district. CPS makes no warranties of any kind for the service it provides. The town of Carver, the School Department, or any municipal employees will not be liable for damages or injuries resulting from violations of the Acceptable Use Policy or any misuse of the

ATTENDANCE POLICY

****Requirements may be altered due to policies as a results of the COVID-19 pandemic****

Good work habits are the foundation of quality performance. A major element in the development of good work habits is consistent, punctual attendance. This habit of self-management and organization demonstrates seriousness of purpose and respect for the value of others' time and work. Practicing daily and punctual attendance develops a life-long habit that leads to success in every phase of life. With the support of the Attendance Policy, Carver Middle High School - Grades 9 - 12 students are expected to develop this habit.

I. DAILY ATTENDANCE

Daily attendance is taken in homeroom, which begins promptly at the 7:20 A.M. bell. Note: Students must submit documentation from the courts or a physician at the time of absence if their absences are to be considered excused.

II. TARDINESS TO SCHOOL

Students who arrive to school after 7:40 A.M. must be signed into the building by a parent/guardian(s). Tardy students who drive to school must bring a note from a parent/guardian(s) acknowledging the reason for the tardiness and providing both an expected time for the student's arrival at school and a number where the parent/guardian(s) may be reached. Students must submit documentation from the courts or a physician if their tardies are to be considered excused absences from class. All students are expected to be in homeroom by 7:20 am (students will be marked absent if they do not attend homeroom.). Failure to report to homeroom or the main office will result in an attendance call home.

A. CONSEQUENCES FOR TARDINESS TO SCHOOL

Students who are tardy to school five (5) times during a term will be assigned an Office Detention. Students who are tardy to school ten (10) times during a term will have an in school suspension and parents must meet with Administration to discuss tardies. Students who are tardy to school twelve (15) times during a term will have an in school suspension and be placed on social probation, which may exclude students from extracurricular events such as: class trips, dances, etc.

III. TARDINESS TO CLASS

Students who arrive to class after the bell will be admitted by the teacher but must present a valid pass and reason for their tardiness. If a student loses 15 or more minutes of class due to tardiness, that tardiness will be counted as an absence and may affect the awarding of credits for that class.

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A. CONSEQUENCES FOR TARDINESS TO CLASS

Students who are tardy to class without a valid pass and reason for their tardiness should expect to schedule a detention with their teachers. If tardiness continues after these measures are taken, the student will be referred to the Main Office for disciplinary action.

IV. DISMISSEALS

Students are to be dismissed for legitimate reasons only. All medical/legal appointments should be scheduled during non-school hours whenever possible. However, when it is unavoidable that a student be dismissed, he/she is required to bring a note from a parent/guardian(s) to the Main Office on the morning of the intended dismissal.

A. DISMISSAL NOTES SHOULD INCLUDE:

1. Reasons for dismissal (medical appointment, legal appointment, family business or family emergency.) Students must submit documentation from the courts or a physician if their dismissals are to be excused;
2. Time of dismissal;
3. Name of the person who will be dismissing the student if someone other than a parent/guardian(s);
4. A telephone number where the parent/guardian(s) can be reached if the student is signing out of school on his/her own.

V. ABSENCES FOR FAMILY VACATIONS

Family vacations taken during school time will NOT be considered excused absences. The Massachusetts Education Reform Law states clearly the required number of hours of attendance for each student. In addition, it must be recognized that much of the learning process; i.e., class discussion, group interactions, oral directions and clarification, is lost when a student is not present in class. If such a vacation must be taken, the parent/guardian(s) will submit a letter to the principal two weeks prior to the vacation. Parent/guardian(s) and student must assume responsibility for the work lost during such unauthorized absences and all tests, quizzes, and other work must be made up within a reasonable amount of time, the deadlines for which will be determined by the teacher. If advanced written approval from the principal is not received, students will lose the opportunity to make up assignments, tests and quizzes administered during the extended, unexcused absence. Carver Middle High School - Grades 9 - 12 is not obliged to reschedule mid-year exams or final exams for students who take family vacations.

VI. UNEXCUSED ABSENCE FROM SCHOOL DUE TO TRUANCY (SKIPPING SCHOOL)

Parent/guardian(s) will be notified by Carver Middle High School - Grades 9 - 12 administration of all truancies. The student will receive a zero for all classroom work missed, and no make-up work will be permitted. In addition, the student will be assigned a session in Extended School and/or a suspension.

VII. UNEXCUSED ABSENCE FROM CLASS DUE TO TRUANCY (SKIPPING CLASS)

In the event of a class cut a student will receive a zero for all classroom work missed, and no make-up work will be permitted. The student will also face the following consequences: First offense – Extended School; Subsequent Offense – Office will determine appropriate consequence (minimum of Extended School.)

VIII. ACADEMIC CONSEQUENCES OF POOR ATTENDANCE

Students who fail to attend 90% of the class meetings will suffer the loss of credit for that course. Students who have more than 8 unauthorized absences in a class that meets for one semester will lose all credits for that course (two term courses are equal to one semester course.) Students who have more than 16 unauthorized absences in a class that meets for the full year will lose all credit for that course. Students who lose course credit but pass the course will still receive a grade for the course but will lose credits toward the completion of their graduation requirements. Absences would be considered authorized only when accompanied by documentation, provided to the school within one (1) week of the absence, that would support the following reasons:

- A. Illness as documented in writing by the student's physician;

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- B.** Debilitating injury as documented in writing by the student's physician;
- C.** Religious holiday;
- D.** Legal obligation;
- E.** Chronic illness or injury covered by a physician's note;
- F.** Suspension mandated by the administration;
- G.** Bereavement.
- H.** College visits (up to 2 Junior Year and 2 Senior Year)

For all absences, the parent/guardian and student must assume responsibility for the work lost during such absences and all tests, quizzes and other work must be made up within a reasonable amount of time, the deadlines for which will be determined by the teacher.

IX. STUDENT ABSENCE NOTIFICATION PROGRAM

At the commencement of each school year, parents/guardians will be sent a notice instructing them to call a designated phone number at a designated time to inform the school of the student's absence and the reason for such absence. This notice will also require such parent or guardian to furnish the school with a home, work or other emergency telephone number where they can be contacted during the school day. Parents /Guardians will also be contacted within three (3) days of the student's absence if the Parent or Guardian has not contacted the school regarding the absence.

Parents or Guardians will also be notified when a student who has at least five (5) days in which the student has missed two (2) or more classes/periods (unexcused) or who has five (5) or more unexcused absences in the school year and a meeting will be scheduled with the building Principal (or his/her designee), the Parents/Guardians and the student to develop an action plan to improve the student's attendance.

Parents/Guardians are encouraged to contact school staff and work collaboratively with them to correct the reasons that the student is missing school.

A. CLASS ATTENDANCE WARNINGS

- 1. Denial of Credit Warning Letters** – As attendance becomes a concern, letters warning students and parent/guardian(s) of attendance status and potential loss of credit will be mailed to student's homes.
- 2. Denial of Credit Letter** – Once a student's record indicates that he/she has lost credit for a class or classes, a Denial of Credit letter will be mailed to student and parent/guardian(s).
- 3. Make-up Work Policy Due to Absence** – Absence from class does not relieve a student of responsibility for submission of academic work on established deadlines as identified on the forecasts. In the event of an absence from school, upon a student's return to school, he/she must make arrangements for make-up work with teachers the next time each class meets.

BULLYING AND RETALIATION POLICY

Bullying and Retaliation are prohibited: Carver Middle High School is committed to maintaining a school environment where all students regardless of race, color, sex, sexual orientations, gender identity, religion, national origin, and disability are free from bullying, including cyberbullying, and the effects of such conduct

I. DEFINITIONS

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Bullying

is conduct that is repeated by one or more students or by a staff member and targets another student, causing one or more of the following:

- A.** physical or emotional harm to the targeted student or damage to his/her property;
- B.** placement of the targeted student in reasonable fear of harm to him/herself or of damage to his/her property;
- C.** a hostile environment at school for the targeted student;
- D.** infringement on the rights of the targeted student at school; or material and substantial disruption to the educational process or the orderly operation of the school.

generally involves “picking on” a student over time and may include conduct such as hitting and shoving; pressuring a student into taking an action he/she does not wish to take; words that involve threats, teasing, putdowns, or name-calling; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation.

Cyberbullying

Is bullying through the use of cell phones, computers or other technology and may include conduct such as sending derogatory, harassing, or threatening email messages, instant messages, text messages, or blogs; creating websites or blogs that make fun of, humiliate, or intimidate others; and posting or sending embarrassing or inappropriate pictures or images of others. It may also include creating a website, blog, or posting by which the creator/author impersonates another person.

Hostile Environment

is a circumstance in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of a student’s education. The targeted student becomes so concerned about bullying that he/she is unable to participate in and concentrate on academic and other school activities.

Retaliation

is any form of intimidation, reprisal, or harassment directed against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying. It involves a student “getting back at” another student because of a belief that the student reported bullying or provided information about it to an adult or others who may help the targeted student.

II. ACTS OF BULLYING (INCLUDING CYBERBULLYING) AND RETALIATION ARE PROHIBITED

The Carver Public Schools prohibits bullying (including cyberbullying) and retaliation as defined above under both at school and the following circumstances:

- A.** on school grounds or any property next to school grounds;
- B.** at the bus stop or on school buses or any other school vehicle;
- C.** at any school-sponsored, or school-related activities, functions or programs;
- D.** through use of any school computers, internet connection or other school based technology;
- E.** at a location or during activities that are not school related, or by using a private computer or cell phone, if the bullying creates a hostile environment at school for the targeted student, infringes on the rights of the targeted student at school, or otherwise disrupts the orderly operation of the school.

III. HOW TO REPORT BULLYING

Students who believe they are targets of bullying or retaliation, or who know about bullying conduct should report the conduct to Michael Martin, Assistant Principal/Bullying-Harassment Coordinator. Students may also report the conduct to a teacher, guidance counselor, or other school staff member, who will in turn report

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the incident to the Principal.

IV. ADDRESSING CONCERNs REGARDING BULLYING

The Principal or his/her designee will be responsible for taking steps to investigate and otherwise address reports of bullying and retaliation. Students who engage in bullying will be subject to discipline by the Principal or Assistant Principal, subject to any procedural requirements. In making disciplinary decisions, the Principal/Assistant Principal will consider both the need for accountability and the importance of teaching appropriate behavior. The range of disciplinary action that may be taken includes, but is not limited to:

- A.** written warning;
- B.** verbal warning;
- C.** Reprimand;
- D.** Detention;
- E.** short-term or long-term suspension; or
- F.** expulsion from school

In addition to taking disciplinary action, the Principal/designee will report conduct relating to bullying and retaliation to local law enforcement if s/he believes that criminal charges may be pursued.

Nothing in this policy is intended to prevent school staff and/or school committee if applicable from addressing and taking disciplinary action against a student for conduct that does not meet the definition of bullying/cyber bullying or retaliation, as defined above, but that is nevertheless inappropriate for the school environment.

V. CLOSING A COMPLAINT REGARDING BULLYING

In the event school staff determines that bullying or retaliation (as defined in this policy) has taken place, the principal or designee will, in addition to taking disciplinary action:

- A.** Notify the parent or guardian of the aggressor;
- B.** Inform parents of the targeted student of the steps that have been taken to prevent further acts of bullying or retaliation to the extent consistent with applicable legal restrictions;
- C.** Notify local law enforcement if he/she believes that criminal charges against the aggressor may be pursued.

BUS POLICY

****Requirements may be altered due to policies as a results of the COVID-19 pandemic****

I. In the interest of safety and well-being of all students transported, the following rules and regulations are to be abided by:

- A.** The driver and/or bus supervisor is in full charge of the bus and students therein. He/she shall have the right to assign students to specific seats within the bus. He/she shall accept as his/her responsibility the obligation to report to the Principal the names of any students who seriously misbehave.
- B.** There is to be no smoking aboard any school bus at any time. This is a requirement of the MA laws. Possession and/or use of controlled substances or alcoholic beverages aboard a bus is subject to the same disciplinary action and policy that applies to possession and/or use in school.
- C.** Windows and doors are not to be opened or closed except by the bus driver or supervisor. At no time are objects of any kind to be thrown within the school bus or through any open window or door.
- D.** A student should not enter a bus once it is in motion. There is to be no movement within the bus once seated. There are to be no standees while the bus is in motion along roadways.

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- E.** Improper language is not to be tolerated; shouting and/or screaming is not considered proper; radios and/or other electronic music devices are not to be brought on buses and if present on the vehicle, are subject to confiscation at the discretion of the driver. Violations of these actions will be regarded as cause for a report to the Principal.
- II. The following are to be regarded as violations of rules during transportation for which students may be reported, and disciplinary action may be taken:**
 - A.** refusing to obey the driver;
 - B.** Fighting;
 - C.** lighting matches or cigarette lighter;
 - D.** hanging out of a window;
 - E.** Spitting;
 - F.** possession of a weapon;
 - G.** disobeying a bus monitor;
 - H.** bothering others, and/or any other behavior that distracts the driver from safe operation of the vehicle and jeopardizes the safety of all passengers.
- III. Students must be at their proper bus stops and on time according to the established schedule.**
They are to wait at a point designated by the driver and are to conduct themselves in a manner that causes no inconvenience to neighbors in the loading area.
- IV. Damage to the bus shall be considered to be the same as damage to any school property; those who deface or otherwise destroy such property will be held responsible for repair/replacement.**
- V. Under no circumstances will students be allowed to transfer to another bus for social reasons.**
Discretion will be afforded building administrators for established groups and individual requests. A student may be allowed to transfer to another bus for babysitting and emergency purposes provided that the parent/guardian(s) send a note of request to the Principal, including telephone numbers of persons to be contacted in case of an emergency. Parent/guardian(s) notes for this purpose are to be kept in the building and, as necessary, a log sheet maintained of issued approvals.
- VI. Bus discipline forms will be used by drivers and administrators as needed. A student may be suspended if he/she commits one or more of the following offenses:**
 - A.** Repeated disruptions;
 - B.** Threat to the safety of others;
 - C.** Defacing or defacement of bus property.

Students are reminded that a violation of these codes of conduct may be cause for suspension and/or Expulsion from school in addition to Expulsion from the bus. All questions regarding transportation should be directed to the Transportation Director at (508) 866-9627.

HARASSMENT POLICY

The Carver Public Schools are committed to maintaining a school environment free of harassment based on race, color, religion, national origin, age, gender, sexual orientation, or disability. Harassment by administrators certified and support personnel, students, vendors and other individuals at school or at school-sponsored events is strictly prohibited.

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The Carver Public Schools requires all employees and students to conduct themselves in an appropriate manner with respect for their fellow employees, students and all members of the school community.

I. **Definition of Harassment**

Harassment includes communications such as jokes, comments, innuendoes, notes, or display of pictures, symbols or gestures, based upon race, color, religion, national origin, age, gender, gender identity, sexual orientation, or disability.

By law, the particular communication or conduct is viewed from the perspective of a reasonable person with the characteristic on which the harassment is based. What one person may consider acceptable behavior may reasonably be viewed as harassment by another person. Therefore, individuals should consider how their words and actions might reasonably be viewed by other individuals. It is also important for individuals to make it clear to others when a particular behavior or communication is unwelcome, intimidating, hostile or offensive.

II. **Sexual Harassment**

While all types of harassment are prohibited, sexual harassment requires particular attention. Sexual harassment includes sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when:

- A. Acceptance of or submission to such conduct is made either explicitly or implicitly a term or condition of employment or education;
- B. The individual's response to such conduct is used as a basis for employment decisions affecting an employee or as a basis for educational, disciplinary, or other decisions affecting a student;
- C. Such conduct interferes with an individual's job duties, education or participation in extracurricular activities;
- D. The conduct creates an intimidating, hostile or offensive environment.

III. **Harassment and retaliation prohibited**

Harassment in any form or for any reason is absolutely forbidden. This includes harassment by administrators, certified and support personnel, students, vendors and other individuals in school or at school related events. In addition, the Carver Public Schools will not tolerate retaliation against any individual who has brought harassment or other inappropriate behavior to the attention of the school.

Persons who engage in harassment or retaliation may be subject to disciplinary action, including, but not limited to, reprimand, suspension, termination/expulsion or other sanctions as determined by the school administration and/or school committee, subject to applicable procedural requirements.

A. Investigation

If you believe you may have been harassed, or if you witness or learn about the harassment of another individual, you should inform the Principal as soon as possible. If you do not wish to discuss the issue with him/her, or if he/she does not address the problem, you should inform the Superintendent or the Director of Special Education Services.

The Carver Public Schools will promptly investigate every complaint of harassment. If it determines that harassment has occurred, it will take appropriate action to end the harassment and to ensure that it is not repeated.

In certain cases, the harassment of a student may constitute child abuse under MA Law. The Carver Public Schools will comply with all legal requirements governing the reporting of suspected cases of child abuse.

B. Closure of a complaint

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When an investigation has been completed, school personnel will inform the complainant of the results and file a report with the Special Education Director/Coordinator for Title IX, Section 504 of the Rehabilitation Act, Chapter 622.

C. Notice of Nondiscrimination

The Carver Public Schools does not discriminate on the basis of race, color, religion, national origin, age, gender, sexual orientation, or disability in admission to, access to, employment in, or treatment in its programs and activities.

1. The Coordinator for Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Chapter 622 of the Acts of 1971 is the Director of Special Education Services and can be reached at Carver Public Schools, 508-866-6190, Three Carver Square Boulevard, Carver, MA 02330.
2. Inquiries regarding the application of the Carver Public Schools' nondiscrimination policy may be referred to Carver's Coordinator as stated above, or the Assistant Secretary for Civil Rights, U.S. Department of Education, Washington, DC 20202 (or the Regional Director, U.S. Department of Education, Office for Civil Rights, J.W. McCormack Post Office and Courthouse, Room 222, Boston, MA 02109.)

HAZING POLICY

I. Crime of Hazing: Definition/Penalty

- A. 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 by fine and imprisonment.
- B. The term "hazing," 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, 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.

II. Duty to Report Hazing

Whoever knows that another person is the victim of hazing and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

III. Duty to Inform Students of Hazing Statutes

Carver Middle High School - Grades 9 - 12 shall issue to every group or organization under its authority, or operating on or in conjunction with its campus or school, and to every member, plebe, pledge or applicant for membership in such group or organization, a copy of the Carver Public Schools Hazing Policy. An officer of each such group or organization, and each individual receiving a copy of this policy shall sign an acknowledgement stating that such group, organization or individual has received a copy of said policy.

- A. Carver Middle High School - Grades 9 - 12 shall file, at least annually, a report with the MA Board of Education, certifying that Carver Middle High School - Grades 9 - 12 has adopted a disciplinary policy

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with regards to the organizers and participants of hazing. The MA 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 a report.

SUSPECTED HEAD INJURY/ CONCUSSION POLICY

Pursuant to Mass. Gen. L. c. 111, Section 222 (“Section 222”) and accompanying regulations (105 CMR 201 et seq.), the Carver Public Schools have developed this policy to address the identification and proper handling of suspected head injury in student participating in school-based athletics and marching band.

I. DEFINITIONS

For the purposes of this policy, consistent with 105 CMR 201.007, the following words shall have the following meaning:

Department	means the Department of Health
Concussion	means a complex disturbance in the brain function due to direct or indirect trauma to the head, related to neuron-metabolic dysfunction, rather than structural injury
Head Injury	means a direct or indirect trauma to the head including a concussion or traumatic brain injury
Second impact syndrome	means a potentially lethal condition that can occur when a person sustains a head injury prior to the complete healing of a previous brain injury causing dysregulation of cerebral blood flow with subsequent vascular engorgement
Traumatic Brain Injury (TBI)	means a complex pathophysiological process affecting the brain, induced by traumatic biomechanical forces. TBI may be caused either by a direct blow to the head, face, neck or elsewhere on the body with an impulsive force transmitted to the head. TBI includes, but is not limited to, a concussion.
A traumatic brain injury is a blow or jolt to the head that can temporarily or permanently impair a student's physical abilities and change how the student thinks, acts and learns in school. A concussion is a type of traumatic brain injury that is also referred to as a "closed head injury."	

The physical symptoms that may continue during recovery of a concussion are: Headache, nausea, light and noise sensitivity, fatigue, sluggishness, dizziness, changes in sleep patterns, blurred vision and reduced/impaired concentration. Changes in the emotional well-being during recovery could include: higher irritability, withdrawn, more defiant, inappropriate behavior, argumentative, inappropriate emotional reactions, emotional ups and downs, lack of energy and easily annoyed/"short fuse."

Students who suffer a head injury/concussion may fall into one or all of the recovery stages. This will be determined by the student's primary care physician or school nurse, and teachers will be notified with specific recommendations.

There are four stages of recovery from a concussion:

1. **RED Stage** – Usually lasts 2 – 4 days, but could last weeks.
 - REST
 - Students typically do not attend school
 - Strict limits on screen time/use of electronics/reading

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- Parent/guardian: Inform school of injury and request a Team Captain
- No Sports
- REST

2. ORANGE Stage

- Students may attend school half to full days
- REST at home
- Continue limits on screen time/use of electronics/reading
- Avoid school bus and heavy backpacks
- No test in school
- No sports, band, chorus, PE
- REST

3. YELLOW Stage

- Student may attend school on a full-time basis if possible
- Homework deadlines should be adjusted to help student transition back to school
- Student will see the school nurse for pain management or if rest is needed
- Limit one quiz-test per day
- Student will complete as much homework as possible
- No sports

4. GREEN Stage

- Student will attend school full time
- Student will resume normal activities

Student will resume sports once school work is back on track and student is cleared by a physician.

II. ROLES AND RESPONSIBILITIES

- A. Athletic Director shall be responsible for the general implementation of this policy and any accompanying procedures as it relates to students in grades 6 through 12 who participate in extracurricular athletic activities and/or marching band. The athletic director is required to review this policy every two years.
- B. Coaches are required to instruct students in form, technique and skills that minimize sports-related head injury and are directed to discourage and prohibit students from engaging in any unreasonably dangerous athletic technique that endangers the health and safety of a student, including using a helmet or any other sports equipment as a weapon.
- C. Students who engage in unreasonably dangerous behavior while participating in extracurricular athletic activities will be subject to the code of conduct and possible disciplinary consequences.

III. TRAINING

The following people shall be required to participate in a training in the prevention and recognition of a sports-related head injury, including second impact syndrome:

- A. coaches;
- B. certified athletic trainers;
- C. volunteers;
- D. school physicians;
- E. school nurses;
- F. athletic director;
- G. marching band directors (including volunteer directors);

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- H. Parents of students who participate in an extracurricular athletic activity;
- I. students who participate in an extracurricular athletic activity

In accordance with Section 222 and accompanying 105 CMR 201.008, online training programs will be offered through the Department at no charge to the individual. This training shall include recognizing sports-related head injury including second impact syndrome. Individuals who are required to participate in the training shall submit documentation verifying the completion of the training the Superintendent of Schools. Such documents shall be maintained by the Superintendent or his designee for three years.

IV. PREREQUISITES TO PARTICIPATION IN STUDENT ATHLETICS [OR MARCHING BAND]

At or before the start of each sport or band season, students/ parents shall provide the following information:

- A. Documentation of the student's annual physical examination;
- B. A completed *Pre-Participation Head Injury/ Concussion Reporting For Extra-Curricular Activities ("Pre-Participation Form")* which shall include:
 1. A comprehensive history with up-to-date information relative to concussion history, any history regarding head, face or cervical spine injury and/or any history of co-existent concussion injuries;
 2. Signatures of both the parent and the student.
- C. A certification of completion for any Department approved online course or a signed acknowledgment as to their receipt of Department approved written materials. Certification for completion of the online course is valid for one school year.

If the student/ parent fail to provide any of the above information, the student will not be permitted to participate in the activity, including but not limited to try-outs or practices.

V. REMOVAL FROM DUE TO HEAD INJURY AND PROCEDURES FOR RETURNING TO THE ACTIVITY

- A. Any student, who during a practice or competition, sustains a head injury or suspected concussion, or exhibits signs and symptoms of a concussion, shall be removed from the practice or competition immediately and may not return to practice or competition that day.
- B. The student must provide a completed *Department Post Sports-Related Head Injury Medical Clearance and Authorization Form* to the athletic director prior to resuming the extracurricular athletic activity.
- C. If a student is diagnosed with a concussion, school personnel, including but not limited to the teachers, school nurse, and certified athletic trainer, along with parents shall develop a written graduated entry plan for return to full academics and extracurricular activities. The school nurse will coordinate the writing and approval process of the written graduated entry plan.
 1. Accommodations, may include, as appropriate: provision for physical or cognitive rest; graduated return to classroom studies; estimated time intervals for resuming activities; assessments by the school nurse; periodic medical assessment by a physician until the student is authorized to full classroom and extracurricular activities. The school physician and/or student's physician may be consulted as appropriate in devising the graduated entry plan.

VI. REPORTING REQUIREMENTS

- A. All coaches are required to report any student's head injury or suspected concussion sustained in practice or games to the student's parent so that the parent may take the student to a medical provider for appropriate medical evaluation and treatment. The parent shall be informed of the injury

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immediately after the practice or game in which it occurred and notification must also be provided in writing no later than the end of the next business day.

- B.** The coach must also notify the athletic director of the injury and removal from play by the end of the next business day. The coach must also complete a *Department Report of Head Injury During Sports Season Form* and provide it to the athletic director, parent, certified athletic trainer and school nurse.
- C.** If a student sustains a head injury outside of the extracurricular activity, the parent must complete the *Department Report of Head Injury During Sports Season Form* to the athletic director.
- D.** Athletic directors shall disseminate to coaches and band directors copies of the *Pre-Participation Form* for all of that coach's team or band director's band. The athletic director shall copy any forms that indicate a history of head injury provide them to the school nurse. The athletic director shall copy any forms that indicate a history of head injury, batch them by team or band grouping, and provide them to the team's physician and the team's certified athletic trainer, if any.

Cross Ref: Mass. Gen. L. Ch. 111, Section 222; 105 CMR 201.000 et seq.; Student Handbook Policies

HEALTH POLICY

Each school attempts to provide an environment which will be safe from accidents. If an accident or sudden illness occurs, first aid will be administered by the school nurse or health aide, and the parent/guardian(s) will be notified. The school will give no care beyond first aid; transportation will be provided by the parent/guardian(s). If warranted, an ambulance will be called and the student will be transported to the closest hospital. Parent/guardian(s) will be responsible for ambulance and hospital expenses. In cases of serious emergency, school personnel will take appropriate action while attempting to contact a student's parent/guardian(s). Supplies in the Health Center are for student's needs concerning emergency and first aid care. The Health Center budget and the law do not allow for the care and treatment of illnesses which are better attended to by parent/guardian(s) and/or their private physicians.

After scheduled school hours, there is no nursing coverage and there is no access to medication that is kept in the nurse's office. For those who are on school sports teams, emergency medications (i.e., epi-pens, inhalers) may be kept in the coach's first aide bag, and written consent/orders for the medication must be kept on file in the nurse's office. If an urgent medical need occurs after school, the school will make every effort to notify the parent/guardian(s) of the student's need, and 911 will be activated if necessary.

I. EMERGENCY CARDS

Emergency cards are distributed to students at the beginning of the school year. Both sides must be filled out, returned to the homeroom teacher and will be kept on file in the Nurse's Office. This information allows the nurse to reach a parent/guardian or a person designated by him/her when necessary; it will also facilitate the proper care of a student in an emergency.

II. IMMUNIZATIONS

All students attending school are required to be immunized according to MA GENERAL LAWS Chapter 76, Section 15. Any student who does not have the required immunizations will be notified. If immunizations are not obtained, the student will be excluded from school as required by state regulations. Written documentation of all immunizations must be provided from the child's physician, or administering agency.

III. PHYSICAL EXAMINATIONS

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In compliance with MA GENERAL LAWS c.71, s.57 and related amendments and regulations (105 CMR 2000.000-200.920) physical examinations are required during the year of entrance to school and every three to four years thereafter. In addition, physical examinations are required annually before participating in competitive sports, for children between 14 and 15 years of age requesting work permits, and when specifically requested by school staff due to medical concerns.

IV. PRESCRIPTION/NON-PRESCRIPTION DRUGS

- A. Students are NOT to carry medication of any kind.** This includes herbal supplements and diet pills. School health staff will assume responsibility for dispensing medication, including Tylenol. Other over the counter drugs, i.e., ibuprofen, may be dispensed with a physician's order.

Note: An inhaler may be carried by a student if a physician's written order and a parent/guardian permit form are on file in the nurse's office. For safety reasons, a second inhaler should be supplied for the nurse's office in the event the student misplaces or forgets to bring his/her inhaler to school.

- B.** The Carver School Committee has approved a policy permitting the school physician to write standing orders for Tylenol for all students, and ibuprofen when recommended by the Athletic Trainer to treat sports injuries. Parent/guardian(s) permission must be obtained before administering medication to any student. The Carver Schools also have standing orders, written by the school physician for emergency medications to be administered for allergic reactions.
- C.** It is general practice to discourage dispensing medication in school. Medication may be administered only if compliant with the following criteria:
- 1.** MA GENERAL LAWS, c.94C required a written order from a physician for any medication to be given in school. The order must include the name of the drug, the dosage, the time interval for administration, diagnosis and reason for medication to be given in school. This includes over the counter medication. The exception to this would be if a prescription medication were to be given for only ten days; the pharmacy label on the prescription bottle would be acceptable as the physician order in this case.
 - 2.** A parent/guardian permission form must be completed authorizing the school nurse to administer medication to the student in school.
 - 3.** Medication must be in a container labeled by the pharmacy or physician or in the original container for non-prescription medicines.
 - 4.** For certain medications (i.e., inhalers, epi-pens), an extra prescription is required if a student is a member of a school sports team. The medication will be carried by the coach in the medical kit and available for use if an urgent medical need warrants administration.
 - 5.** If a student has an anaphylactic reaction requiring administration of an EPI-PEN, if time allows without endangering the student, the school nurse will attempt to contact the prescribing physician or school physician before administration. If an EpiPen is administered, an ambulance will be called and the student will be transported to the closest hospital.

V. ILLNESS

Students may not leave the school due to illness without first reporting to the nurse. The nurse will make arrangements for dismissal. Upon return to school after an absence caused by a contagious disease, a student may be admitted by the school nurse after the designated period of isolation. Physicians are required by law to report any communicable disease to the Carver Board of Health. **Parent/guardian(s) should notify the school nurse of any communicable disease before the student returns to school**. All accidents should be reported promptly to the nurse.

VI. SCREENINGS

MA GENERAL LAWS, c.71, s.57 requires that all students have vision and hearing screenings annually. Any student who fails a screening will be re-screened. If the student fails a second screening, parent/guardian(s) will be notified.

MA GENERAL LAWS, c.71, s.57 also requires that all students grade 5 through 9 be screened annually for

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scoliosis. If a parent/guardian(s) refuses to have a postural screening by the school, written documentation provided by the family physician must be submitted to the school nurse.

VII. FIELD TRIP MEDICATION PROCEDURE

When possible, medication will be omitted or given when the student returns from the field trip. Students who have a physician's order and parent/guardian permission with the approval of the school nurse may self-administer medications on field trips. Medications will be carried by teachers unless the student has special permission from the school nurse, physician and parent to carry medication. If a student is unable to self-administer medication, the parent/guardian(s) may attend the field trip and administer the medication or the teacher in charge of the field trip may arrange for a substitute nurse. If a student with a prescribed EPI-PEN has an anaphylactic reaction requiring an injection or any student has a severe allergic reaction, an ambulance will be called and the student will be transported to the nearest hospital. The parent/guardian(s) will be responsible for all ambulance and medical costs

Carver Middle High School - Grades 9 - 12 is a latex free school.
No latex-based products are allowed on school premises or at out of school events; i.e., proms, athletic events, etc.

OTHER RULES AND PROCEDURES

I. MEAL PROGRAMS and CAFETERIA RULES

Breakfast is available to all students in the Middle/High School from 7:00 a.m. to 7:25 a.m.

Lunch and Premium Meal options are available all days except on professional half days in accordance with the school calendar. Fully paid breakfast/lunch prices are determined by the school committee, reduced rates are \$.30 for breakfast and \$.40 for lunch.

Carver Public Schools uses the MOSAIC POS System. Students enter their personal 4-digit student ID number at purchase time. It is encouraged that families prepay for meals at www.myschoolbucks.com. Information is available on our website www.carver.org. Cash payment will be accepted at school. NO CREDIT IS ALLOWED for Carver Middle/High School.

The new Family Application for Free/Reduced Priced meals are sent home with all students at the beginning of the new school year. Families with more than one child need only fill out and return one application. Applications should be returned as soon as possible. Families will be notified within 10 business days in writing regarding eligibility.

A. CAFETERIA RULES

Students must remain in line and scan their ID card at the cashier station. Students must return all trays and utensils to the tray area. Students are required to leave the eating area clean and orderly. Students may not cut the cafeteria line. Students are expected to remain in the cafeteria throughout the entirety of their lunch. Students must have permission to leave the cafeteria to use the lavatory and must sign out. Valid passes are required for any student leaving the cafeteria to access other school resources (guidance, the main office, the library, etc.). Violation of any cafeteria rule is subject to disciplinary consequences as outlined in the Code of Conduct.

II. CARVER SCHOOL COMMITTEE MEETINGS and PROCEDURES

The Carver School Committee meets on the second Monday of each month at Carver Middle High School - Grades 9 - 12. Meetings are posted in the Superintendent's Office, Carver Town Hall, and in all public school buildings.

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III. CHANGE OF ADDRESS

Any student who changes his/her address and/or telephone number during the school year must notify the Guidance Office immediately.

IV. COMMUNITY NOTIFICATION OF DISCIPLINE INCIDENTS

Throughout the school year a variety of incidents of concern occur at all public and private high schools. At Carver Middle High School - Grades 9 - 12, the administration has two responsibilities with regard to sharing information with the school community and the community of Carver. First, the administration has the responsibility to protect the confidentiality of those students involved in any incident. Second, the administration also has the responsibility to assure the community, parents and students that they will be notified of any incident that occurred at Carver Middle High School that has affected or may affect the well-being and security of the greater school community. Each of these responsibilities will be taken under serious consideration before information is disseminated.

V. COMPLAINT PROCEDURE

Parent/guardian(s) are requested to discuss concerns at the appropriate levels. If the concern relates to the classroom, the following procedure must be followed:

- A.** Parent/guardian(s) must first meet with the teacher to try to resolve the issue;
- B.** If the issue is not resolved after a meeting with the teacher, the parent/guardian(s) will meet with the appropriate Department Chair. At this level, parent/guardian(s) should put in writing a description of the problem and the attempt to resolve it;
- C.** If the results of the meeting with the Department Chair are not satisfactory, the parent/guardian(s) should then meet with the Principal. In the case of a special education, health services, or guidance issue, the parent/guardian(s) should address their concerns to the Superintendent;
- D.** If a complaint is still not resolved, the parent/guardian(s) should address their concerns to the Superintendent;
- E.** Finally, if not satisfied after meeting with the Superintendent, the parent/guardian(s) may go to the School Committee as the final policy/decision making body.

VI. DANCE AND ACTIVITY GUIDELINES

Guests will not be admitted without prior administrative approval. Students are not allowed to leave the dance/activity once they have entered as they will not be admitted a second time. Doors will close one-half hour after the start and no student will be admitted without prior administrative approval. Guest participants (not spectators) in school functions must attend high school or be graduates under the age of 21. No guests over 21 or older are allowed to attend school dances. All school rules and disciplinary policies apply at all school activities. To be eligible to participate in or attend any after-school activity students must attend school the day of the activity.

VII. FACILITIES, USE OF

School facilities are available for use by local organizations. Arrangements for building use are available on the Carver Public Schools Website. Town organizations are always welcome and scheduling is completed on an availability basis. User fees, which are dependent upon the areas of facilities to be used and amount of time needed, may be assessed by the School Committee. Also, security guards at user's expense may be assigned at the discretion of the building Principal.

VIII. FEE COLLECTION POLICY:

A fee of \$25 will be collected on any insufficient funds presented to Town of Carver/Carver Middle High School in the form of a check. This penalty is due to the additional labor cost to process returned items.

IX. EMERGENCY EVACUATIONS, FIRE DRILLS, LOCK DOWNS AND OTHER EMERGENCY PROCEDURES

Administration and classroom teachers will review all emergency protocols designed to ensure the safety of the school community at the beginning of each school year. Drills will be conducted throughout the year.

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Important evacuation information will be posted in every classroom. Students must follow the directions of the teachers at all times as they are guided to the exit and and/or designated safety area. Students may not leave the designated safety area until directed by a teacher, administrator, or fire/police official to do so. Quiet and orderly behavior is expected at all times. DURING EMERGENCY CONDITIONS, NO STUDENTS WILL BE ALLOWED TO GO TO LOCKERS, OR USE A ROOM, CELLULAR, OR BUILDING TELEPHONE.

A. EMERGENCY EVACUATION:

MASSACHUSETTS EMERGENCY MANAGEMENT AGENCY

An Emergency Evacuation Plan has been approved by the Massachusetts Emergency Management Agency for the evacuation of Carver Public Schools. This plan was developed to assist in the **evacuation of schools within a ten-mile radius of the Pilgrim Nuclear Power Station**. If an emergency is identified that necessitates evacuation of students, they will be transported to "host" schools outside the area. Carver residents who attend schools outside the Town of Carver will be held at their school until their parents pick them up. If an emergency is announced before the start of the school day, school would be cancelled, as it is when there is danger of inclement weather.

PARENTS WILL NOT BE ALLOWED TO ENTER SCHOOL GROUNDS TO PICK UP CHILDREN ONCE AN EVACUATION IS DECLARED BY THE STATE. PARENTS/GUARDIANS MAY PICK UP THEIR CHILDREN AS SOON AS THEY ARRIVE AT THE 'HOST SCHOOL' OUTSIDE OF THE AREA.

1. Primary and Elementary students will be transported to the Williams Middle School, 200 South Street, Bridgewater, MA.
2. Carver Middle High School student will be transported to the Bridgewater-Raynham Regional High school, Mr. Prospect Street, Bridgewater, MA.

Parents/guardians are encouraged to call each school listed above to obtain directions if they are not familiar with the location.

X. GRADUATION DRESS

All students will be required to dress appropriately in order to participate in Graduation Exercises. Boys will be required to wear shirts, ties, dress slacks, socks and shoes. Girls will be required to wear dresses, skirts or dress slacks, blouses, and shoes. Jeans, sneakers, shorts, etc., are not acceptable. Improper attire will result in a student being removed from Graduation Exercises.

XI. INSURANCE COVERAGE

A. STUDENTS

The student population is not insured by the Carver School District. Therefore, accidents occurring while attending school are not covered by school insurance. Parent/guardian(s) are encouraged to consider purchasing individual student insurance plans. Information about such plans can be obtained at the Main Office. The Carver School District insures only those students who are participating in interscholastic sports. Intramural athletic events are not covered under this plan.

B. STUDENT PROPERTY

The school does not have insurance which would cover theft or loss of personal property while in school, on the school bus, or during school-related activities. Therefore, students must take extreme care with personal items and cash and are encouraged to leave expensive personal items and cash at home. The school will not assume liability in the event of such loss.

XII. LIBRARY ACCESS GUIDELINES

- A. When they sign in students are required to have a **library pass** from the teacher who assigned the work. Students should obtain library passes from subject teachers at the teacher's convenience. Passes will be "shared" with teachers through drive and a few are in mailboxes.
- B. Students can work in the lower library and lower lab area. Students should not be in any other lab

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without teacher supervision.

- C. Passes do not guarantee a space. If class scheduling and/or individuals have maximized the space or resources available, library access may be limited or closed to study.
- D. Students will be expected to work silently or very quietly if they have collaborative work to do.
- E. No food allowed. Students can have water.
- F. Teachers will be notified by phone if students need to return to study.
- G. Priority is given to students who work and add to the productive learning atmosphere. Negative or disruptive behavior will result in loss of library privileges and an office referral.

H. Other Studies and Short Term Use:

1. **Studies:** Students can come to library at the beginning of class without going to study if they have a library pass signed by a **subject teacher**. The library study attendance will be sent to the study room.
2. **Short-term** students are those students who wish to use the library for 10-15 minutes to print, check out a book/Chromebook/iPad/get help from librarian. These students should report to study and at study teacher's discretion two may be allowed to come to the library with a pass from subject teacher. Students are expected to return to study.

Students will only be allowed to borrow a Chromebook or iPad with a teacher pass verifying a need to borrow the device. Students must return the device to the library by the end of the school day.

XIII. LOCKERS

A locker will be assigned to every student. The school is not responsible for missing articles taken from any locker. Students should check with the administrator responsible for locker assignment whenever there is a problem. Only administrative approval can effect a change in locker assignment. Lockers are the property of the school department and are subject to inspection by the administration at any time. Locker use is prohibited for students in the cafeteria during their assigned lunch period.

XIV. INTERVIEWS

School administrators have the authority, as deemed necessary, to interview students regarding matters that are relevant to their roles as school officials and/or the school environment.

XV. MILITARY ACCESS TO STUDENT RECORDS

Congress enacted the "No Child Left Behind Act of 2000". This law allows access to student records for recruiting purposes. Each local educational agency (school) receiving federal assistance under this act shall provide on a request made by the military recruiters, access to the student names, addresses and telephone numbers. **Carver Middle High School - Grades 9 - 12 will release directory information to the Uniformed Services of the United States unless specifically notified by the parent/guardian(s) of said student that this information is not to be released, in accordance with the 1974 Family Rights and Privacy Act.**

XVI. PARENT/GUARDIAN(S) NOTIFICATION RELATIVE TO SEXUAL EDUCATION MA GENERAL LAWS, C.71, S. 32A

Parent/guardian(s) have the right to exempt their children from any portion of the curriculum that primarily involves human sexuality issues through written notification from the parent/guardian(s) to the school Principal. Parent/guardian(s) also have the right to inspect and review program instructional materials for such courses. The school Principal will make these materials available to the parent/guardian(s) upon written request.

XVII. PARKING – STUDENTS

Students who are permitted to park their cars on school property are granted a privilege. Parking stickers are contingent upon a student maintaining a safe driving record, including not exceeding 15 mph while driving on campus, and parking in authorized student parking areas. Parking privileges may be revoked by the administration for any reason. Tardiness may result in the loss of parking privileges. The cost for student parking stickers is \$50.00. Students will purchase a parking sticker and be assigned a space in the student

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parking lot. Students must present a driver's license to purchase a sticker. Parking stickers will be available for the next school year, after graduation. Parking stickers will be sold on a first-come, first-serve basis. Once all available spaces in the student parking lot are assigned, parking stickers will no longer be sold. Parking stickers must be visible and placed on the lower left-hand corner of the front windshield on the driver's side. Student parking stickers will be issued to cars registered to students or to their parent/guardian(s). Unauthorized cars found on campus will be towed at the expense of their owners. The school accepts no responsibility and/or liability for cars parked on school grounds. All operators and passengers of motor vehicle are required to properly fasten safety belts when driving on school property.

XVIII. PLEDGE OF ALLEGIANCE

Each teacher at the commencement of each day in all grades in all public schools shall lead the class in group recitation of the Pledge of Allegiance, as per M.G.L., c. 71, s. 69.

XIX. RECOMMENDED READING POLICY

At the close of each school year, all students will be issued a list of recommended readings to be read over the summer in preparation for the coming school year and post-high school enrichment.

XX. RESTROOM USE

Student restrooms are located next to Room C133. Students are encouraged to use the restrooms before school, between classes and/or during lunch periods. Use of restrooms during class time is strongly discouraged.

XXI. DIRECTED STUDY GUIDELINES

It is in the best interests of our students that we emphasize the productive use of directed study. To increase the likelihood that the study provide a good working atmosphere and that students will make the choice to use study wisely study supervisors are encouraged to apply the following Study Guidelines:

- A. Directed Study is silent.
- B. A student may seek permission to ask another student a brief question about academic work, but working in partners or groups is not permitted.
- C. The room pass is available to one student at a time.
- D. All passes to be excused from study must be obtained ahead of time and presented to the study supervisor for approval.
- E. All other classroom regulations apply to Directed Study.

XXII. TELEPHONE

The public telephones are available for student use before school, during lunch periods, and after school. Unless there is an emergency situation, no student will be dismissed from class to use the telephone. Student use of classroom telephones is prohibited.

XXIII. TEXTBOOK POLICY

Each student must return all textbooks and district-issued devices (such as an iPad or Chromebook) as requested by the teacher. Students must pay all replacement costs for lost or damaged books to be eligible to participate in graduation or receive a diploma. Should a book be lost or damaged, a new one will NOT be issued until it is replaced or paid for. Parents are responsible for providing annual insurance for the Chromebook to be allowed home and if damage occurs, parents are required to file a claim for repair/replacement or pay for the replacement device. Books must be covered.

XXIV. VISITORS

Only those persons who are registered students, staff, or faculty members of Carver Middle High School - Grades 9 - 12 or the Carver School Department are authorized to be on school grounds or to use the school property or facilities. Parents and legal guardians are welcome at the school at any time, but they must check into the Main Office whenever entering the building, and be admitted by an administrator. Students may not bring any visitors onto school grounds or into the school facilities without prior written permission of the high

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school administration. All other persons are not allowed into the school building or on school grounds without written permission of the high school administration. Persons found in the building will be considered intruders, and appropriate action will be taken to remove intruders to the Police Station to protect the students and faculty.

XXV. WITHDRAWAL FROM SCHOOL

Withdrawal from school is discouraged. Guidance counselors will contact parent/guardian(s), and the discussion of options will be encouraged. A student under age 16 may not withdraw from school. A student age 16-17, who wishes to withdraw, must have parent/guardian(s) permission. A student age 18 or over may withdraw from school by notifying the Principal in writing. A student may be subject to involuntary withdrawal for failure to attend school for more than 15 consecutive days during a school year. Exit interviews will be conducted with every student who withdraws from school in order to determine the reason for withdrawal.

XXVI. HANDBOOK RESPONSIBILITIES

It is important that parent/guardian(s) and students read and discuss the items contained in the Handbook. The Handbook contains the rules, procedures and general information that addresses most of the issues that may come up during the course of the year. It is important to us that everyone has a complete understanding of our policies and procedures. **Students will sign a document in homeroom on the first day of school which acknowledges their receipt of the handbook and responsibility for knowledge of the handbook's contents. Parent/guardian(s) will be asked in writing to acknowledge receipt of the handbook.**

POLICY REGARDING MOTOR VEHICLE IDLING ON SCHOOL GROUNDS

No motor vehicle operator shall cause or allow any motor vehicle operated by him or her on school grounds to idle unnecessarily, except for any of the following reasons: traffic conditions; queuing at school for the purpose of picking up or discharging students; turbocharged diesel engine cool down or warm up; maintenance of appropriate temperature for school buses when accepting or discharging passengers not to exceed three minutes in any fifteen minute period or one minute in any fifteen minute period for other motor vehicles; for circumstances involving safety or emergencies and for servicing or repairing motor vehicles; and as these exceptions are more completely described in the below referenced regulations. The term "school grounds" shall mean in, on or within 100 feet of the real property of the school whether or not it is in session, and shall include any athletic field or facility and any playground used for school purposes or functions which is owned by the municipality or school district, regardless of proximity to a school building, as well as any parking lot appurtenant to such school athletic field, facility or playground. Reasonable efforts shall be made by the district to identify by signage all known and actual air intake systems, which may be within 100 feet of an idling motor vehicle. A motor vehicle operator shall not idle a motor within 100 feet of such air intake system, unless the Carver School District has determined that alternative locations block traffic , impair student safety or are not cost effective.

The Carver School District shall erect and maintain in a conspicuous location on school grounds "**NO IDLING**" signage as described below. All such signage shall contain appropriate sized font so as to be visible from a distance of 50 feet.

It shall be the responsibility of the school administration to ensure that each school bus driver employed by the Carver School District and not by a school bus contractor shall, upon employment and at least once per year thereafter, sign a document acknowledging the receipt of copies of M.G.L. c. 90,

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File: IFBB

CARVER PUBLIC SCHOOLS
SCHOOL CHOICE

It is the policy of this School District to admit non-resident students under the terms and conditions of the Interdistrict School Choice Law (M.G.L. 76:12B) and under the following local conditions:

1. That by May 1 of every school year, the administration will determine the number of spaces in each school available to choice students.
2. That by June 1 of every school year, if consideration is being given to withdraw from the provisions of the choice law, a public meeting will be held to review this decision.
3. That resident students be given priority placement in any classes or programs within the district.
4. That the selection of non resident students for admission be in the form of a random drawing when the number of requests exceeds the number of available spaces. There will be two drawings for this purpose. The first will take place during the last week of the current school year but no later than July 1st. The second will be conducted during the week immediately preceding the opening of the next school year and will be based on the possibility of unexpected additional openings.
5. Siblings of enrolled school choice students will be given priority if there are openings.
6. Any student who is accepted for admission under the provisions of this policy is entitled to remain in the District until graduation from high school except if there is a lack of funding of the program.
7. The School Committee affirms its position that it shall not discriminate in the admission of any child on the basis of race, color, religion, national origin, sex, gender identity, age, sexual orientation, ancestry, athletic performance, or physical handicap.

Legal References: M.G.L. 71:6; 71:6A; 76:6; 76:12; 76:12B
BESE Regulations 603 CMR 26.00

First Reading: December 12, 2016

Second Reading Adopted by School Committee: January 9, 2017

APPENDIX:

About the BENCHMARKS, the COMMON CORE STATE STANDARDS, the MASSACHUSETTS CURRICULUM FRAMEWORKS, and the 21st CENTURY LEARNING SKILLS

THE BENCHMARKS

A benchmark is a statement of expected student performance at a particular point in time. Not every student will master these benchmarks at exactly the same time. These curriculum benchmarks tell us what children should know and be able to do at a point in time, are observable and measurable, reflect teachers' expectations for all children by the time they finish a grade level, and are attained by most students and exceeded by some. During the 2009-2010 school year, K-12 teacher' teams, under the leadership of the Administrative Leadership Team, reviewed and revised learning benchmarks for all students in grades K-12. These benchmarks were then reviewed by the entire K-12 faculty.

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THE MASSACHUSETTS CURRICULUM FRAMEWORKS

The benchmarks are designed to align current curriculum guidelines with the learning standards from the *Massachusetts Curriculum Frameworks*. The benchmarks are a work in progress to provide a consistent approach to curriculum content across grade levels through the union and the region. The benchmark documents are open for ongoing review and revision.

THE COMMON CORE STATE STANDARDS

Massachusetts joins other states in adopting the new *Common Core State Standards for Literacy and Mathematics*. The state's curriculum frameworks and Carver Public Schools' benchmarks will remain the same in all other subjects. The new English Language Arts, Literacy, and math Curriculum Frameworks, comprised primarily of the Common Core State Standards, were written explicitly to define the knowledge and skills that students must master to be college and career ready by the end of high school.

THE 21ST CENTURY LEARNING SKILLS

The Carver Middle High School faculty has identified five 21st Century Learning Skills that will be developed by all faculty members through consistent, uniform, and specific instruction and assessment over a student's career in grades 6-12.

The following pages include the rubrics for each of the Academic Expectations.

1. Students will apply critical reading skills to a variety of formats.

	Exceeds the Expectation	Meets the Expectation	Approaches the Expectation	Does not meet the Expectation
Comprehension	<ul style="list-style-type: none">• Previews material and insightfully predicts outcomes• Uses subtle context clues/word origins to grasp new vocabulary• Creates sophisticated and detailed mental pictures• Accurately and succinctly summarizes essential detail	<ul style="list-style-type: none">• Previews material and predicts outcomes• Uses context clues/word origins to understand new vocabulary• Creates mental pictures• Summarizes essential detail	<ul style="list-style-type: none">• Occasionally previews material and predicts outcomes• Uses some obvious context clues/word origins to understand new vocabulary• Creates some mental pictures• Summarizes less relevant or inaccurate detail	<ul style="list-style-type: none">• Previews and predicts only when prompted• Uses few context clues/word origins for new vocabulary• Creates minimal or no mental pictures• Summarizes inaccurately or retells rather than summarizes
<i>Preview & Prediction</i>				
<i>Vocabulary</i>				
<i>Visualization</i>				
<i>Main Idea</i>				

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Analysis <i>Interpretation/Inference</i> Connection Craft & Structure (rhetorical devices, tone, word choice, organization, design, etc.)	<ul style="list-style-type: none"> Has sophisticated and complete understanding of the text's literal and implied meanings Routinely and creatively connects text to related ideas/personal experience Insightfully identifies how author crafts and structures text to achieve purpose 	<ul style="list-style-type: none"> Understands the text's literal and implied meanings Connects text to related ideas/personal experience Identifies how author crafts and structures text to achieve purpose 	<ul style="list-style-type: none"> Understands the text's literal meaning but does not accurately "read between the lines" Occasionally sees some connection between text and related ideas/own experience Identifies some ways author crafts and structures text to achieve purpose 	<ul style="list-style-type: none"> Does not understand the text's literal meaning Does not connect text to related ideas or personal experience Does not consider craft and structure; considers author's purpose only if directly stated
Evaluation <i>Judgment</i> Reflection	<ul style="list-style-type: none"> Supports judgments of text's effectiveness with substantial, compelling, relevant evidence Reflects deeply upon new ideas to develop more complex understanding of world 	<ul style="list-style-type: none"> Supports judgments of text's effectiveness with substantial, relevant evidence Considers how ideas in the text confirm, challenge, or build upon prior understandings 	<ul style="list-style-type: none"> Supports judgments of text's effectiveness with some evidence Considers how ideas in the text confirm prior understandings 	<ul style="list-style-type: none"> Rarely supports judgments of text's effectiveness with any evidence Rarely reflects upon ideas in the text

2. Students will access and select information critically and ethically to construct knowledge, make decisions, solve problems, and create new ideas.

	Exceeds the Expectation	Meets the Expectation	Approaches the Expectation	Does not meet the Expectation
Access Of Information	Locates a variety of quality information resources	Locates appropriate information resources	Locates information resources limited in range or quality	Does not locate relevant information resources
Selection Of Information	Selects a sophisticated variety of primary and secondary sources	Selects varied and relevant sources	Selects a limited range of relevant sources	Selects minimal and/or irrelevant sources
Source Evaluation Accuracy Reliability	<ul style="list-style-type: none"> Compares multiple sources to determine accuracy Determines precise impact of author and context on source's meaning/reliability 	<ul style="list-style-type: none"> Recognizes different, inaccurate, or misleading information Considers impact of author and context on source's meaning/reliability 	<ul style="list-style-type: none"> Recognizes some different, inaccurate, or misleading information Identifies author and context but misinterprets impact OR is too willing to accept sources at face value 	<ul style="list-style-type: none"> Does not consider differences between sources Does not identify author and context; fails to distinguish fact from opinion

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Ethical Use Of Information <i>Authentic Work Citation</i>	<ul style="list-style-type: none"> • Produces authentic work • Properly cites all sources in appropriate format 	<ul style="list-style-type: none"> • Produces authentic work, distinguishing between own words/ideas and others • Appropriately cites sources with adequate accuracy of format 	<ul style="list-style-type: none"> • Relies too heavily on others' words/ ideas • Makes only minimal attempt at citation or uses inaccurate format 	<ul style="list-style-type: none"> • Presents words/ideas of others as own (plagiarizes) • Fails to cite sources
Creativity/ Innovation <i>New Ideas & Products Revision Of Work</i>	<ul style="list-style-type: none"> • Constructs powerful new ideas/ creates an original product with real world application • Constantly revises and improves work; views mistakes as opportunity to learn 	<ul style="list-style-type: none"> • Constructs new ideas/ creates an original product • Revises work and understands that learning involves a process of trial and error 	<ul style="list-style-type: none"> • Attempts to construct new ideas/ create an original product • Makes a limited attempt to revise work and learn from mistakes 	<ul style="list-style-type: none"> • Does not attempt to construct new ideas/ create an original product • Is not willing to revise work or learn from mistakes
Technology Information Network/ Storage Systems Digital Tools Adaptability To Change	<ul style="list-style-type: none"> • Navigates systems with ease • Uses digital tools in powerful and new ways • Welcomes change 	<ul style="list-style-type: none"> • Navigates information, network, and storage systems • Uses digital tools effectively • Adapts to change 	<ul style="list-style-type: none"> • Navigates systems with frequent assistance • Makes limited use of digital tools • Prefers not to change 	<ul style="list-style-type: none"> • Cannot navigate systems without assistance • Does not use digital tools appropriately or effectively • Resists change
Problem Solving Understanding Of Concepts/Steps	<ul style="list-style-type: none"> • Shows complete understanding of concepts used to solve the problem(s). • Shows all necessary steps used to solve the problem(s). 	<ul style="list-style-type: none"> • Shows substantial understanding of concepts used to solve problem(s). • Shows most of the steps used to solve the problem(s). 	<ul style="list-style-type: none"> • Shows some understanding of the concepts needed to solve the problem(s). • Shows some of the steps used to solve the problem(s). 	<ul style="list-style-type: none"> • Shows very limited understanding of underlying concepts needed to solve the problem(s). • Does not show the steps used to solve the problem(s).

3. Students will use collaboration skills effectively in a variety of settings.

	Exceeds the Expectation	Meets the Expectation	Approaches the Expectation	Does not meet the Expectation
Focus Motivation Work ethic	<ul style="list-style-type: none"> • Is intrinsically motivated to solve problems and reach goals • Displays an exceptional work ethic 	<ul style="list-style-type: none"> • Plans and uses time wisely • Displays a good work ethic 	<ul style="list-style-type: none"> • Usually stays on task, but needs to be prompted at times • Displays an inconsistent work ethic 	<ul style="list-style-type: none"> • Consistently requires redirection to remain focused • Displays a weak work ethic
Participation Listening Communicating Questioning	<ul style="list-style-type: none"> • Actively listens to others • Gives perceptive feedback and makes relevant suggestions • Asks thoughtful questions 	<ul style="list-style-type: none"> • Listens to others • Gives appropriate feedback and offers ideas • Asks relevant questions 	<ul style="list-style-type: none"> • Listens passively and gives limited feedback • Will offer ideas if asked, but not otherwise • Asks minimal questions 	<ul style="list-style-type: none"> • Engages in side conversations and is distracted • Seldom takes part in the discussion • Fails to ask questions

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Individual responsibility <i>Fulfills group role</i> <i>Dependability</i>	<ul style="list-style-type: none"> • Performs group role insightfully and enhances group product • Shows insight and creativity that enhance the group process (without being dominating) 	<ul style="list-style-type: none"> • Performs group role effectively and helps in achieving group product • Is dependable and cooperative during group process 	<ul style="list-style-type: none"> • Performs group role, but contribution to the group product is limited • At times inhibits the group process/ or dominates group discussion 	<ul style="list-style-type: none"> • Rejects opportunities to perform assigned roles and does not contribute to group product • Disturbs group process
Digital Collaboration	Uses digital communication tools skillfully and appropriately	Uses digital communication tools appropriately	May use digital communication tools, but not always appropriately or successfully	Has difficulty using digital communication tools, even with support
Reasoning	Uses complex and refined vocabulary and reasoning in explaining solution.	Uses effective vocabulary and reasoning in explaining solution.	Presents some evidence of vocabulary and reasoning in explaining solution.	Presents little evidence of reasoning or has no explanation of solution.
Accuracy	90% of the steps and/or solutions have no errors	Almost all, 85%-89%, of the steps and/or solutions have no errors.	Most, 75-84%, of the steps and/or solution(s) have no errors	Less than 75% of the steps and/or solution(s) have no errors
Organization	Presents work in a neat and organized fashion that is easy to read.	Presents work in a neat and organized fashion that is usually easy to read.	Presents work in a neat and organized fashion but may be hard to read.	Presents work in a sloppy and unorganized way.

4. Students will write with clarity, purpose and understanding of audience.

	Exceeds the Expectation	Meets the Expectation	Approaches the Expectation	Does not meet the Expectation
Purpose <i>Purpose (Intent)</i> <i>Thesis (Main Idea)</i> <i>Focus</i>	<ul style="list-style-type: none"> • Shows an in-depth understanding of the assignment • Establishes a clear, insightful, and original/thought-provoking thesis • Maintains exceptional focus 	<ul style="list-style-type: none"> • Shows understanding of the assignment • Establishes a clear and insightful thesis • Maintains consistent focus 	<ul style="list-style-type: none"> • Shows partial understanding of the assignment • Attempts a thesis, but it is unclear or too basic and may not emerge until late in paper • Loses focus occasionally 	<ul style="list-style-type: none"> • Is unclear, inconsistent, or does not match the assignment • Has no thesis • Does not maintain focus

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Content Development Topics <i>(Categories Of Evidence)</i> Evidence Analysis	<ul style="list-style-type: none"> Selects key topics that support thesis clearly and effectively Develops topics fully with detailed reasons, facts, examples Offers in-depth, skillful analysis 	<ul style="list-style-type: none"> Selects topics that support thesis adequately Develops topics with detailed reasons, facts, examples Offers analysis consistent with critical thinking 	<ul style="list-style-type: none"> Selects a limited number of topics or ones that are not the most effective Attempts to develop topics but lacks relevant details Offers only some analysis or has lapses in critical thinking 	<ul style="list-style-type: none"> Is missing key topics; may have topics that do not support thesis Does not develop topics with reasons, facts, examples Makes no attempt to go beyond the obvious
Background <i>(Ensuring A General Reader's Understanding)</i>	Provides illuminating background information/definitions	Provides audience with necessary background information/definitions	Provides a limited amount of background information/ definitions	Does not provide necessary background info/definitions
Organization Structure & Intro/Conclusion Transitions	<ul style="list-style-type: none"> Structures content to enhance meaning from engaging intro to profound conclusion Connects ideas smoothly and eloquently 	<ul style="list-style-type: none"> Structures content logically from a clear introduction to a satisfying conclusion Connects ideas logically 	<ul style="list-style-type: none"> Provides some structure including a partially developed introduction/ conclusion Connects ideas inconsistently/ unclearly/ awkwardly 	<ul style="list-style-type: none"> Does not provide enough logical structure for meaning; introduction/ conclusion lacking key elements Does not connect ideas
Style <i>Voice</i> <i>Word Choice</i> <i>Sentence Fluency</i>	<ul style="list-style-type: none"> Has compelling voice recognizing audience and enhancing message Uses rich, precise language Varies sentence beginnings, structure, and length to enhance meaning and sound 	<ul style="list-style-type: none"> Shows some recognition of audience and uses appropriate tone Uses accurate, concise language Sometimes varies sentence beginnings, structure, and length 	<ul style="list-style-type: none"> Does not consider audience, but conveys information acceptably Uses general, sometimes inaccurate language; may be too wordy Rarely varies sentence patterns 	<ul style="list-style-type: none"> Does not consider audience; may use inappropriate tone or one that interferes with message Uses general, sometimes repetitious, or inaccurate language Does not vary sentence patterns
Conventions <i>Spelling & Grammar Formatting</i>	<ul style="list-style-type: none"> Produces essentially error-free work Follows all requirements; format enhances meaning 	<ul style="list-style-type: none"> Produces work with a few minor errors, but not enough to interfere with meaning Uses appropriate format 	<ul style="list-style-type: none"> Makes some errors that interfere with meaning Uses mostly appropriate format 	<ul style="list-style-type: none"> Makes numerous errors that interfere with meaning Does not use appropriate format

5. Students will present with clarity, purpose and understanding of audience.

	Exceeds the Expectation	Meets the Expectation	Approaches the Expectation	Does not meet the Expectation
Eye Contact	Maintains eye contact and captures attention of individuals within an audience	Makes frequent eye contact with the audience	Makes occasional eye contact with the audience	Does not make eye contact, possibly just reads to audience

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Voice	<ul style="list-style-type: none"> • Delivers with entirely clear speech • Is always audible • Uses inflection to clarify meaning and emphasize key points 	<ul style="list-style-type: none"> • Speaks in a clear voice • Is audible • Uses inflection to clarify meaning and emphasize key points 	<ul style="list-style-type: none"> • Mumbles enough to interfere with audience's focus on meaning • Is sometimes audible • Occasionally uses inflection to clarify a point 	<ul style="list-style-type: none"> • Mumbles so audience loses meaning • Is very difficult to hear • Simply reads from notes or script/ speaks in monotone
Clarity				
<i>Volume Inflection</i>				
Pace	Varies pace to match the point; delivers in a smooth manner	Adjusts pace to emphasize or clarify some points	Varies pace only somewhat; may speak too quickly, occasionally hesitates and uses distracting phrase	Does not vary pace; speaks too quickly or delivery may be broken by long pauses, repeated/distracting phrases ("um", "ah", etc.)
Poise	Moves body to hold attention and/or to emphasize a point	Uses occasional gestures to explain and /or clarify	Exhibits good posture and body is relaxed	Displays some distracting movements (fidgeting, shaking, swaying, etc.)
Dress	Dresses professionally	Dresses with an awareness of the occasion	Dresses neatly	Dresses unsuitably
Visual/ Digital Aids	Makes excellent use of visual/digital aids to enhance presentation	Uses visual/digital aids to enhance presentation	Incorporates visual/digital aids to somewhat improve presentation	Does not use any visual/digital aids or the aids do not increase understanding of content
Knowing your audience	<ul style="list-style-type: none"> • Engages audience through compelling tone and thoughtful and creative use of language • Provides audience with illuminating background information/ definitions 	<ul style="list-style-type: none"> • Recognizes audience through appropriate tone and effective use of language • Provides audience with necessary background information/ definitions 	<ul style="list-style-type: none"> • Does not consider audience, but conveys some information • Provides audience with a limited amount of background information/ definitions 	<ul style="list-style-type: none"> • Does not consider audience; may use inappropriate tone or language interfering with message • Does not provide audience necessary background information/definitions
Style				
<i>Background</i>				

STUDENT RESOURCES AND REFERRALS

Additional information is available in the Alcohol/Drug Awareness Resources Guide. Guides may be found in the public library and in the office of the school nurse, guidance department and all main school offices.

Support Groups

Plymouth Dept. of Social Services
 Pregnancy Help

(508) 732-6200
 (617) 782-5151

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Alcoholics Anonymous	(508) 746-5611
Eating Disorders Clinic	(508) 830-1234
Overeaters Anonymous	(617) 641-2302
ALANON-ALATEEN	(781) 843-5300
South Shore Women's Center	(508) 746-2664
Woman's Place Crisis Center (Domestic Violence and Rape Center)	(508) 588-2041
Head Start Teen Parent Program	(508) 746-0333
South Shore Alliance of Gay/Lesbian Youth	(781) 659-2067\

Counseling

Good Grief Program, Judge Baker Center	(617) 232-8390
South Shore Women's Center	(508) 746-2664

Medical Emergencies and Evaluation

Pembroke Hospital	(781) 826-8161
Jordan Hospital	(508) 746-2000
South Shore Hospital	(781) 340-8000
HIV Testing – Adolescents	(800) 696-2437
South Shore Family Planning	(508) 746-8353
Children's Hospital Eating Disorder Clinic	(617) 355-7178
Cancer Information	(800) 422-6237

Hotlines

Abuse/Neglect Hotline	(800) 792-5200
Youth only AIDS	(800) 788-1234
STD Hotline	(800) 227-8922
Gay and Lesbian Hotline (4 – 11 p.m.)	(617) 267-9001
Drug Abuse Information/Referral	(617) 727-1960
Suicide Prevention (Samaritans)	(508) 759-2828
Violence (South Shore Women's Center)	(508) 746-2664
Dating Violence (Youth)	(617) 773-HURT
Rape Crisis (Plymouth County)	(508) 588-TALK
Run-a-Way (National Hotline)	(800) 231-6946
Alcohol/Cocaine Hotline	(508) 775-7080

FOR COVID19 RELATED PROTOCOLS AND GUIDELINES PLEASE FOLLOW THIS LINK:

<https://sites.google.com/d/1HyRtHXQtBPhFPvS3XXx9KySn5mu4LLIR/p/10XTkSpo7B1D808rC2hBrSVKZd6OWeFdD/edit>