

# Bird Middle School

## 2021-2022 Family Handbook & Code of Conduct



### BMS Core Values

Family • Respect • Perseverance • Kindness • Honesty

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## Translation of Important Documents

### English

This is important information. If you need translation, please contact your child's school.

### Spanish

Esta es información importante. Si necesita traducción, comuníquese con la escuela de su hijo.

### French

C'est une information importante. Si vous avez besoin d'une traduction, veuillez contacter l'école de votre enfant.

### Portuguese

Esta é uma informação importante. Se você precisar de tradução, entre em contato com a escola de seu filho.

### Russian

Это важная информация. Если вам нужен перевод, обратитесь в школу вашего ребенка.

### Arabic

هذه معلومات مهمة إذا كنت بحاجة إلى ترجمة ، يرجى الاتصال بمدرسة

### Chinese

这是重要的信息。如果您需要翻译，请联系您孩子的学校。

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# Daily Schedule

Regular schedule: Students have access to the building at 7:35 a.m. and students will proceed to their lockers and homerooms

Starting Time: 7:45

Dismissal: 2:30

Homeroom: 7:45-7:55

Block 1: 7:58-8:50

Block 2: 8:53-9:45

Extensions/Silent Reading 9:49-10:19

Block 3: 10:22-11:14

Block 4: 11:17-12:37 (includes three 28-min lunch periods)

Block 5: 12:40-1:32

Block 6: 1:35-2:30

The students are assigned to 7 blocks of classes, but due to our rotating schedule, one block is missed each day, giving the students 6 blocks of classes each day. This allows each class to be approximately 52 minutes.

The late bus picks up students between 3:45-4:00 at the conclusion of after school activities, homework help, and detention.

## **Early Dismissal Days**

When School is scheduled for early release the schedule is:

Starting time: 7:45

Dismissal: 11:30

No lunches are served on Early Release days.

There is no late bus on Early Release days.

## 2021-2022 SCHOOL YEAR CALENDAR

August/September				
M	T	W	TH	F
30	31	1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

(20 days)

October				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

(20 days; 40 cum.)

November				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

(19 days; 59 cum.)

December				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

(17 days; 76 cum.)

January				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

(19 days; 95 cum.)

February				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				

(15 days; 110 cum.)

March				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

(23 days; 133 cum.)

April				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

(15 days; 148 cum.)

May				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

(21 days; 169 cum.)

June				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

(11 days; 180 cum.)

### SEPTEMBER

8/30 & 8/31 Teacher Start - Professional Development

**9/1 First Day of School - Grades 1 - 12**

9/2 Open House - Pre-Kindergarten and Kindergarten

9/3 & 9/6 - NO SCHOOL - Labor Day Weekend

**9/7 First Day of School - K and Pre-K**

9/24 Early Release - Staff Training

### OCTOBER

10/8 Early Release - Staff Training

10/11 Columbus Day

10/22 Early Release - Gr. K-8 Parent/Teacher Conferences

### NOVEMBER

11/11 No School - Veteran's Day observed

11/24 Early Release - Thanksgiving

11/25 - 11/26 Thanksgiving Recess

### DECEMBER

12/10 Early Release - Staff Training

12/24 - 12/31 Winter Recess

### JANUARY

1/3 Students Return/Classes Resume

1/14 - No School for Students/Staff Training

1/17 Martin Luther King, Jr. Day

### FEBRUARY

2/11 Early Release - Staff Training

2/21 - 2/25 February Recess

2/28 Classes Resume

### MARCH

3/11 Early Release - Staff Training/P-T Conferences K-5

### APRIL

4/8 - Early Release - Staff Training

4/15 - No School - Day of low attendance

4/18 - 4/22 April Recess

4/25 Classes Resume

### MAY

5/13 Early Release - Staff Training

5/30 Memorial Day

### JUNE

6/5 WHS Graduation (Sunday)

6/14 Last Day Pre-K

**6/15 Last Day Gr. K - 11 w/no snow days - Early Release**

6/20 Juneteenth Holiday

6/22 Last Day Pe-K w/5 snow days - Early Release

6/23 Last Day Gr. K-11 w/5 snow days - Early Release

\*6/30: Last possible date inclusive of cancellation/make-up days. The school year consists of 180 days within a floating calendar. If days are postponed for any reason, those days are added to the end of the school calendar up to and including June 30th.



## 2021-2022 SCHOOL YEAR CALENDAR

APPROVED BY SCHOOL COMMITTEE: 2/11/21

The Walpole Public School District is enriched by the cultural and religious diversity of its students, faculty, staff, and community. The Walpole Public School Committee publishes this list to inform our community of days in which students and staff may be participating in observances with their families. It does not include all religious holidays observed by every faith. State and Federal law require schools to make reasonable accommodations to the religious needs of students and employees.

Holiday Observances in Massachusetts (statewide legal holidays in **bold**)

Holiday/Observance	2021-2022
<b>Labor Day</b>	<b>September 6</b>
Rosh Hashanah*	September 7 - September 8
Yom Kippur*	September 16
Sukkot	September 21 - 27
<b>Columbus Day</b>	<b>October 11</b>
<b>Veteran's Day</b>	<b>November 11</b>
Diwali	November 4 - 8
<b>Thanksgiving</b>	<b>November 25</b>
Chanukah*	November 29 - December 6
<b>Christmas Day</b>	<b>December 25</b>
Kwanzaa	December 26 - Saturday, January 1, 2022
<b>New Year's Day</b>	<b>January 1</b>
<b>Martin Luther King, Jr. Day</b>	<b>January 17</b>
Ash Wednesday	March 2
Chinese New Year	February 1
<b>President's Day</b>	<b>February 21</b>
Palm Sunday	April 10
Passover*	April 16 - 23
Good Friday	April 15
Easter	April 17
Ramadan**	April 2 - May 1
<b>Patriots' Day</b>	<b>April 18</b>
Orthodox Good Friday	April 22
Orthodox Easter	April 24
Eid al-Fitr**	May 3
<b>Memorial Day</b>	<b>May 30</b>
Shavuot*	June 5 - 6
<b>Juneteenth</b>	June 19 (celebrated Monday, June 20)
<b>Independence Day</b>	<b>July 4</b>

\*All Jewish observances begin at sundown on the evening prior to the day of the observance. In addition to dates noted, observant Jews celebrate the second, seventh and eighth days of Passover; the second, eighth and ninth days of Sukkot; and two days of Shavuot (Mass. Lawyers Diary and Manual)

\*\*Due to the lunar calendar, these are only approximate dates

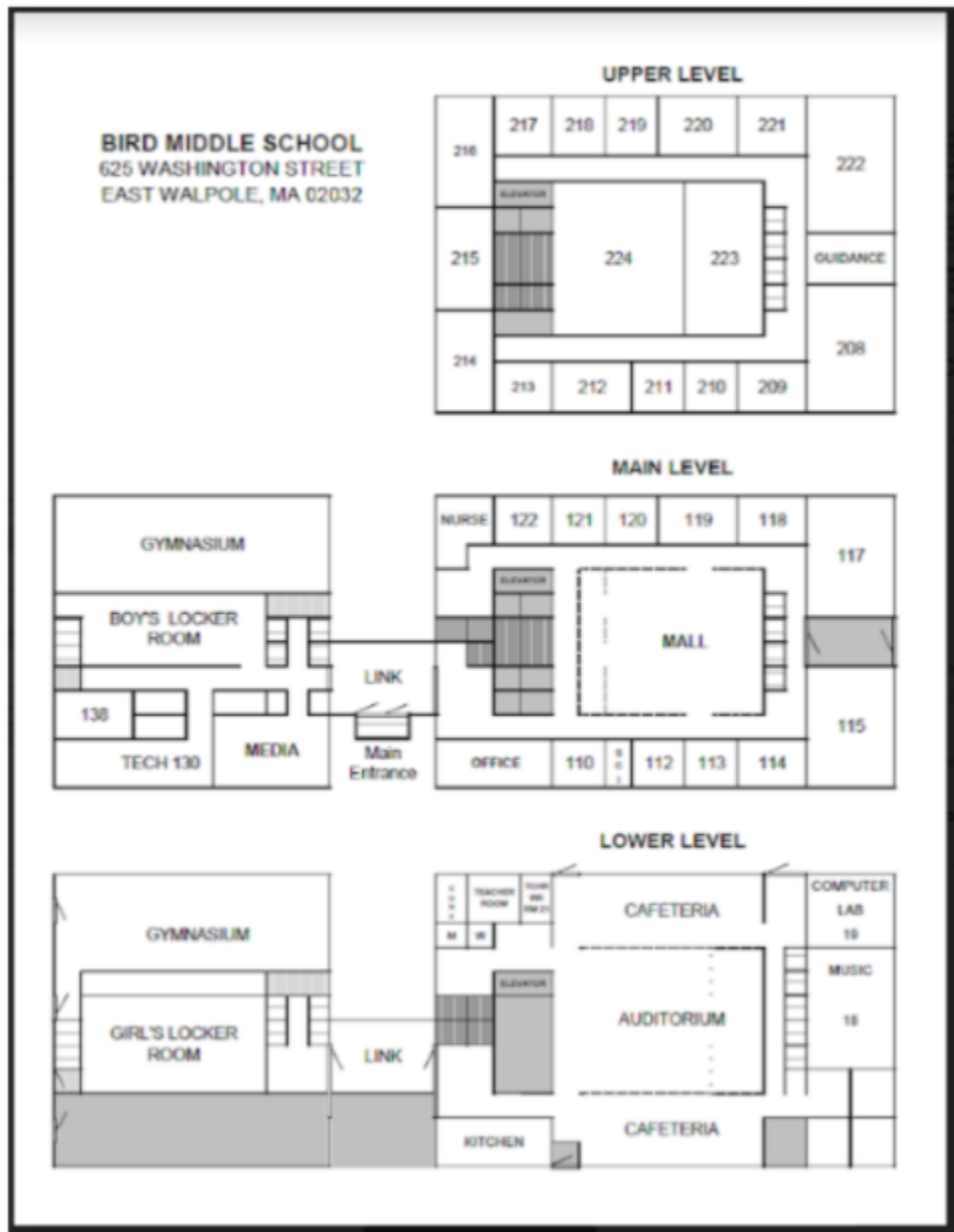
## **Staff Directory**

For any families looking to reach out to specific teachers, please click [here](#). You can find contact information for all teachers in the [online Staff Directory](#).

## **Contact Us**

[Here](#) is the link to our Contact Us form online. Please use the form below to contact the main office.

This form is monitored regularly by the office staff and you should receive a response within 24 hours. If this is an urgent request please contact the main office directly by telephone.





# Middle School Philosophy

In Middle School, students are assigned to a team of teachers where each teacher is assigned to their own discipline, by working together; the team is better able to support the needs of their students both academically and emotionally.

Beyond the core academic subjects, students will be able to explore and expand their interests with the exploratory curriculum. In addition, we have many after-school extracurricular activities that include Student Council, Yearbook, Drama, Select Chorus, Jazz Band, Morning News, and Ski Club.

## **Grade 6**

### **Academic Exploratory**

English Language Arts Technology Art

Math Physical Education Band/Chorus/Orchestra/Music Social Studies Exploratory Foreign Language

Science Health

Math Skills

Title 1 Math

## **Grade 7**

### **Academic Exploratory**

English Language Arts Health

Math Physical Education

Social Studies Art

Science Band/Chorus/Orchestra/Music

French or Spanish Informational Reading and Writing

Title 1 Math Technology

## **Grade 8**

### **Academic Exploratory**

English Language Arts Health

Math Art

Social Studies Band/Chorus/Orchestra/Music Science Technology

French or Spanish Physical Education

Title 1 Math Reading Fluency and Public Speaking

# X2 Aspen Student and Family Portal

Students and family members should use the Family and Student portal to assess information, academic progress, groups and calendars for each student. X2 Aspen will help parents/guardians stay informed about each child's progress in school and help you keep track of important dates and events.

Within Aspen's Family and Student portal, teachers, parents, and students have an arena for open communication. Parents and student(s) each have a login to view the student's account. Parents' login allows access to view all of their children's information while a student's login allows access to

only his/her individual account.

To electronically access your account, launch your browser and turn off any pop-up blockers. You can find the link to the X2 Student and Family Portal on the school website or by typing in the following web address: <https://ma-walpole.myfollett.com>.

Enter your login ID and password given to you by the school.

**\*\*Please note the first time you log in, you will be prompted to fill out security information. The email that is entered in the security information will be used for multiple purposes. This is the primary email for both password recovery and automatically system generated email notifications.**

Once your account is activated and you have logged in, you will have access to the following:

- Family: Student(s) will be listed here.
- My Info: Select the side-tabs to view student details, contacts, attendance, etc.
- Academics: Select the course to view details of the course. Click the Assignments side tab to view information about grades for each assignment.
- Calendar: To view assignments on the calendar, click on the Preferences side tab and color code courses.
- Help: For details on the features and use of the portal, select Family Portal under Help > User Guide

Click on [this link](#) for some general information regarding X2 Family Portal.

## **X2 Attendance and Grade Email Notifications**

When your school uses email notifications, parents and students can subscribe to receive email messages when any of the following conditions occur:

- A new daily attendance record is created.
- A new class attendance record is created.
- A new conduct record is created.
- A new visit to the health office record is recorded.
- A grade below the threshold you define is recorded.

Note that you can also get reminders, announcements, and alerts via text using the free [Follett Notifications app](#).

### **To subscribe to email notifications:**

1. Do one of the following:
  - In the Family portal: Click the **Family** tab.
  - In the Student portal: Click the **My Info** tab.

Click the **Notification** side-tab:

Students :: KP - Adams, Morgan

Options: Reports Help

### Subscriptions for Email Notifications

☐ davidedema@personalemail.com  
☐ ekanski@eudora.com

Subscribe	Name	Description
<input type="checkbox"/>	Attendance	This subscription will notify you of any attendance entry for this student.
<input type="checkbox"/>	Class Attendance	This subscription will notify you of any class attendance entry for this student.
<input type="checkbox"/>	Conduct	This subscription will notify you of any conduct incident by this student.
<input type="checkbox"/>	Grades	<p>This subscription will notify you when any grades below a specified threshold are entered for this student. Grades are scaled as a percent from 0 to 100. If a student receives a class assignment or test grade that is below the specified threshold, a notification will be sent to your email address.</p> <p>In the space below, please enter a grade threshold to use for determining what grades to report. This should be a number from 0 to 100. For example, an entry of 75 would trigger a notification for any grade entered that scaled below 75%.</p> <p>Grade Threshold <input type="text" value="0"/></p>
<input type="checkbox"/>	Health Visit	This subscription will notify you of any visit to the school nurse by this student.

- At the top of the page, any email addresses associated with your account appear. Select the checkbox next to each email address you want to receive notifications.
- After viewing the description of each email, select the **Subscribe** checkbox if you want to receive that email notification.

**Note:** For the **Grades** notification, define a **Grade Threshold** between 1 and 100. The system will send an email when the student receives a grade below that percentage.

For each subscription, the system sends the appropriate messages to the designated email account. To view/change this account, click **Set Preferences** on the settings bar at the top of the page, then the **Security** sub-tab.

**Note:** Your changes to this page are saved automatically. There is no **Save** button.

## Homework Policies/Procedures

The purpose of homework is to reinforce learning outside of the classroom and practice skills taught in the classroom. Consistent homework completion may also develop self-discipline and personal responsibility.

### Frequency / Quantity of Homework

Although there is some variation of homework given by teachers, they do follow the guidelines listed below. Specific questions or concerns should be addressed with the team of teachers. Acknowledging the different learning styles and learning challenges of students, this chart attempts to provide a range to accommodate individualization and purpose of the homework assignments. It should not be interpreted as a minimum or maximum, but as a description of what is a reasonable guideline for a particular grade level. This chart lists homework assignment frequency and minutes each night expected of students in each grade level. It was developed by the Walpole Homework Committee in 1994 based on the results of surveys and research on homework policies.

Grade Frequency / Times per week Minutes/Night

Grade	Frequency/ times per week	Minutes/ Night
K	Daily at home read aloud time	15

1	2	10
2	2	15
3	3-4	20-30
4	3-4	30-40
5	3-4	30-45
6	4-5	45-60
7 & 8	5	60-90
9 & 12	5	90-150

Support is available for all students with their homework assignments. Students may stay after school for Homework Club which is available Monday – Thursday from 2:40 – 3:40 and is monitored by a staff member. Homework Club is optional for some students, but may be mandated by a staff member if parents are notified in advance. Students are expected to bring work and follow the directions of the teacher. If students are uncooperative, they will be asked to leave and there could be behavioral consequences. Homework Club is sponsored by the PAC who funds the staffing for this student intervention.

### Procedures for make-up work

- Parents should request make-up work if a student has been absent for two or more days. For less than 2 days, the student can call a friend. Parents should notify school by 9:00 AM to give enough time to collect the work.
- Parents may request another student/sibling to bring it home. Be sure to include the name of that student in your request.
- If a parent picks up work, please do NOT come earlier than 2:30 to the office. This gives the teachers time to collect materials and books.
- Homework is not provided for students who take vacations during school time. It must be made up upon the student's return.

## **School Materials**

Students are assigned textbooks as required by their teachers. They are expected to cover the books and take care of them during the school year. If a student loses or damages a book(s), there will be a cost for repair or replacement. Students will also be charged for loss or destruction of other items on loan such as calculators, computers, related arts equipment, combination locks, athletic equipment and lockers. Students responsible for vandalism to the school are required to pay restitution for repairs.

6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students will be assigned a Chromebook for school use. Please review the Code of Conduct for further clarification of the school Chromebook policy.

Physical education classes require that students wear sneakers and change into appropriate clothing for PE. Being prepared for physical education class is a part of each student's grade.

### **Assignment Notebooks**

6<sup>th</sup> grade students are able to purchase and use the assignment notebook ordered by the school. The cost is \$5.00 payable by check to the "Town of Walpole."

### **Technology: Computers, Cell Phones, Etc.**

The Acceptable Use Policy can be found on the Bird Middle School website. The policy outlines responsible use of technology. Students are provided access to computers within the classrooms, and the Media Center. Cell phones are required to be shut off and left in the student locker during the school day. BMS is not responsible for loss or theft of items, and we do NOT encourage students to bring in expensive items.

## **Forgotten Items**

Parents may bring in forgotten items and leave them in the main office. At an opportune time, the office will notify students when forgotten items are brought in. It is the student's responsibility to remember needed items. We encourage families to impress the importance of personal responsibility for having all necessary school materials when they leave for school each day.

## **Lost and Found**

Lost and Found items are located in the cafeteria near the door to the driveway. There is also a Lost and Found outside the gym for items left during gym classes. It is helpful if students label books and clothing. Students are not encouraged to bring expensive items to school as the school is not responsible for loss or theft.

## Private School Application Process

On occasion, staff members are asked to submit recommendations and transcripts for students applying to private schools. We recognize the importance of such requests but ask that parents consider the following when making their request:

1. Give teachers at least a three-week notice when requesting recommendations.
2. Many of the applications are completed through an online application system. If this is the case for your child, the system will send an email request for recommendations from the counselor and teachers; however, we strongly encourage you to have your child speak to the school counselor and teacher(s) directly, as well, in order to personally request the completion of the forms.
3. Please note, even if you are completing the applications on the online system, you must also sign the "Transcript Release form" and have your child bring that to the School Counselor in order for transcripts to be released.
4. If the school that your child is applying to only accepts applications by mail, please have your child bring the transcript release form to the school along with \$2.00 to cover the cost of postage.

## Student Lockers

Students are assigned a locker and issued a combination lock (when paid for) for their personal use. Students are not encouraged to bring expensive items to store in a locker because they are sometimes left unlocked, making it accessible to anyone in the area. Students are also reminded not to give their combination to anyone else and are expected to lock their locker. The office has the combinations if students forget his/her combination.

School personnel retain the right to search lockers, desks, or any item when it is considered necessary. An inspection will be made if school personnel reasonably suspect that illegal or prohibited items are likely to be found.

Lockers are to be used only between classes. Students are not allowed in the locker area at any other time without a pass. The school is not responsible for lost or stolen items.

## Passes

Students must have passes to be out of the classroom at any point during the school day.

## No School / Delayed Start Announcements

School is only cancelled or delayed in the event of extreme weather conditions or an emergency that makes it unsafe for students to attend school. Walpole Schools use an automated notification system to contact parents in cases where school has been cancelled or will have a delayed opening. School cancellations are also posted on the Channel 5 website ([www.thebostonchannel.com](http://www.thebostonchannel.com)) and the Channel 4 website (<http://wbztv.com>), the Walpole school website, or Walpole Public Schools on Twitter. School will start at 9:15 a.m. for a ninety-minute delay.

## Accommodations



Students or relatives who have special needs for any school activity or event should notify the office in advance. There is an elevator available for students who may need it for medical reasons. Parents need to notify the school nurse who will instruct the students on the use of the elevator.

## School Nutrition Program

Walpole Public Schools offers healthy meals every school day. All meals are planned by a Registered Dietitian with a focus on whole grains, fruits, vegetables and foods that are low in fat. Planned menus reflect the Nutrition Standards required by the USDA and Massachusetts Department of Elementary & Secondary Education.

View our **On-Line menu format** at <https://walpoleschoolnutrition.com>

### School Breakfast Program

All schools in the district now offer a breakfast program to all students. There is no monetary cost for breakfast. Contact Walpole School Nutrition office with questions. Please see breakfast menu at <https://walpoleschoolnutrition.com>

### School Lunch Program

Every lunch meal offers 5 different food components. These components are: protein, grain, milk, fruit and vegetable. Students are encouraged to take at least 3 of these 5 components. At least one of the components that the students choose has to be either a serving of fruit or a vegetable to qualify for a reimbursable meal.

There is no monetary cost for Middle School students.

## Student Progress

Grades and assignments are posted on the Aspen X2 database and are available for viewing and monitoring by parents and students. Student progress is monitored frequently and communicated to parents in several ways. Parents with concerns and questions about their child are encouraged to discuss them with the classroom teacher or with the team at any time.

Report cards are issued online four times a year – November, January, April and June. Teachers evaluate each student on their achievement, effort and conduct.

Progress is available on Aspen X2 throughout the term. This gives students and parents an opportunity to consider if any changes are needed throughout the year.

Parent conferences are scheduled in the fall. Conferences with the team can also be requested throughout the year. Teachers may also contact parents to invite them for a conference if they feel it is appropriate.

Students who have an IEP or 504 plans for special education services will have annual review meetings scheduled by the special education department or the 504 coordinator.

# Student Recognition

We believe it is important to recognize student achievement each term. Students are recognized in an assembly at the end of each term for their efforts and hard work.

Students are recognized both by the administration and individual teams of teachers. All students whose conduct is good or excellent are recognized in the following categories.

## Academic Achievement

- High Honor Roll – all grades for academic, exploratory subjects and conduct are 90 or higher.
- Honor Roll – all grades for academic, exploratory subjects and conduct are 80 or higher. c. Commendable Effort – all “C” (consistently) for behavior, classwork, homework.
- Gozzuppins - maintained all grades from previous report card and improved one or more grades

## Core Value Awards

- Selection: One student from each grade is selected by that team’s teachers.
- Core Values are Family, Respect, Perseverance, Kindness, Honesty

## Student of the Term

- Selection: One student from each grade is selected by the team’s teachers
- Criteria for this award is the student stands out among his/her peers for the following: academic performance, improvement, citizenship, or more.

## Merits

- Merits are given to students by faculty for behavior that represents positive character traits.
- Students bring the merits to the main office and are recognized with a small prize.
- At the end of each term, a drawing is done from all the merits turned in for that term and a student from each grade receives a prize.

# Attendance Policies

Regular and punctual school attendance is essential for success in school. The committee does recognize that parents of children attending our schools have special rights as well as responsibilities, one of which is to ensure their children attend school regularly, in accordance with state law. Therefore, students may be excused temporarily from school attendance for the following reasons:

- Medical illnesses/appointments with proper medical documentation
- Observance of religious holiday
- Legal proceedings with proper documentation
- Family bereavement
- Suspension day(s)
- Private school visit(s)

## Phone-In

Parents are asked to call school each day before 8:30 a.m. when their child will be absent. The phone number is (508) 660-7226 and the answering machine will record the message. Parents may also call the evening before and leave the message. If we do NOT hear from a parent or guardian when a student is absent, we will contact them to verify the absence.

### **Absence Notes**

Upon returning to school following an absence, all students are required to bring a note signed by a parent or guardian with the date and reason for the absence. Notes should be given to the homeroom teacher or to the office the day a student returns to school. Absence notes are required even if parents have called in on the phone-in line. Please review the Code of Conduct for further clarification of the school absence policy.

### **Tardiness**

Students who arrive at 7:45 a.m. or later are considered tardy and must report to the office for a late pass. After 3 unexcused tardies, the student will be required to serve an after-school detention (please see Code of Conduct for details). Students who are tardy miss very important parts of the school day and are often unprepared if they miss their homeroom time. Consistent tardiness can also result in poor time management habits for the future. Please review the Code of Conduct for further clarification of the school tardy policy.

### **Dismissals**

Dismissals should only be for medical reasons or family emergencies. Students needing to be dismissed must bring a note to the office that morning. Students must be signed out of the office before they leave the building. If they are returning that day, they must sign in upon return. Please review the Code of Conduct for further clarification of the school dismissal policy.

## **Promotion/Retention Policy**

The School Committee is dedicated to the continuous development of each student. The professional staff is expected to place students at the grade level best suited to them academically, socially, and emotionally. Students must pass ELA, math, social studies and science for promotion. Final grades for the year are used to determine success.

## **Health Services at the Middle School**

There is a full-time nurse at each of the Walpole Public Schools. The school nurse's priority is always the health and safety of each student.

**Activity Restrictions** - It is the responsibility of the parent/guardian to notify the school nurse of any activity restrictions for a child. A note from the health care provider is required if a student is to miss physical education classes for more than one week. The physician's note should include the kind of activity restriction and duration of the restriction.

Any student who returns to school, for any reason, with a cast, sling, ace wrap, or crutches must be seen by the school nurse before the start of classes. Students who have a cast, hard splint, air boot, or other protective covering to promote healing of an injury may not participate in active recess or physical education classes. Active recess is defined as full participation in recess without restriction. A student may participate in quiet outdoor recess with the nurse's permission. Quiet outdoor recess is defined as sitting at a designated area outside with a friend or friends. If a student who participates in quiet outdoor recess is unable to remain at the designated area the student will

need to stay indoors during recess. The decision on whether a student must remain indoors will be made by the principal with input from the nurse. Limitations on student participation in recess and physical education are imposed in order to avoid further injury to the student and / or their classmates. Students may return to active participation once a physician has determined that the student is sufficiently healed and the cast, hard splint, air boot, or other protective covering have been removed. At this time the student must provide a note from a physician stating that the student may participate in all activities without restrictions.

First Aid - One of the nurse's responsibilities is to provide first aid for injuries and illnesses that occur within the school day. Treatment for injuries occurring outside of school is the responsibility of the parents.

Illness - Children who are ill with a temperature over 100, or who have diarrhea, nausea and vomiting, undiagnosed rashes, uncontrolled coughing, impetigo, or conjunctivitis should remain at home. If your child is ill with a fever they must be "Fever Free" for 24 hours WITHOUT the use of TYLENOL, MOTRIN, or any other fever reducing medication before they can return to school. If your child has a viral stomach illness with symptoms such as nausea, vomiting, or diarrhea, please keep them home for an additional 24 hours after symptoms have subsided. If your child has been diagnosed with an infection requiring antibiotic treatment such as Strep Throat, Conjunctivitis, Impetigo, etc. they must be treated with the antibiotic for at least 24 hours before returning to school. In addition, for Conjunctivitis, your child's eyes must be free of drainage. For Impetigo, lesions may not be oozing.

Health Issues - Although a child may not be receiving medication or treatment at school, health concerns may still impact learning. It is important to notify the nurse of any new allergies or conditions that develop, especially those that require medication.

Health Records - The nurse maintains a health record for each student. It includes immunizations and results of vision, hearing, and postural screenings. Height, weight, physical examination records and any medical problems or histories are also included. All students must have a physician's certificate of proper immunization according to the General Laws of the State of Massachusetts and a current physical exam in order to enter school. All new students in grades 6-8 also need to have a health history completed by a parent or guardian.

Health Screening - All students in grade 6 will have their vision and hearing checked. Students are weighed and measured and complete an SBIRT screening in Grade 7. SBIRT is a mandatory substance use screening. In addition, Postural screening for Scoliosis is done in grades 6-8.

Postural screening, also known as screening for Scoliosis, is required by law, for all children in public schools grades 5-9. Postural defects are a significant health problem in otherwise healthy adolescents. Because these defects often develop slowly and without pain to the child, screening to detect them at an early stage is an important preventative public health strategy

If you do not wish for your child to participate in any of the mandatory health screenings you must send written notice to the school nurse or principal prior to the screening.

Immunization Laws - Massachusetts law requires successful immunization against Diphtheria, Tetanus, Pertussis, Poliomyelitis, Measles, Mumps, Rubella, Hepatitis B, and Varicella by vaccine or a doctor's certificate of disease. The following are the immunizations required for all students in Grades 6-8 PRIOR to entrance:

DTAP/DTP 5 doses

Polio 4 doses (Fourth dose must be after the fourth birthday)

MMR 2 doses

Hepatitis B 3 doses

Varicella 2 doses I

In addition, all Grade 7 students must submit proof of a Tdap immunization prior to entry.

Medication Policy - The Walpole School System requires that the following forms must be on file in your child's health record before we begin to give any medication at school, including non-prescription or over-the-counter medication:

Signed consent by the parent or guardian to give the medicine

Medication order signed by your child's physician

The written medication order form (available at the school health office or online at the Health Services website) should be taken or faxed to your child's licensed prescriber (physician, nurse practitioner, etc.) for completion and returned to the school nurse. The only medications that are exempt from this requirement are acetaminophen and ibuprofen, for which we have a standing protocol. All medication orders must be renewed at the beginning of each academic year. For short-term prescription medications requiring administration for ten school days or less, the pharmacy-labeled container may be used in lieu of a licensed prescriber's order. Medicines should be delivered to the school in a pharmacy or manufacturer-labeled container by the parent or designated adult. At no time should a student carry medication to school other than medications required for asthma, cystic fibrosis, diabetes, or life-threatening allergies. Please ask your pharmacy to provide separate bottles for school and home. No more than a thirty-day supply of medicine may be delivered to the school.

When your child needs medication to be given during the school day, please act quickly to follow these policies so we may begin to give the medication as soon as possible. Whenever possible, medication should be scheduled at times other than school hours. If a child is on antibiotics to be given three times a day, it is generally not necessary to receive the medication at school. The child may receive medication at breakfast, upon return from school, and at bedtime. If the student is participating in an afterschool activity the nurse can give the medication prior to the regular school dismissal time.

Medical Treatments - The school nurse will perform medical treatments that need to be done at regular intervals during the school day. Written parental permission and written medical orders from the health care provider are necessary. (ex. nebulizer treatments, G-tube feedings)

Pediculosis (Lice) - If a case of head lice is reported to the school nurse a letter is sent home to all students in that grade informing them of the case of head lice. If time permits, the nurse checks children in that child's class for lice or nits. Parents/guardians are expected to check their children on a regular basis.

Physical Examination Requirements - Every child entering Grade 7 is required by State law to have a physical examination. All students new to the school need to submit a copy of a recent (less than one year old) physical exam before they may begin.

Please refer to the district website <http://www.walpole.k12.ma.us> for any current updates about health issues.

### **Parent consent to access public health insurance (MassHealth or Medicaid)**

The school district is allowed to use public health insurance (MassHealth or Medicaid) to pay for some special education services included in a student's IEP for students covered by public health insurance. Before the school district accesses MassHealth for the first time, the school district must give you written notice that it is going to seek this reimbursement, and get your voluntary consent in writing for it. The notice will tell you that special education services are always provided at no cost to you or your family; will make clear that your consent will not lead to any changes in your child's MassHealth benefits or eligibility; will describe what information about your student will be shared in order to access MassHealth; remind you that your consent can be withdrawn at any time; and make clear that there will be no changes to your student's special education services or program if you withdraw or do not provide your consent. If you move or your student becomes enrolled in another district, then the new school district will ask you to provide consent again.

Beginning July 1, 2019, the MassHealth School Based Medicaid Program (SBMP) will be expanded to support partial payment reimbursement for services that are provided under other specialized plans, in addition to IEP's. The expanded program will allow for payment through MassHealth for services provided to students pursuant to an Individual Health Care Plan (IHCP); an Individual Family Service Plan (IFSP); a Section 504 plan, or services that are otherwise medically necessary. There are no changes to the current requirements governing payment for services provided pursuant to an IEP. Personally identifiable information will continue to be exchanged in order to access MassHealth, and a parent can still withdraw their consent at any time and such withdrawal will not result in any change or denial of special education, IHCP, IFSP, or Section 504 plan services, nor will there be any cost to the parent.

### **Counseling Services**

The guidance counselor is available to all students for a variety of reasons – scheduling, school problems, problems with friends, course selection, help with applications to private school or Tri County Vocational, and group discussions. The counselor is available to students and parents and can be reached during the school day by phone, e-mail, or by appointment.

The adjustment counselor is available to some students who need counseling support for short term or long-term needs.

### **Physical Restraint**

All Walpole schools strive to maintain safe learning environments for all students and staff. As part of a comprehensive approach to safety, all schools have a physical restraint policy in place which follow the Department of Education regulation (766 Reg. 604 CMR 45.00). If a student's behavior poses a threat of imminent harm, they may be held until calm. Specific procedures are carried out by qualified and trained staff. Parents are always notified if such restraint is necessary.

## **Special Education Services**

Students who have Individualized Educational Plans (IEP) have services scheduled to fulfill the goals of their plan. Meetings are held with parents as required by the regulations to monitor the progress of the student. Parents should contact the special education chairperson if there are questions or concerns about the IEP or services.



## 504 Accommodation Plans

A student who has a documented disability and requires accommodations to access the curriculum may be eligible for a 504 plan which specifies which accommodations are needed during the school day. Some plans are medical in nature and some plans are academic in nature. Most of the medical 504 plans are coordinated by the school nurse and the non-medical 504 plans are coordinated by the guidance counselor.

## Media Services

Students are encouraged to check out books for both research and pleasure reading. Students are responsible for books that are lost or damaged. Materials collected for school media centers, as well as individual classroom collections follow the America Library Association Library Bill of Rights, both of which state the following:

- Libraries work to provide materials and information presenting all points of view on current and historical issues.
- Collections are provided for interest, information, and enlightenment of all students the library services.
- Materials in the Bird Middle School library have been selected for students ages 11-14 following these guidelines.

Adult guardians are encouraged to discuss with their children the books they have chosen to read independently and supervise the materials their child selects from school and classroom collections. The media center also has several computers that students can use for book title searches and research on the internet. Use of the computers is always supervised by the media staff.

## Student Activities

Several activities are available for students after school:

- Homework Club – Monday – Thursday
- After School Activities – Fall, Winter, Spring (announcements are sent home)
- School clubs – Yearbook, Drama, Jazz Band, Select Chorus, Student Council, Ski Club, Morning News, and more

There is a late bus available Monday-Friday for students who have a bus pass.

## Security Procedures

To ensure the safety and security of students and staff, the school is locked at all times during the day and after school. Visitors must ring the doorbell and they will be buzzed in by the office after they have identified themselves and their reasons for being at the school. All visitors are also required to report to the office and sign the visitor's log and obtain a visitor badge. Visitors may be asked to provide a photo I.D. We do not want to discourage parents from coming to school, but we need to monitor who is in the building at all times. Students who forget items and return to school

after school hours may not be able to enter if no one is in the office to open the door. Please encourage students to gather all materials at the end of the day to avoid this problem.

The school department works with the police and fire departments to develop plans in the event of any type of emergency. We have developed several evacuation plans depending on the type of emergency. Drills are practiced each year with students and staff.

## Security Camera Protocol

### I. Purpose

The Walpole School Committee authorized the use of video cameras throughout the Walpole Public School District for the purpose of enhancing school safety and security (see policy ECA). Our goals are to promote and foster a safe and secure teaching and learning environment for students and staff, to ensure public safety for community members who visit or use our school property, and to diminish the potential for personal and district loss or destruction of property.

### II. General Protocols

Signage and Notification - Signage will be posted at school buildings that notify students, parents, staff and the general public of the District's use of security cameras.

Camera Placement - The security camera system is installed in public areas only. These areas include, but are not limited to, grounds, exterior entrances or exits to school buildings and large gathering spaces such as corridors, cafeteria, lobby and main entries. The Main Lobby has a live feed of who enters and leaves the building. Security cameras will not be used where there is a reasonable expectation of privacy, including but not limited to restrooms, changing rooms, private offices, nurse's offices, or locker rooms.

Viewing - There will be no monitoring of live recordings, except in the case of a suspected emergency or safety concern. Reviewing the recordings will occur only when a suspected incident is committed inside or outside the building (e.g. vandalism, graffiti, etc.). Viewing the data is to be performed by authorized personnel that have been expressly designated by the principal or Superintendent of Schools. A log book shall include the following details: the persons viewing the data, what event triggered the viewing and the date/time viewed and be maintained by the building principal and made available to the Superintendent of Schools. No sound is to be monitored or recorded in connection with the video surveillance system. Surveillance system misuse shall be addressed on a case by-case basis by the Superintendent of Schools.

Limited Access to Recordings - Any video recordings used for security purposes in school buildings or grounds are the sole property of the District. Release of such videos will be made only as permissible pursuant to applicable laws and with the permission of the Superintendent or his/her designee. Access to video recordings from security cameras shall be limited to school administrators (Superintendent/designee, School Principal/designee). Law enforcement officials (Chief of Police/designee) shall be granted access to video recordings after giving prior notice to the School Superintendent/designee.

Data Storage - All video recordings and logs are stored in a secure place to avoid tampering and ensure confidentiality in accordance with applicable laws and regulations. Recordings will be saved for thirty (30) days and automatically deleted, unless being used in an ongoing investigation.

## Home/School Communication

Frequent communication between home and school is necessary for the positive growth of the students.

### **Parent Conferences**

Parent conferences are scheduled during the 1<sup>st</sup> term. Parents may request to meet with the team at any time during the year by contacting the teacher to make an appointment.

### **Parent – Teacher Communication**

There are several ways to communicate with teachers depending on their preferences and schedules. Phone calls, notes and emails are used by parents and teachers to communicate about concerns. Due to their schedules, it is not always possible for teachers to respond to a message the same day, but they will respond within a reasonable period of time.

### **Non-Custodial Parent Communication**

We encourage all parents to participate in their child's education. If a non-custodial parent wishes school information, there are state laws that require the schools to follow certain procedures. Please see the Public Notifications at the end of the handbook for these regulations.

## **Walpole Public Schools Communication Guidelines**

Increases in the capabilities and availability of technology have made communications between home and school more accessible than ever. While we have realized many benefits as a result of developments in technology, these developments have also been accompanied by changes in demands on time, as well as changes in expectations regarding the content, quantity, and timeliness of home-school communications.

### **Walpole Public Schools Communication Guidelines**

- Teachers identify their preferences for mode of communication with parents at the beginning of the year.
- E-mail and messages should be concise.
- Parents need to read/check school and classroom newsletters and the WPS and Schools' websites.
- Receipt of email will be acknowledged if response is delayed.
- Two school day turnaround time for actual response to email.
- Urgent messages should be put in the teacher's mailbox in the office.
- Parents should never go directly to a classroom during the day. They must sign in at the office first.
- Parent volunteers need to respect the confidentiality of students and staff.
- Specific expectations and responsibilities of volunteers will be communicated.

Email affords both "on demand" and "at your convenience" communications. However, email has limitations, which create the potential for miscommunication or misunderstanding, especially when dealing with complicated issues or when perceiving a writer's tone. Consequently, email should be limited to information sharing rather than extensive dialogue or conversation on a particular subject or issue. Full names of students should not be used. First name and last initial is the preferred convention. If an email conversation becomes lengthy or more nuanced than simply

reporting facts, the teacher should set up a mutually convenient time for a telephone conference, so they can talk in person.

### **Electronic Communication**

BMS uses five vehicles to communicate information electronically:

#### **AspenX2 Program** <https://ma-walpole.myfollett.com>

This program contains all of the student information required by the state (attendance, grades, etc.). Parents and students have access to their own information through a secure portal with their own password. Teachers post their grades on AspenX2 which allows students and parents access to academic progress at all times.

#### **Principal's Newsletter**

Every Friday, the principal sends home an e-mail with information about activities and events to parents and students. To receive these e-mails, it is necessary to subscribe. Go to the following website to subscribe:

<https://lists.walpole.k12.ma.us/mailman/listinfo/bmsnews>

**District Website** <http://walpole.ss5.sharpschool.com/> Information for the entire district is posted here by the Superintendent's office. Many forms and regulations are also posted and can be downloaded if needed.

**Bird Middle School Website** Information about BMS is posted here. There is a staff directory that allows access for e-mail communication. Individual teachers also have their own websites where they can post assignments, study materials and links to other websites.

**Social Media:** Follow BMS on Twitter (@Bird\_Middle)

### **E-Mail Guidelines**

E-mail can be an effective tool for communication between home and school. However, it is important to remember certain information:

- Email is not private and can be read by others.\*\*
- Deleted email can still be retrieved from a computer's hard drive.
- Rules of confidentiality that apply to other written or spoken communication must always be heeded.
- Information that would be detrimental in any way to a student's well-being should always be communicated personally and not by email.
- Opinions or subjective matter would best be communicated in other ways.
- Names of other students should NOT be included in any email communication.
- An email sent is not necessarily an email received.
- Don't assume that e-mails will be opened and responded to in the course of a workday.
- All email communication is archived for several years.

\*\* Supervisor of Public Records Bulletin No 1-99, May 2003: All email created or received by an employee of a government unit is a public record. In Massachusetts all email messages are subject to public access and disclosure through the provisions of the Public Records Law.

# School-Related Problems and Concerns

The following guidelines may be helpful for addressing concerns or problems.

1. Any concerns regarding a school-related matter should first be raised by the parent with the staff member most directly involved.
2. If the matter remains unresolved, the parent may wish to speak with the building assistant principal or principal. Appointments may be scheduled by contacting the office.
3. If the matter is still unresolved, the parent may wish to speak with the superintendent. For an appointment, call the superintendent's office.
4. If the matter remains unresolved, the parent may wish to bring it to the attention of the School Committee by writing a letter to the chairman of the committee.

We urge parents to use the progressive steps outlined above as most problems can be addressed satisfactorily by the teacher or other staff member most directly involved. Starting “at the top” inevitably results in no decisions, and the matter will be forwarded to the staff member most directly involved.

The following are examples (not all-inclusive list) of issues that are most appropriately addressed at the levels indicated:

1. Teachers
  - a. Student homework assignments, quizzes, tests
  - b. Course content, instructional materials, academic progress, extra help
  - c. Issues related to classroom discipline, relationships with students and staff
  - d. Student placement recommendation
2. Guidance Counselors
  - a. Problems between home and school; teacher and student, student and other students
  - b. Personal matters relating to student development, behaviors, interactions with others
  - c. Course selection and student schedule
  - d. Private school and vocational school decisions / applications
3. Principals
  - a. Any issue arising out of a building when no other staff member can be identified
  - b. Student placement issues (instructional level, team placement, etc)
  - c. Instructional and extra-curricular program issues
  - d. Issues related to physical plant
  - e. Complaints, dissatisfaction or concerns regarding school personnel
  - f. Student records, school-wide discipline, bus conduct, school policies/procedures
4. Superintendent/Assistant Superintendent/Business Manager
  - a. Questions regarding school board policies/administrative procedures
  - b. School Committee meetings and agenda items
  - c. Any school system record or documents
  - d. Budgetary matters
  - e. Hiring and supervision of staff
  - f. Complaints, dissatisfaction, or concerns regarding school personnel which were not addressed at the principal's level
  - g. Concerns or questions about the curriculum

- h. Transportation matters
- 5. School Committee
  - a. Matters pertaining to policy (class size, field trips, fundraising activities)
  - b. Concerns about specific courses to be added/deleted/changed
  - c. Complaints/concerns about the superintendent
  - d. School committee agenda items and minutes of meetings
  - e. Budgetary matter (long-range planning, facilities, programs, etc)

## **Transportation Procedures**

### **Bus students**

Students in the 6<sup>th</sup> grade may ride the bus free if they live two miles or more from school. Students in grades 7 and 8 must pay the required bus fees regardless of the distance to school. Students in 6<sup>th</sup> grade who live within 2 miles from school must also pay the required bus fee. State law requires students in grades K-6 ride for free if they live over 2 miles from school. All students must submit a bus application to the School Business Office even if their 6<sup>th</sup> grade student lives beyond the 2- mile mark. Students who have been approved to ride the bus will receive bus passes that MUST be used at all times to ride the bus. The schedule for the bus routes will be available at the end of August each year. All questions about bus routes should be directed to Connolly Bus Company at (508) 668-1530. Application forms and procedures for riding the bus are available in the main office or online. Payment should be made through the School Business Office.

Students are not allowed to change buses without permission from the office. A written request is required from the parents stating the reason for the change. A change in buses is only allowed if there is room on the bus and the reason is valid. The student needs to bring the written note to the main office in the morning to allow sufficient time to process the request.

### **Walkers**

Students walking to school should walk on the sidewalk and cross Washington Street and East Street at the crosswalk. Students should not walk on private property on their way to school. Students should arrive at school between 7:30 – 7:40 a.m. Students will not be allowed in the building prior to 7:35 when supervision begins.

### **Car-poolers**

Parents who drive students to school or pick up in the afternoon MUST follow the procedures to ensure a smooth flow of traffic. There is only one driveway and it can get busy with buses, cars and walkers.

Morning Drop-Off: Students may be dropped off in front of the link via our driveway.

Afternoon Pick-Up: Students may be picked up in front of the link via our driveway.

Pick ups occur after the buses have departed, typically 2:37 PM.

### **Bike Riders**

Students MUST wear helmets and should have a lock to ensure safety of the bike.

### **Late Bus**

There is a late bus on Monday through Friday to allow students to stay after school. The late bus usually leaves Bird at approximately 3:45 each day. It will bring students to Walpole High, then



students will switch buses. They do not make door-to-door stops or stop at all regular bus stops. Instead they stop at central areas and students are expected to walk from the closest stop to their homes. Students need a bus pass to ride the bus.

## **Parent Advisory Council (PAC)**

ALL parents are invited to attend the monthly PAC meetings. Meeting dates and time will be posted on the school website. The PAC works hard to make many programs successful at Bird. Their fundraising activities purchase many things and programs that would not be possible with the regular school budget. Some of these items have included computers, cultural arts programs, classroom white boards and supplies. The meeting also includes helpful information and dialogue about the daily operation of the school day.

## **School Council**

The Education Reform Act of 1993 requires each school to have a School Council, which is made up of two teachers, three parents, students and one community representative. This group meets monthly to advise the principal about school policies, procedures, and to develop the School Improvement Plan. This document provides the goals for the school year. All Council meetings are open to the public and parents are invited to attend with comments, questions, and concerns. Meeting dates will be posted on the school website.

# Public Notifications

## **Distribution of Student Information to Non-Custodial Parents**

(Massachusetts General Law, Chapter 71, Section 34H)

Any parent who does not have physical custody of a child shall be eligible for receipt of the same student information that is provided to the custodial parent according to the following conditions:

- (a) A non-custodial parent is eligible to obtain access to the student records unless:
  - 1. The parent has been denied legal custody based on a threat to the safety of the student or to the custodial parent, or
  - 2. The parent has been denied visitation or has been ordered to supervised visitation, or
  - 3. The parent's access to the student or to the custodial parent has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record.
- (b) The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's records is limited or restricted pursuant to 603 CMR 23.075(5)(a).
- (c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.
- (d) Upon receipt of the request the school must immediately notify the custodial parent by certified and first-class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07(5)(a).
- (e) The school must delete the address and telephone number of the student and custodial parent from the student records provided to the non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.
- (f) Upon receipt of a court order which prohibits the distribution of information pursuant to G.L. c. 71, Section 34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

## **Standards for Privacy of Individually Identifiable Health Information (HIPAA)**

The Federal Health Insurance Portability and Accountability Act (HIPAA), requires covered entities to make reasonable efforts to limit the use or disclosure of, and requests for, protected health information to the minimum necessary to accomplish the intended purpose. Protected health information includes individually identifiable health information in any form, including information transmitted orally, or in written or electronic form. The minimum necessary standard is intended to

limit unnecessary or inappropriate access to, and disclosures of, protected health information.

The privacy rule contains some exceptions to the minimum necessary standard. The minimum necessary requirements do not apply to use or disclosure that are required by law, disclosures made to the individual or pursuant to an authorization initiated by the individual, disclosures to or requests by a health care provider for treatment purposes, uses or disclosures that are required for compliance with the regulations implementing the other administrative simplification provisions of HIPAA.

With regard to disclosures, the privacy rule permits a covered entity to rely on the judgment of certain parties requesting the disclosure and to the minimum amount of information that is needed. For example, a covered entity is permitted reasonably to rely on representations from a public official, that the information requested is the minimum necessary for the intended purpose. Similarly, a covered entity is permitted reasonably to rely on the judgment of another covered entity that the information requested is the minimum amount of information reasonably necessary to fulfill the purpose for which the request was made.

## **Walpole Public Schools Public Notice**

The Walpole Public Schools does not discriminate based on race, color, age, gender, gender identity, sexual orientation, religion, ethnic or national origin, disability, veteran's status protected by law. Grievance procedures for the district can be found on the Walpole Public Schools website: <http://www.walpole.k12.ma.us> and in each of the school handbooks. The district also complies with the following Federal Civil Rights Laws.

### **Americans with Disabilities Act**

Program applicants, participants, members of the general public, employees, job applicants and others are entitled to participate in and benefit from all Walpole Public Schools' programs, activities, and services without regard to disability. Copies of this notice are available, upon request, in large print formats (large print, audio tape, Braille, computer disk, et cetera). Our grievance procedure, self-evaluation, as well as ADA policies and practices are also available. Inquiries, requests, and complaints should be directed to Mr. William Hahn, Assistant Superintendent of Schools, 135 School Street, Walpole, MA 02081, 508-660-7200 x5275, 508- 668-1167 (fax).

### **Section 504 of the Rehabilitation Act of 1973**

The Walpole Public Schools complies with Section 504 of the Rehabilitation Act of 1973 which protects the rights of individuals with disabilities in programs and activities that receive federal funding. Section 504 regulations require the provision of free and appropriate public education to eligible students, reasonable accommodations, and procedural safeguards. Grievance procedures are available upon request. Inquiries concerning the application of Section 504 may be referred to Mr. John Queally, Director of Student Services, 135 School Street, Walpole, MA 02081, 508-660-7200 x227, or to the Office for Civil Rights, Department of Health, Education and Welfare, Washington, DC, 20201.

**The Walpole Public Schools also complies with the following State and Federal Statutes and School Committee Policy:**

**Chapter 622 of Massachusetts General Laws and Title IX of the Federal Education Amendments of 1972**

**Regulations governing the application of Chapter 622 of the Massachusetts General Laws, acts of**

1971, were issued in June 1975. Chapter 622 specifies 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 in such public school on account of race, color, sex, religion, national origin, or sexual orientation.” These regulations focus on services, programs, and opportunities offered to students. The Chapter 622 Regulations address five areas of school policy: school admissions, admission to courses of study, guidance, course content, and extracurricular and athletic activities.

### **Title IX**

The U.S. Department of Education’s Office for Civil Rights (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states the following:

*No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.*

In August 2020, new regulations regarding Title IX became active. These regulations included a new definition of sexual harassment which consists of the following elements:

1. Any instance of quid pro quo harassment by a employee; or
2. Unwelcome conduct on the basis of sex, including unwelcome conduct based on sex stereotyping or on the basis of traditional notions of masculinity and femininity, that is sufficiently severe and pervasive and objectively offensive conduct, effectively denying a person equal educational access; or
3. Any instance of sexual assault, dating violence, domestic violence, or stalking as defined by the Clery Act and the Violence Against Women Act.

A copy of this policy and/or any regulations or inquiries regarding Title IX may be obtained by contacting the office of the Director of Student Services, 135 School St., Walpole, MA 02081. 508-660-5271.

### **Sexual Harassment and Unlawful Discrimination Policy**

It is the policy of the School Committee to maintain a work and education environment in the Walpole Public Schools that is free of sexual harassment and of discriminatory actions based on the race, color, age, gender, sexual orientation, religion, ethnic or national origin, disability, veteran’s status, or any other status protected by law. Unlawful employment discrimination and sexual harassment by employees or students will not be tolerated. Any concern related to the implementation of this policy (or a request for a copy of the full policy) may be addressed directly to the school principal or to the Superintendent of Schools (508-660-7200 x221). The Boston Office of the Massachusetts Commission Against Discrimination is located at One Ashburton Place, Boston, MA 02108.

### **Definitions/Summary**

#### **Title VI of the Civil Rights Act of 1964**

Title VI prohibits discrimination based on race, color, and national origin.

#### **Title VII of the Civil Rights Act of 1964**

Title VII prohibits employment discrimination based on race, color, religion, sex, and national origin.

# Walpole Public Schools

## Confidentiality of Student Records

It is the responsibility of all members of the Walpole Public Schools to ensure the confidentiality of student records and information. Employees are reminded that all conversations regarding students shall not violate the student's privacy or confidentiality of student information. **The Family Educational Rights and Privacy Act (FERPA)** (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

### **Walpole Public Schools' responsibilities under the law:**

- (1) The school principal or his/her designee shall be responsible for the privacy and security of all

student records maintained in the school.

(2) The superintendent of schools or his/her designee shall be responsible for the privacy and security of all student records that are not under the supervision of a school principal, for example, former students' transcripts stored in the school department's central administrative offices or student records of school-age children with special needs who have not been enrolled in a public school.

(3) The principal and superintendent of schools shall ensure that student records under their supervision are kept physically secure, that authorized school personnel are informed of the provisions of 603 CMR 23.00 and M.G.L. c. 71, § 34H and are educated as to the importance of information privacy and confidentiality; and that any computerized systems employed are electronically secure.

**Regulatory Authority:**

603 CMR 23.00: M.G.L. c. 71, 34D, 34E.

For additional information, you may contact:

**Bridget Gough, Superintendent of Schools**  
**135 School Street**  
**Walpole, MA 02081**  
**508-660-7200 x221**

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

Or you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

**Non-Discrimination**

File: AC - NONDISCRIMINATION

Public schools have the responsibility to overcome, insofar as possible, any barriers that prevent children from achieving their potential. The public-school system will do its part. This commitment to the community is affirmed in the following statements of school committee intent to the following:

1. Promote the rights and responsibilities of all individuals as set forth in the State and Federal Constitutions, pertinent legislation, and applicable judicial interpretations.
2. Encourage positive experiences in human values for children, youth and adults, all of whom have differing personal and family characteristics and who come from various socioeconomic, racial and ethnic groups.
3. Work toward a more integrated society and to enlist the support of individuals as well as groups and agencies, both private and governmental, in such an effort.
4. Use all appropriate communication and action techniques to air and reduce the grievances of individuals and groups.
5. Carefully consider, in all the decisions made within the school system, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
6. Initiate a process of reviewing policies and practices of the school system in order to achieve to the greatest extent possible the objectives of this statement.

The committee's policy of nondiscrimination will extend to students, staff, the general public, and



individuals with whom it does business. 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, gender identity, religion, national origin, pregnancy or pregnancy related conditions, sexual orientation and discrimination. If you have a complaint or feel that you have been discriminated against because of your race, color, sex, gender identity, religion, national origin, pregnancy or pregnancy related conditions, sexual orientation and disability, register your complaint with the Title IX compliance officer.

LEGAL REFS.: Title VI, Civil Rights Act of 1964

Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972  
Executive Order 11246, as amended by E.O 11375

Equal Pay Act, as amended by the Education Amendments of 1972

Title IX, Education Amendments of 1972

Rehabilitation Act of 1973

Education for All Handicapped Children Act of 1975 M.G.L. 71B:1 et seq. (Chapter 766 of the Acts of 1972)

### **Equal Educational Opportunities**

File: JB - EQUAL EDUCATIONAL OPPORTUNITIES

In recognition of the diversified characteristics and needs of our students and with the keen desire to be responsive to them, the school committee will make every effort to protect the dignity of the students as individuals. It also will offer careful consideration and sympathetic understanding of their personal feelings, particularly with reference to their race, color, creed, sex, gender identity, religion, national origin, sexual orientation, disability, pregnancy or pregnancy related conditions, limited English-speaking ability, homelessness or intellectual differences. To accomplish this, the committee and its staff will make every effort to comply with the letter and the spirit of the Massachusetts equal educational opportunities law, which prohibits discrimination in public school admissions and programs. The law reads as follows:

*No child shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and course of study of such public school on account of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, pregnancy or pregnancy related conditions, limited English-speaking ability, or homelessness.*

This will mean that every student will be given equal opportunity in school admission, admissions to courses, course content, guidance, and extracurricular and athletic activities. All implementing provisions issued by the Board of Elementary and Secondary Education in compliance with this law will be followed.

LEGAL REFS.: Title VI, Civil Rights Act of 1964

Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972  
Executive Order 11246, as amended by Executive Order 11375

Title IX, Education Amendments of 1972

M.G.L. 76:5; 76:16 (Chapter 622 of the Acts of 1971)

BESE 603 CMR 26:00

BESE regulations 603 CMR 28.00

**CROSS REFS.: AC Nondiscrimination**

### **School Choice**

File: JFBB - SCHOOL CHOICE

The Walpole School Committee uses the following guidelines every year to determine the participation in the Inter-district School Choice Law (M.G.L. 76:12B):

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 when the number of requests exceed the number of available spaces be in the form of a random drawing. 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 1. 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. 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.

6. The school committee affirms its position that it shall not discriminate in the admission of any child on the basis of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, pregnancy or pregnancy related conditions, limited English-speaking ability, ancestry, athletic performance, physical handicap, special need, academic performance or homelessness.

LEGAL REFS: M.G.L. 71:6; 71:6A; 76:6; 76:2; 76:12B

**BESE Regulations 603 CMR 26.00**

## Grievance Procedure

Any student or employee of the Walpole Public Schools who believes that he/she has been excluded from participation, denied benefits, or subjected to discrimination in regard to any program or activity of the Walpole Public Schools, shall bring any complaint to the attention of the school principal when such complaint arises from an alleged discriminatory practice occurring in a school or related to a school program or policy. The principal or the principal's designated civil rights administrator will investigate the complaint and respond, in writing, within seven calendar days.

If the complaint is not satisfactorily resolved, a written complaint may be forwarded to the Walpole Public Schools Coordinator for Nondiscrimination Compliance. The written complaint must state the circumstances that gave rise to the alleged grievance and must be filed within seven calendar days of the receipt of a response from the school principal or designee. The district's Coordinator for Nondiscrimination Compliance will conduct a hearing and respond in writing within fourteen calendar days.

If a parent, student, or employee disagrees with the decision or proposed resolution made by the Coordinator for Nondiscrimination Compliance, the grievant may appeal, in writing, to the Superintendent of Schools, or to the Walpole School Committee. Such an appeal must be received by

the Superintendent or the School Committee chairperson within seven calendar days of the response from the Coordinator for Nondiscrimination Compliance.

Complaints not originating from school-based programs, policies or practices should be brought to the attention of the administrator in charge of the work or policy unit. This administrator will act as the principal does in school-based complaints and will adhere to the same timelines. The procedure followed is the same as with a school-based complaint.

**Walpole Public Schools Contacts:**

Civil Rights Coordinator: Director of Student Services 508-660-7200 x 231  
Title I Coordinator: Assistant Superintendent 508-660-7200 x235  
Title II Coordinator: Assistant Superintendent 508-660-7200 x235  
Title VI Coordinator: Assistant Superintendent 508-660-7200 x235  
Title IX Coordinator: Director of Student Services 508-660-7200 x221  
Section 504 Coordinator Director of Student Services 508-660-7200 x231  
Nondiscrimination Compliance Assistant Superintendent 508-660-7200 x235

**Contact information for state and federal agencies:**

MA Department of Elementary and Secondary Education  
Bureau of Special Education Appeals  
350 Main Street  
Malden, MA 02148

U.S. Department of Education Office for Civil Rights  
Edward McCormack Bldg, Room 701  
Post Office Square  
Boston, MA 02109

Massachusetts Commission Against Discrimination  
One Ashburton Place  
6<sup>th</sup> Floor, Room 601  
Boston, MA 02108

United States Equal Opportunity Commission  
John F. Kennedy Federal Building  
475 Government Center  
Boston, MA 02203

## **Child Abuse Reporting Requirements**

Massachusetts General Law, c. 119, §51A, requires certain professionals who come into contact with families in connection with performing their duties to report suspected cases of child abuse and neglect to the Department of Children and Families (DCF). These people are referred to as "mandated reporters". The law specifically mentions public or private school teachers, educational administrators, guidance or family counselors, psychologists, and school attendance officers among the school personnel who are covered by the reporting requirement. These reports are referred to as "51As".

A report must be filed when the reporter, in his/her professional capacity, has reasonable cause to believe that a child under the age of eighteen is suffering from physical or emotional abuse which causes harm or substantial risk of harm to the child's health or welfare. The law specifically includes suspected cases of sexual abuse, as well as neglect.

Abuse means the non-accidental commission of any act upon a child under eighteen which causes or creates a substantial risk of serious physical or emotional injury or constitutes a sexual offense under the laws of the Commonwealth.

Neglect means the failure, either deliberately or through negligence or inability, to take those actions necessary to provide a child with minimally adequate food, clothing, shelter, medical care, supervision, emotional stability and growth or other essential care.

Serious physical injury includes any non-trivial injury, death, addiction to a drug at birth, soft tissue swelling or skin bruising, and failure to thrive.

Serious emotional injury includes an impairment to or disorder of the intellectual or psychological capacity of a child as evidenced by observable and substantial reduction in the child's ability to function.

School employees, along with employees of other public and private institutions, are permitted to make reports to the person in charge of the school, or that person's designated agent, at which point the person in charge or the school's agent becomes responsible for making the report to DCF. A school is permitted under the law to establish a procedure whereby the school principal or some other person designated by the principal, such as an Assistant Principal or Guidance Counselor, will receive all 51A reports and file them with DCF. It is important to note, however, that school personnel always retain the option to file directly with DCF themselves, in addition to following school procedure by notifying the principal or other designated agent within the school.

## Bullying Prevention and Intervention Plan

Walpole Public Schools is committed to providing all students with a safe and supportive learning environment. We are committed to providing professional development that educates our staff to foster a positive social-emotional learning environment in the classroom. WPS implements bullying prevention curricula, multi-tiered levels of support, and age-appropriate strategies to address bullying across all grade levels. We are committed to ensuring an atmosphere of social, emotional, and academic growth for all students. With the support of families and the greater community, we can work together to promote a safe learning environment for all of our students. To learn more about the district plan, click [here](#) to go to our district website regarding Bullying Prevention and Intervention. For more detailed information regarding procedures for reporting and investigating claims of bullying, [click here for the Bullying Prevention and Intervention Plan](#) (updated in 2018).

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# Walpole Middle School Code of Conduct

## INTRODUCTION

Walpole's K-12 educational structure strives to foster an atmosphere which focuses on developing self-discipline and behavioral responsibility. These factors are important in helping students effectively direct their own efforts toward educational growth and worthy citizenship. A middle school Code of Conduct has been developed outlining a discipline and behavioral responsibility program. The Code defines rights and responsibilities indicating appropriate behavior and logical consequences, which benefit the total school community.

The Walpole Public Schools' primary mission is to optimize each student's potential for achievement. As a community, we recognize that success is a shared responsibility among students, parents, schools, and community. This work is done by demonstrating and building upon the following characteristics and behaviors:

- Establishing life-long learning
- Collaborative decision making
- Clear communication
- Respect for the diversity in our community
- Compassion towards others
- Diligence and perseverance towards goals
- Honesty and integrity in interactions
- Academic risk taking
- Decisions centered on students
- Continual improvement through reflection and analysis
- Equity
- Trust
- Accountability

### **GENERAL RIGHTS AND RESPONSIBILITIES**

The Code of Conduct is the set of policies, rules, and regulations and the accompanying consequences for violating them. The underlying purpose of this code is to aid students, parents, staff, and administrators in developing an atmosphere which is conducive to the growth and development of all. We believe that self-control is learned and, therefore, can and should be taught in school as well as at home.

### **THE ROLE OF THE STUDENT, PARENT, AND THE SCHOOL**

Our strategy at the middle schools is to motivate and encourage students to develop into critical thinkers, self-motivated learners, good communicators, and involved citizens. The Walpole middle schools strive to provide an environment for all students to grow intellectually, emotionally, and socially. It is our intent to create an atmosphere of mutual respect. Effective discipline is best thought of as being positive and collaborative in its approach. In order to fulfill this mission, the middle schools need strong contributions from all groups who have an interest in its success. For that reason, we expect that our community, parents, faculty and administration, and students will support the school's efforts to provide optimal educational opportunities for every student.

The **student** has the primary responsibility for their schoolwork and performance. Walpole middle schools expect our students to:

- Be active participants in the learning process
- Demonstrate respect, self-discipline, and kindness
- Demonstrate responsibility and accept consequences
- Obey the rules of the school
- Be in attendance and on time when school is in session and be punctual for classes • Complete homework regularly and pass in work on time

- Work carefully, neatly, accurately and with integrity
- Be reflective and willing to grow as a student and a person

The **parent/guardian** shares responsibility with the student for their success or failure in meeting the academic, behavioral, and social standards of the school. Walpole middle schools expect our parents to:

- Oversee the efforts of the student outside of the school setting
- Enhance their children's educational and intellectual pursuits by knowing and supporting school rules and procedures, as well as classroom expectations
- Instill in their children respect for others, recognition of responsibility and acceptance of consequences for their decisions
- Support and contribute to the academic and social standards of the school
- Monitor their children's academic and conduct performance using our online grading and notification system (X2 Aspen)
- Ensure child is in attendance on time when school is in session
- Allow for growth and reflection

The **teachers and school administration** have a responsibility to provide an atmosphere conducive to the learning process by establishing fair and consistent expectations for students in the areas of academic accomplishment and student behavior. Walpole middle schools expect our administration and faculty to:

- Set and communicate high expectations for all students
- Create a positive school climate where all relationships are characterized by dignity and respect
- Develop classroom environments that support student success
- Keep open the lines of communication within the school community
- Maintain the standards outlined in the Code of Conduct
- Contact and work with students and parents/guardians when standards are not being maintained
- Allow for growth and reflection

In the final analysis, then, the responsibility for conduct is in the hands of each individual student, and when an action by a student is not in line with an accepted standard, specified consequences shall be applied as outlined in the following pages. Used properly by students, parents/guardians, and school staff this document should be an instrument that will help ensure an atmosphere that enables students to achieve the goal of a basic education thus allowing them to be better prepared for the adult world.

## **SPECIFIC RIGHTS, RESPONSIBILITIES, & CONSEQUENCES**

The School Committee believes that all students deserve every opportunity to achieve academic success in a safe, secure learning environment. Good citizenship in schools is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in a way that the rights and privileges of others are not violated. They will be required to respect constituted authority, to conform to school rules and to those provisions of law that apply to their conduct.

Each Principal shall include prohibited actions in the student handbook or other publication that is made available to students and parents. Principals and staff shall not use academic punishment of any form as a consequence to inappropriate behaviors/actions by students.



The Principal or Assistant Principal may, as a disciplinary measure, remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on the student's misconduct. Such a removal is not subject to the remainder of this policy, law, or regulation.

The students of Walpole Public Schools are guaranteed the rights established in this section of the Code of Conduct. Every right carries with it responsibilities which ensures benefits to all. This Code of Conduct is in effect on school property during school hours, to and from school, and at school-related functions. It is expected that all rights will be exercised wisely and all responsibilities will be met. Failure to do so will result in logical consequences. Any activity deemed to be disruptive to the educational process will result in disciplinary action. Student behavior that occurs off school grounds and/or after school hours which directly impacts other students or school personnel, creates a hostile environment at school, and/or disrupts or detracts from a positive educational environment or the effective operation of the school, is subject to disciplinary action. Classroom teachers will continue to handle routine discipline. The following statements explain the position of the schools in dealing with specific situations.

Our rules and regulations are based on a system of progressive discipline. This means that an administrator has the discretion to significantly increase penalties in the cases of repeat or severe offenses. In determining the severity of the penalty or suspension, the school administrator may consider all relevant factors, including but not limited to:

- previous disciplinary record;
- severity of disruption to the educational process;
- degree of danger to self and others;
- degree to which the student is willing to change his/her inappropriate behavior.

A single act of misconduct may be deemed a violation of more than one behavior infraction and may result in multiple or increased consequences.

In support of our goal for students to learn the benefits of positive decision-making and self discipline, the Walpole Middle Schools Code of Conduct enumerates expectations for student behavior and performance, as well as a Matrix of consequences that will serve as a guideline when responding to violations of the Code. Students who meet or exceed expectations will discover the positive consequences for making good choices. Whenever possible, consequences will be tied to the nature of the infraction, so that students will come to view situations differently as a result of the disciplinary intervention. The rules and expectations governing the middle schools are identified at the beginning of this Code of Conduct, and consequences for violations of the Code are listed in the next section for your convenience, laid out in a scaled matrix of response. Please note that the Behavior Matrix serves as a guideline only and the administration reserves the right to alter penalties when assigning disciplinary consequences, on the basis of the above-listed criteria.

### **PARENT/GUARDIAN NOTIFICATION**

Incidents will be posted to Walpole Public Schools' online grading system (X2 Aspen) to notify parents/guardians. This is the primary means to communicate students' conduct performance, so it is important for parents/guardians to log in regularly to monitor the system for incidents and the overall grade average.

### **DEMERITS**

Demerits are issued to students as a disciplinary consequence for failure to follow a rule that is outlined in the Code of Conduct. Demerits will constitute the basis for each student's school conduct grade on the report card. Incidents reduce a student's school conduct grade by 5 points. The following chart shows how demerits affect your school conduct grade:

<b>Demerits</b>	<b>School Conduct Grade</b>	<b>Demerits</b>	<b>School Conduct Grade</b>
0	100	6	70
1	95	7	65
2	90	8	60
3	85	9	55
4	80	10	50
5	75		

Demerits not only constitute the basis for a student's Conduct grade, but multiple demerits in a 30 day period may result in the student being assigned office detention. Excessive demerits may also impact the student's ability to participate in end of the term activities and certain extensions. If a student's school conduct grade during any term falls to 70 or below, their eligibility to participate in school-wide activities is in jeopardy and will need to be evaluated by the school administration. In determining eligibility, the school administrator may consider all relevant factors, including but not limited to previous disciplinary action, the nature of the misbehavior, and the student's academic performance and work completion.

### **DETENTION**

Students who commit infractions of the discipline code or otherwise fail to meet the classroom or school expectations may be assigned detention. Students who are assigned to teacher detention stay with a teacher for a time and number of days designated by the teacher during or after school. Students who are assigned to office detention stay after school for a number of days determined by an administrator based upon the seriousness of the offense. For every day that a student is assigned to office detention, they may be issued one demerit. Office detention is held from 2:35-3:40 PM. Students may be given twenty-four hours' notice before serving detention. Detention takes priority over extra-curricular activities and personal plans. In detention, students may read or do homework. Students may not talk, use phones, engage in computer games, or violate any accepted school rule. Students may not refuse to remain after school for discipline. Any student who fails to remain after school for three days will be suspended for one day for insubordination (see Matrix), and demerits will be issued.

### **SUSPENSION**

In every case of student misconduct for which suspension may be imposed, an Administrator shall consider ways to re-engage the student in learning; and avoid using long-term suspension from school as a consequence until alternatives have been tried. Alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, mindfulness, restorative justice, and positive behavioral interventions and supports.

**Notice of Suspension** - Except for emergency removal or an in-school suspension of less than ten

(10) days, a Principal must provide the student and the parent oral and written notice, and provide the student an opportunity for a hearing and the parent an opportunity to participate in such hearing before imposing suspension as a consequence for misconduct. The Principal shall provide both oral and written notice to the student and parent(s) in English and in the primary language of the home if other than English. The notice shall include:

- (a) the disciplinary offense;
- (b) the basis for the charge;
- (c) the potential consequences, including the potential length of the student's suspension;
- (d) the opportunity for the student to have a hearing with the Principal 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;
- (e) the date, time, and location of the hearing;
- (f) the right of the student and the student's parent to interpreter services at the hearing if needed to participate;
- (g) if the student may be placed on long-term suspension following the hearing with the Principal: 1. the rights set forth in 603 CMR 53.08 (3)(b); and 2. The right to appeal the Principal's decision to the Superintendent. To conduct a hearing without a parent present, the Principal must be able to document reasonable efforts to include the parent.

**Emergency Removal** - A Principal may remove a student from school temporarily when a student is charged with a disciplinary offense and 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 Principal's judgment, there is no alternative available to alleviate the danger or disruption. The Principal shall immediately notify the Superintendent or designee in writing of the removal including a description of the danger or disruption presented by the student. The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the Principal shall:

- Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, and the other matters required in the notice;
- Provide written notice to the student and parent as required above;
- Provide the student an opportunity for a hearing with the Principal that complies with applicable regulations, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the Principal, student, and parent;
- Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of applicable law and regulation.

A Principal shall also ensure adequate provisions have been made for the student's safety and transportation prior to removal.

**In School Suspension (Not More Than 10 Days Consecutively or Cumulatively)** - The Principal may use in-school suspension as an alternative to short-term suspension for disciplinary offenses.

The Principal may impose an in-school suspension for a disciplinary offense under this provision, provided that the Principal follows the process set forth in regulation and the student has the opportunity to make academic progress as required by law and regulation.

The Principal shall inform the student of the disciplinary offense charged and the basis for the

charge, and provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident. If the Principal determines that the student committed the disciplinary offense, the Principal shall inform the student of the length of the student's in-school suspension, which shall not exceed ten (10) days, cumulatively or consecutively, in a school year. An in-house suspension lasting longer than ten (10) days constitutes a long-term suspension under the law and this Policy; therefore, the procedures for long-term suspensions shall apply to such suspensions.

On the same day as the in-school suspension decision, the Principal shall 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 Principal shall 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 a meeting shall be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the Principal is unable to reach the parent after making and documenting at least two (2) attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.

The Principal shall 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 in 603 CMR 53.10(4), if such meeting has not already occurred. The Principal shall 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 Principal and the parent.

### **APPEAL PROCESS**

**Principal's Hearing (Short Term Suspension of up to Ten (10) Days)** - The hearing with the Principal shall be to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction. At a minimum, the Principal shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information.

The student also shall have an opportunity to present information, including mitigating facts, that the Principal should consider in determining whether other remedies and consequences may be appropriate as set forth in law and regulation.

The Principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

The Principal shall, based on the available information, including mitigating circumstances, determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.

The Principal shall notify the student and parent of the 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, as required by law and regulation. The determination shall be in writing and may be in the form of an update to the original written notice.

If the student is in a public preschool program or in grades K through 3, the Principal shall send a copy of the written determination to the Superintendent and explain the reasons for imposing an out-of-school suspension, before the short-term suspension takes effect.

**Principal's Hearing (Long Term Suspension of more than ten (10) days but less than ninety (90) days (consecutive or cumulative))** - The hearing with the Principal shall be to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction. At a minimum, in addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following rights:

- In advance of the hearing, the opportunity to review the student's record and the documents upon which the Principal may rely in making a determination to suspend the student or not;
- The right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense;
- The right to 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;
- The right to cross-examine witnesses presented by the school district;
- The right to request that the hearing be recorded by the Principal, and to receive a copy of the audio recording upon request.

If the student or parent requests an audio recording, the Principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

The Principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

The Principal shall, based on the evidence, determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension as required by law and regulation, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The Principal shall 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 Principal and the parent.

If the Principal decides to suspend the student, the written determination shall: Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing; Set out the key facts and conclusions reached by the Principal; Identify the length and effective date of the suspension, as well as a date of return to school; Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as required by law and regulation; Inform the student of the right to appeal the Principal's decision to the Superintendent or designee, but only if the Principal has imposed a long-term suspension.

Notice of the right of appeal shall be in English and the primary language of the home if other than English, and shall include the following information: 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 the long-term suspension will remain in effect unless and until the Superintendent decides to reverse the Principal's determination on appeal. If the student is in a public preschool program or in grades K through 3, the Principal shall send a copy of the written determination to the Superintendent and explain the reasons for imposing an out-of-school suspension before the suspension takes effect.

**Superintendent's Hearing** - A student who is placed on long-term suspension following a hearing with the Principal shall have the right to appeal the Principal's decision to the Superintendent. The student or parent shall file a notice of appeal with the Superintendent within the time period noted above (see Principal's hearing – Suspension of more than ten (10) days). If the appeal is not timely filed, the Superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The Superintendent shall 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, in which case the Superintendent shall grant the extension.

The Superintendent shall make a good faith effort to include the parent in the hearing. The Superintendent shall 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 shall send written notice to the parent of the date, time, and location of the hearing.

The Superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The Superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent upon request. The Superintendent shall 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. The student shall have all the rights afforded the student at the Principal's hearing for long-term suspension.

The Superintendent shall issue a written decision within five (5) calendar days of the hearing which meets the requirements of law and regulation. If the Superintendent determines that the student committed the disciplinary offense, the Superintendent may impose the same or a lesser consequence than the Principal, but shall not impose a suspension greater than that imposed by the Principal's decision. The decision of the Superintendent shall be the final decision of the school district with regard to the suspension.

**Expulsion** - Expulsion is defined as the removal of a student from school for more than ninety (90) school days, indefinitely, or permanently as allowed by law for possession of a dangerous weapon; possession of a controlled substance; assault on a member of the educational staff; or a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. Any student alleged to have committed one of these acts shall be afforded the same due process rights as for a long-term



suspension. Any student expelled from school for such an offense shall be afforded an opportunity to receive educational services and make academic progress.

**Academic Progress** - Any student who is suspended or expelled shall have the opportunity to earn credits, 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. The Principal shall inform the student and parent of this opportunity in writing, in English and in the primary language of the home, when such suspension or expulsion is imposed.

Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan.

The Principal shall develop a school-wide education service plan describing the education services that the school district will make available to students who are expelled or suspended from school for more than ten (10) consecutive days. The plan shall include the process for notifying such students and their parents of the services and arranging such services. Education services shall be based on, and be provided in a manner consistent with, the academic standards and curriculum frameworks established for all students under the law.

The Principal shall notify the parent and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.

For each student expelled or suspended from school for more than ten (10) consecutive days, whether in-school or out-of-school, the school district shall document the student's enrollment in education services. For data reporting purposes, the school shall track and report attendance, academic progress, and such other data as directed by the Department of Elementary and Secondary Education.

**Reporting** - The school district shall collect and annually report data to the DESE regarding in-school suspensions, short- and long-term suspensions, expulsions, emergency removals, access to education services, and such other information as may be required by the DESE. The Principal of each school shall periodically review discipline data by selected student populations, including but not limited to race and ethnicity, gender, socioeconomic status, English language learner status, and student with a disability status in accordance with law and regulation.

**NOTE: The DESE regulations on student discipline and this policy, consistent with law, set forth the minimum procedural requirements applicable to the suspension of a student for a disciplinary offense other than: possession of a dangerous weapon; possession of a controlled substance; assault on a member of the educational staff; or a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a Principal determines that the student's continued presence in the school would have a substantial detrimental effect on the general welfare of the school, as provided in M.G.L. c. 71, S. 37H or 37H1/2. The Principal, pursuant to the previously referenced statute may remove a student who has committed any of the disciplinary offenses above referenced from school for more than 90 days in a school year.**



Except that the removal from school for such offenses is subject to the provision of continuing educational services needed to make academic progress and the requirement that all school districts regardless of the type of offense shall report school discipline data and analysis to DESE. Also, the prohibited actions above referenced are subject to the provision that allows the Commissioner to investigate each school that has a significant number of students suspended and expelled for more than 10 cumulative days in a school year and to make recommendations thereon.

## **PUBLIC NOTIFICATION**

### **POLICY REGARDING DISCIPLINE AND SUSPENSION OF SPECIAL EDUCATION STUDENTS**

All students are expected to meet the requirements for behavior as set forth in this Code of Conduct. Chapter 71B of the Massachusetts General Laws, known as Chapter 766, requires that additional provisions be made for students who have been found by an evaluation team to have special needs and whose program is described in an individual Educational Plan (IEP). The following additional requirements apply to the discipline of special needs students:

#### **Procedures**

1. The IEP for every special needs student will indicate whether the student can be expected to meet the regular discipline code or if the student's handicapping condition requires a modification. Any modification will be described in the IEP.
2. The Principal (or designee) will notify the Local Special Education (SPED) Director of the suspendable offense of a special needs student, and a record will be kept of such notices.
3. When it is known that the suspension(s) of a special need's student will accumulate to ten days in a school year, a review of the IEP as provided in Section 333 of the Chapter 766 Regulations will be held to determine the appropriateness of the student's placement or program. The TEAM will make a finding as to the relationship between the student's misconduct and his/her handicapping condition and either:
  - a. Design a modified program for the student or
  - b. Write an amendment to provide for the delivery of special education services during the suspension and any needed modification of the IEP relative to discipline code expectations.

In addition, the Department of Education will be notified as required by law, and the procedures promulgated by the Department of Education for requesting approval of the alternative plan will be followed.

#### **Procedures in Brief**

1. TEAM determines if the student can/cannot meet regular discipline codes and writes this into the IEP.
2. Special education administrator provides an administrator responsible for discipline with the name of the student who has an IEP and information as to whether the student can/cannot be expected to meet the regular school discipline code.
3. If the student commits a suspendable offence, the administrator responsible for discipline notifies the special education administrator who may review the IEP and confer with the administrator responsible for discipline regarding the disciplinary action.
4. Both administrators complete necessary record-keeping procedures.

5. If suspension will result in exclusion for less than ten cumulative days in a given year, and if the IEP indicates that the student can meet the regular school discipline code, then the special education administrator advises the administrator who is responsible for discipline that the suspension is appropriate.
6. If suspension will result in exclusion for more than ten days, and if the IEP indicates that the student can meet the regular school discipline code, the student is suspended. However, a TEAM meeting is convened to review the IEP and to determine alternative special education service delivery during the period of exclusion. Services should be provided after the tenth day.
7. If the IEP indicates a modified discipline code for the student, the student will be disciplined in accordance with the provisions of the IEP.

## **RESPONSIBILITIES AND EXPECTATIONS FOR STUDENT BEHAVIOR AND PERFORMANCE**

Please see the Consequence Matrix at the end of this document for information on the tiered interventions/consequences for the following behaviors:

### **ABSENCE/ATTENDANCE REGULATIONS**

The middle school staff believes strongly in the importance of regular and punctual attendance by all students. Students not only have the responsibility to be in school and in class on time, but they also have the responsibility to attend all classes and assigned activities prepared and equipped to learn.

### **ATTENDANCE PROCEDURES**

Regular attendance at school is required by Massachusetts state law. Students may not exceed 8 unexcused absences in a quarter; additional absences beyond 8, may result in disciplinary or legal consequences. School authorized/excused absences include:

- Medical illnesses/appointments with proper medical documentation
- Observance of religious holiday
- Legal proceedings with proper documentation
- Family bereavement
- Suspension day(s)
- Weather so inclement as to endanger the health of the child
- Private school visit(s)

A student's absence from school is not authorized under Massachusetts General Law except in the above-listed circumstances, and school authorization requires proper documentation to be filed with the main office within 3 days of the student's return to school. The administration reserves the right to consider extenuating circumstances in determining school authorization. When a student exceeds unexcused absence limit, parent/guardian will receive notice and may be required to meet with school administration to develop a plan to improve attendance.

### ***Unexcused Absences (not School Authorized)***

Any other absences with a parent note are still referred to as "unexcused absences" and are not considered school-authorized absences. A note from a parent or legal guardian is required for compliance with truancy laws, even for unexcused absences. A student is considered truant if he/she is absent from school without parental permission. Absence from school for vacation purposes is

considered an unexcused absence. We strongly request that every attempt be made to schedule student vacations or family obligations in accordance with the school calendar. The administration reserves the right to consider extenuating circumstances in determining excused absences.

### ***Absenteeism***

Absenteeism refers to all absences, both excused and unexcused. Each absence requires an explanatory note from parent/guardian, which must specifically state the exact cause for absence and the exact date(s) of absence, and must be dated and signed by a parent or legal guardian. If a student has a medical appointment, a note from the medical office should be brought to school on the date of return or within 3 days of the student's return to school. The administration reserves the right, for good cause, not to accept absence, tardy, and/or dismissal notes. Absence totals exceeding 8 per term may result in a warning letter, parent/guardian meeting, and notification to the School Safety Officer.

### ***Attendance Requirement for Extracurricular Activities***

School policy is that any student who participates in any extracurricular activity must attend school until 11:00AM or the equivalent of 3 hours of school on the day of the activity, unless excused by the administration. To be eligible for an activity on a non-school day, a student must attend school until 11:00AM or the equivalent of 3 hours the last day preceding the activity, unless excused by administration.

### ***Make-up Policy for School-Authorized Absence***

It is the responsibility of students to make up all missed assignments, tests, or quizzes according to a schedule developed with their teachers and/or the guidance counselor. The middle school practice is to schedule the number of days of absence plus one additional day. Extended absence may require additional time. If the student's work is not completed in the allotted time, the student may receive a grade of zero for that work.

If a student is absent for an extended period of time due to illness or injury, it is the responsibility of the parent or guardian to notify the office as soon as possible to request assignments. Any requests for homework may be made on or after the second consecutive day of absence. Requests must be made to the office.

Students who are absent for severe or chronic illness may be eligible for tutoring. The school nurse should be contacted in this event.

Should parents/guardians keep a child out of school for reasons other than those sanctioned by Massachusetts law, they are assuming the responsibility of assuring that the student makes up any and all work. Since assignments are based on material that has been recently taught, work will not be identified until after the child returns. The teachers are not required to provide make-up instruction or tutorials.

### **TARDINESS**

A student who arrives after 7:45 AM is considered tardy to school. The student must report to the main office to sign in before reporting to homeroom. There will be strict consequences for multiple tardy offenses.

Students who are tardy miss important learning and are often unprepared if they miss homeroom. It is the responsibility of the student to make up all missed assignments, tests, or quizzes. If the student's work is not completed in the allotted time, the student may receive a grade of zero for that work. Students should only be tardy to school for the following reasons (M.G.L., Chapter 76, Sections

1 & 2):

- Family bereavement
- Religious holiday
- Medical appointment with proper medical documentation
- Medical condition or illness with proper medical documentation
- Nurse dismissal from school due to illness
- Legal proceedings
- Private school visits/testing

## **DISMISSALS**

All requests for dismissals must be in writing and given to the homeroom teacher first, and then sent to the main office. No student will be dismissed without parent/guardian authorization and without being dismissed by a school authority. Whenever possible, students should be dismissed between classes to avoid classroom disruption. It is the responsibility of the student to make up all missed assignments, tests, or quizzes. If the student's work is not completed in the allotted time, the student may receive a grade of zero for that work. The student may request work directly in advance of the dismissal.

Students should only be dismissed from school for the following reasons (M.G.L., Chapter 76, Sections 1 & 2):

- Family bereavement
- Religious holiday
- Medical appointment with proper medical documentation
- Medical condition or illness with proper medical documentation
- Nurse dismissal from school due to illness
- Legal proceedings
- Private school visits/testing

Students may not leave the school building or grounds during the regularly scheduled school day without being dismissed by a proper school authority.

## **CLASS ATTENDANCE AND TARDINESS**

Students may not "skip" or "cut" a class in whole or part. Students must always attend classes or assigned activities, or obtain the teacher's permission, as indicated by a proper hall pass. Students may not be late to a class or a scheduled activity without a proper hall pass.

## **MORNING ENTRANCE**

1. Students walking or riding to school are to come directly to school and are not to trespass on private property or loiter on streets or areas adjacent to the school.
2. Bicycles must be locked in the bike racks at the owner's risk. They must not create a hazard for automobiles or walking traffic. They must also use the pavement provided for them. All bike riders must wear a safety helmet when riding their bicycles to and from school.

### ***3. School Entrance Procedures***

- **Bird Middle School** students must wait outside until 7:35. At 7:35, students will report to their lockers and homerooms
- **Johnson Middle School** students must wait in the front lobby until 7:25. At 7:25, grades 6 and 7 students will report to the gym, and grade 8 students will report to the auditorium. Breakfast will be in the cafeteria.

Students will not be allowed in any undesignated area of the building before school without permission from a teacher.

### **AFTERNOON DISMISSAL**

At 2:30, students will pack up their materials. Walkers and pickups will proceed directly outside. Bus students will report to the auditorium and wait to be dismissed by bus number.

## **ACADEMIC INTEGRITY/HONESTY**

### **IT IS EXPECTED THAT STUDENTS WILL:**

- Do schoolwork with personal ownership and pride.
- Give credit for quotations, paraphrases, and summaries of another person's ideas.
- When in doubt, document! It's better to give too much credit than too little.
- Clarify with their teacher the difference between editing and rewriting.

### **IT IS EXPECTED THAT STUDENTS WILL NOT:**

- Copy another student's work.
- Give another student their work.
- Cheat or copy on any quiz, test, homework, or other assignment.
- Use another person's ideas or words without giving credit. The theft of intellectual property is **PLAGIARISM**.
- Use translation software to complete foreign language assignments.
- Permit a friend or relative to make significant changes to their work.
- Forge any note, pass, parent/guardian/staff signature, or other official paperwork.
- Lie to a staff member.
- Tamper with teachers' materials of any kind.

### **WHEN USING SCHOOL TECHNOLOGY, IT IS EXPECTED THAT STUDENTS WILL:**

- Follow teacher directions.
- Respect the equipment, software, and student files.
- Accept personal responsibility for the security of their passwords, computer files, and disks.
- Notify their teacher or media personnel if someone uses or alters another student's drive, passwords, files, or impersonates another student online.
- Not use, alter, copy, read, or even touch another's drive, password, and/or files.
- Not alter the hard drive of any school computer by adding or removing any files or applications.
- Not attempt to or actually download or upload any material.
- Not pirate copyrighted computer software.
- Not share passwords.

**Please note** that violations of Academic Integrity may also be included in the Acceptable Use Policy found in the Student Handbook.

## **ATTITUDE, BEHAVIOR, LANGUAGE**

Students are expected to be respectful and courteous at all times while on school grounds, on the buses, on the way to and from school, and during school related activities. Students are expected to be courteous and respectful to all school personnel when they have any contact with them in school or outside school. Students are to show due respect for staff members and obey directions given to them. Showing disrespect for staff is a serious disregard for school rules and will be subject to disciplinary action.

### **Rules and Expectations:**

1. Students are not to be disruptive with loud talk, chanting, vulgar language, disruptive actions, or rudeness. The rule is in effect at all school-sponsored activities
2. Students may not be rude or disrespectful to any fellow student or staff member. This includes lewd behavior (obscene or indecent) or use of profane language/gestures.
3. Students must show courtesy and respect at all times to staff and fellow students. They may not tamper with another student's property and may not write on others or their property.
4. Behavior deemed to be dangerous will not be tolerated, such as throwing objects, pushing, tripping, running, or pranks.
5. Students may not commit any act, which places the health or safety of the students and/or staff in jeopardy.

### **Removal from classroom**

1. Removal from the classroom may result in one detention and/or one demerit. Parent/guardian will be notified.
2. A second removal from class on the same day will result in the student not returning to class for the remainder of the school day. The student will also be detained for the equivalent time missed and will be responsible for making up missed work. Parent/guardian will be notified.
3. If a student continues to be removed from class, they may be subject to consequences outlined in the *Insubordination* section.

Violation of the rules under "Attitude, Behavior, and Language" **while a substitute teacher is in charge** will result in stricter consequences. A substitute deserves the utmost respect from students, and students must remember that a higher degree of behavior is expected when there is a guest teacher in the classroom.

## **DISTURBING SCHOOL ATMOSPHERE**

Throughout the daily proceedings of the school and at various times during the year, students will find themselves in large groups. These experiences range from passing between classes among large crowds in the hallways and navigating the stairways, to gathering for assemblies, or lunch time. It is essential to maintain proper behavior during these times, as danger increases with the challenge of sharing the space with so many other people. Any behavior that distracts from or disrupts the educational mission of the school may result in disciplinary action for disturbing the school atmosphere.

## **SCHOOL OBLIGATION**

Students have many responsibilities in support of their own education, such as completing assignments to the best of their ability, making positive choices, and safeguarding school property. One of the most important responsibilities that students have is to facilitate communication between their home and the school. Whenever a teacher or the school administration asks a student to bring any document or other communication home to a parent/guardian, it is expected that the student will do so on the same day. If the teacher/administration requests a parent signature, it is the student's responsibility to return the signed document as soon as possible and within the allotted time. It is also expected that students will keep school textbooks covered at all times, and will safeguard this school property for use by future students. All such reasonable obligations are the responsibility of the student, who may face disciplinary action for failure to fulfill his/her obligation.

## **INSUBORDINATION**

Insubordination is defined as the failure to comply with /submit to rightful authority. Students may not refuse any reasonable request made by a staff member. Students must yield to the authority of the staff and comply with direct requests for modification of behavior. When a student feels a request or direction is unreasonable or unjustified, they are still expected to comply at the time of the direction and may later appeal to the teacher or administration. Failure to comply with a specific instruction of a teacher or administrator may result in disciplinary action.

## **FALSE ALARMS**

Our schools are protected by a variety of safety resources, such as the police, fire, and EMT personnel of the town. A false alarm not only disrupts the school day, but it could also result in injury to students or staff while they evacuate the building, or to safety personnel while they try to eliminate the danger. Most importantly, a false alarm distracts safety personnel from potential emergencies elsewhere.

Fire alarms are located throughout the school buildings to protect the safety of all present on school grounds. Only in the event of a clear and immediate emergency should a fire alarm be pulled. 911 should never be dialed, except by proper school authorities. Fire extinguishers and other safety equipment should never be tampered with. It is the responsibility of all members of the Walpole community not to waste safety resources by filing false alarms.

Any threat made to the school community or building must be taken seriously in order to protect the students and staff. For this reason, anyone who makes a specific threat or produces a false threat to harm the student body, staff, or any group thereof, or to damage the school building or grounds, could face prosecution for criminal threat.

## **BUS REGULATIONS**

The safety of all passengers on school buses is a major concern of the bus company, school, and parents/guardians. All manner of improper behavior or actions that interfere with the safe conduct of the school bus will be reported, investigated, and acted upon by the school or the bus company. A school bus and/or its accompanying stops is an extension of the school domain and the same Code of Conduct with appropriate consequences will apply for misbehavior as it does in school. **Please note** that these rules also pertain to field trip buses.



## **Bus Procedures and Rules:**

1. No pupil shall prevent another from occupying a seating space.
2. Parents will be held financially responsible for any defacing or damaging of the bus.
3. Pupils will conduct themselves on the bus in a manner that does not distract the driver and is considerate to all other passengers.
4. Pupils shall refrain from placing any object out of the bus window.
5. For reasons of safety, all articles such as athletic equipment, books, approved musical instruments, etc. must be kept out of the aisles. The following musical instruments are not allowed on buses: drums, tenor sax, baritone sax, baritone horn, cello, and bass clarinet.
6. Do not bring animals, pets, hazardous materials or large objects on the bus. It is the parents' responsibility to arrange other transportation for such matters.
7. The emergency door must be used for emergencies only. Pupils shall not touch safety equipment on the bus.
8. Pupils are not to leave or enter a school bus until the bus comes to a complete stop and the driver opens the door.
9. After being discharged, at a school bus stop, pupils should cross the street in front of the bus far enough ahead of the bus so that the driver may adequately observe them.
10. Pupils must form an orderly line for bus boarding at school.
11. The following are prohibited:
  - a. Smoking, vaping, and/or the use or possession of drugs;
  - b. Drinking and eating;
  - c. Profanity and obscene language;
  - d. Excessive noise;
  - e. Disturbing other passengers or their possessions in any manner;
  - f. Throwing objects in the bus or out of the windows; hands/arms/head out of window.
  - g. Climbing over or crawling under seats;
  - h. Weapons of any kind, or weapon look-alikes;
  - i. Chromebook use;
  - j. Loud music
12. Do not enter into conversation with the driver while the bus is in motion, but do report any emergency to him/her at once.
13. Be respectful to your driver. They have a very important task to perform and need your help. Their eyes and ears need to be focused on the road in order to drive you safely to and from school. The driver shall be considered the authority on the bus.
14. Technology Use Policy for technology applies while students are on the bus and at the bus stop.

Violations of the bus procedures could result in suspension of bus privileges. The Walpole School Department, through the Superintendent of Schools or his/her designee, retains the right to suspend the bus privileges of any pupil for behavior or misconduct that endangers the safety of its pupils, the driver, the community, or the bus at any time. The Principal will notify parents, bus driver and Central Office of all suspensions in writing. School Administrators, depending on the severity of the offense, may take further disciplinary action.

## **CAFETERIA REGULATIONS**

Students have the privilege of eating lunch in the cafeteria in a relaxed, congenial atmosphere. However, since many others will be using the cafeteria as well, certain behaviors must be observed for the safety of students and the cleanliness of the areas.

### **Cafeteria Procedures and Rules:**

1. Enter the cafeteria in an orderly manner and join the lunch line at the end.
2. There should be no pushing or shoving in the lunch line. Students should not cut in front of other students or give permission for others to cut the line.
3. Standing at a table or switching lunch tables will not be allowed.
4. Do not throw food or any other object.
5. You must not pop bags, milk cartons, or bottles.
6. Food fights of any kind will not be tolerated.
7. Do not run in the cafeteria or roughhouse with others.
8. You are responsible for cleaning the table, seat, and floor area where you were sitting. All spills, crumbs, litter, etc., must be taken care of by the students sitting at the table.
9. At dismissal for lunch recess, do not leave your table until directed to do so by a teacher.
10. Students may not take food/drink outside the cafeteria. All food/drink must be eaten at a table.

**Please note** that consequences for repeated misconduct in the cafeteria may include seat assignment or loss of privileges to eat lunch in the cafeteria.

## **UNAUTHORIZED AREAS & CORRIDOR/HALLWAY/STAIRCASE USE**

Students are expected to be in classrooms on time. Traffic moves on the right side of the corridors and stairways. Loitering is not permitted in corridors, staircases, lavatories, etc. Students may not be out of class (or any other assigned location) without a hall pass to indicate a teacher's permission. This includes the lavatories, locker rooms, classrooms without a teacher present, or any other unassigned area. Roughhousing of any kind will not be tolerated in corridors or staircases, as this presents a great risk to the school community.

## **DRESS CODE GUIDELINES**

While the middle school accepts the responsibility to provide the means for students to be educated, it is the parent's responsibility to prepare the students to be educated. This includes the decisions about appropriate dress or attire during school hours. Since the primary function of school is educational, not recreation or social, student dress should be appropriate for the school environment and not cause a distraction. To strengthen the link between these responsibilities, and to ensure the wellbeing of the entire student body, basic guidelines of dress have been established and must be followed by all students. Community standards for health, safety, and appropriateness will be enforced.

Administration reserves the right to determine if certain attire is inappropriate in a school building.

Inappropriate dress shall be defined, but not limited to, an article of clothing that displays or promotes, in pictures or words, any foul, obscene or offensive language; any tobacco/drug/vaping product or the use of tobacco/drug/vaping product; any alcoholic product or the use of any alcoholic product; material of a sexual nature whether explicit or implied; any illegal substance or the use of illegal substances; acts of actual or implied violence; or material reasonably likely to cause disruption in a racial, religious, ethnic, or other context.

**It is expected that students do not wear the following in school:**

- Hats, Head Coverings (non-religious), Visors, Hoods, Bandanas
- Halter Tops, Off-the-Shoulder tops, Short shorts
- Bare Midriffs, Sheer/See-Through Fabrics, Low-Waisted Pants
- Sunglasses (non-prescription), Wallet Chains, Spiked Bracelets/Belts

Undergarments of any kind should not be visible. Clothing must cover the entire abdominal region front and back. Clothing that is too revealing may not be worn.

If the health and safety of a student is endangered, or the student's attire or appearance may disrupt the proper order of school, the student will not be permitted to attend class until properly attired. A change of clothing may be delivered to school, but clothing will also be made available so that a minimal amount of class time is missed. Any item confiscated by administration may be held until a parent/guardian is able to pick it up.

## **FIELD TRIPS**

All students have the privilege of attending field trips that are curriculum related. However, since a greater degree of responsibility and decorum may be needed beyond what is required while in school, higher expectations are entailed for the inclusion of all students on field trips.

1. Students should have demonstrated reasonable adherence to general school rules to be included in a field trip. If a student's school conduct grade during any term falls to 70 or below, his/her eligibility to participate will need to be evaluated by the school administration (*See "Demerits" on pg. 7 for eligibility conditions*). A student's parent/guardian may be required to chaperone a curriculum-related field trip to ensure compliance.
2. All students must obtain parental/guardian permission to be part of a field trip.
3. All chaperones are to be considered in authority while on a field trip.
4. Students will follow any "special" rules that may be required for individual field trips.
5. Students will observe all rules required by the site they are visiting.
6. All school rules, as enumerated in the Code of Conduct, will be in effect. 7. All rules that apply to bus behavior are in effect on field trips (see pp. 15-16).

## **PERSONAL PROPERTY**

### **LOCKERS**

Each student will be assigned a locker and padlock to keep personal property and materials related to school life. The care of the locker and lock is the responsibility of the individual to whom they are assigned. Locks must be kept in good working order or a replacement fee will be assessed. The

Walpole Middle Schools retain control of these lockers, and locker inspections may be completed periodically by the principal or his/her designee. Items that are not necessary for school or illegal are not allowed in school. Book bags, backpacks, and jackets are not allowed in classrooms and must be kept in student lockers except with permission from a staff member or school administration. Students are responsible for the security of their locker, and they should not give lock combinations to anyone. Students are reminded to keep their lockers locked and to protect any valuable items in their lockers. The schools are not responsible for items lost/stolen from lockers.

### **GUM CHEWING**

Gum chewing is not allowed at any time during the school day anywhere on school property, during school, or at school-sponsored events. Students should not possess gum on school grounds or at school-sponsored events.

### **CELL PHONES AND ELECTRONIC ITEMS**

It is expected that upon entering the building students will turn off their cellphones and leave them in their locked lockers for the entire day. If a student needs to contact home, they may come to the office to do so. Smart watches (Apple Watches, Fitbits, etc.) may only be worn if they are in airplane mode.

### **INAPPROPRIATE ITEMS**

Any items judged by school administration to be disruptive or dangerous are not permitted to be used in the building or on school grounds. These include, but are not limited to, laser pointers, rubber bands, “wasps,” silly string, caps, water pistols/balloons, noisemakers, and spinners. Rollerblades, skateboards, Heelys, etc. may not be used/worn within the school building and must be properly stored during school hours. Aerosol/spray devices pose a health risk, including deodorants/perfumes which might trigger an allergic reaction or be sprayed on another person. No aerosol or other spray devices may be used at school.

### **FOOD/DRINK**

Food & drink should only be consumed during snack or lunch times, or with specific permission from a staff member. This is important as a result of the danger for some students that is presented by food allergies. Due to the risk of choking and the danger of spills, lunch should only be consumed after taking a seat in the cafeteria. Drinks should not be consumed in the hallways or classrooms, and any spills must be reported promptly to a staff member. Soda cans/bottles, juice boxes/bottles, sports/energy drinks, and coffee/hot chocolate are discouraged except in the cafeteria, although water bottles may be used in classrooms with a teacher’s permission.

### **MONEY/SALES**

Students may not borrow or loan money at school. Students may not sell anything or solicit funds in school without permission of the principal. Students are responsible for any money brought into school, and it is recommended not to bring large sums of money to school. Students are reminded the schools are not responsible for any items lost or stolen at school.

### **THEFT/DAMAGE**

Students may not steal or deliberately damage personal property of others. Students may not open or access another student’s locker, computer files, or other personal property without permission. Students may not write on or deface property of others.

## **FORBIDDEN ITEMS**

### **TOBACCO/TOBACCO PRODUCTS**

Students may not use and/or possess any tobacco products (including electronic cigarettes/vaping devices) in school, on school grounds, school buses, or at any school related activities. Evidence of use or possession, including apparatus or look-alikes, will be treated as possession of tobacco products. According to the Massachusetts Education Reform Act of 1993 Section 37H, the use of any tobacco products within school buildings or facilities, or on school grounds or buses, by an individual, is prohibited.

### **MEDICATION**

No students should be in possession of any kind of medicine in school without permission of the school nurse. This applies to both prescription and over the counter medicines such as Advil, Tylenol, etc. The school nurse is the only person who may distribute any kind of medicine and only with parent or guardian approval. Students may never pass out any kind of medicine (prescription or over-the-counter) for any reason. This is for everyone's safety, as there would be no way for amount/dosage to be monitored or allergic reactions to be prevented.

### **CONTROLLED SUBSTANCES**

Students may not possess, sell, transfer, conspire to sell or transfer, or illicitly use drugs, alcohol, inhalants, prescription medications, chemicals or narcotics in school, on school buses, on school property, or at any school-related activity. A student who arrives under the influence of a controlled substance will be considered in violation of the illicit use prohibition. Evidence of use or possession of controlled substances, including apparatus or look-alikes, will be treated as possession of controlled substances.

### **WEAPONS**

Students may not bring to school, use, or have in your possession any items which can be considered a weapon or threat/danger to the building. This includes, but is not limited to, firearms, ammunition, paintball guns, pellet guns, knives, smoke/stink bombs, or other incendiary devices, as well as weapon look-alikes. Possession of a dangerous weapon on school property, on school buses, or at any school-sponsored activity is forbidden.

According to the Massachusetts Education Reform Act of 1993, students may be expelled for possession of a dangerous weapon on school property, school buses, or at school events. Pursuant to the law, the incident will be reported, in writing, to the Superintendent of Schools, who shall file copies of the report with the Chief of Police, Department of Social Services, and the School Committee. The student shall be referred to a counseling program. *See pgs. 8-9.*

## **PHYSICAL OR EMOTIONAL CONTACT; THREATS; BULLYING; HARASSMENT**

All students have the right to pursue their education free from assaultive behavior, threats, or intimidation by other students. Any student who engages in assaultive behavior, threats, harassment or intimidation toward another student will be subject to suspension. A student whose safety and learning at school is jeopardized by other students is expected to report the matter to a staff member.

## ASSAULTIVE/THREATENING BEHAVIOR

- a. Fighting is forbidden. Students may not fight, push, trip, or hit another student or staff member.
- b. Students may not threaten to harm another student, staff member, or another's property. This includes threatening gestures, written or verbal remarks, and actions, as well as electronic communications.
- c. Students may not ask other students to harass or threaten to hurt another student or staff member.
- d. Acts of retaliation, whether person-to-person, by electronic means, or through third parties will subject the violator to disciplinary and other corrective action.
- e. Assault of any school staff member is forbidden. According to the Massachusetts Education Reform Act of 1993, a student may be expelled for assaulting a principal, assistant principal, teacher, teacher's aide, or other educational staff on school premises or at school related events. *See pgs. 8-9.*

### Self-Defense

Self-defense may be used as a defense in a hearing procedure. However, it is the responsibility of the student claiming self-defense to prove that they had no route of escape at the time of the incident and all reasonable precautions were taken. A history of negative relationships is insufficient justification for self-defense in a given situation, and students are reminded of their responsibility to report any harassment or intimidation to proper school authorities for redress.

## PERSONAL HARASSMENT

All members of the Walpole Public School community, both staff and students, are expected to treat each other with dignity and respect and are entitled to be free from any kind of personal harassment or bullying. Bullying in any form or for any reason is absolutely forbidden. No type of harassment will be tolerated, whether related to race, sex, sexual orientation, nationality, language spoken, physical appearance, physical ability and/or mental capacity.

**BULLYING is defined as the repeated use of written, verbal, or electronic expressions, physical acts, or gestures, which causes physical or emotional harm, damage to property, or reasonable fear of harm, or otherwise creates a hostile environment at school, infringes a student's rights at school, or disrupts the educational process.** This includes (but is not limited to) acts of name-calling, rumor-spreading or gossiping, taunting, threats, cyber-bullying, social exclusion, sexual or suggestive gestures or motions, physical contact, acts of retaliation, etc. *It is important to note that a student's intent does not matter; if another student feels hurt or intimidated by repeated behavior(s), then the behavior may be considered bullying.*

**HARASSMENT is defined as any behavior which is hostile, intimidating, physically and/or mentally harmful and which infringes a person's rights, including sexual harassment and other civil rights violations.** *It is important to note that a student's intent does not matter, nor does the reaction of another student; if another person's rights have been infringed by the behavior, then the behavior may be considered harassment.*

Forms of personal harassment can include, but are not limited to:

- Degrading, demeaning, insulting, or abusive verbal or written remarks, gestures, or actions;

- Taking personal belongings, taunting, teasing, name-calling, or spreading rumors; • Drawing or writing on school or personal property;
- Telling degrading or offensive jokes;
- Inappropriate physical contact of any kind (including, but not limited to, inappropriate touching/fondling/groping, pinching, “pantsing,” etc.);
- Physical violence, threats of bodily harms, physical intimidation, or stalking;
- Threatening or inappropriate letters, emails, instant messages, websites, text messages, or phone calls;
- Conduct that makes the victim feel uncomfortable, intimidates, or physically and/or emotionally hurt, *whether or not the person intended to harass and/or injure the victim.*

A HOSTILE ENVIRONMENT is a situation in which bullying or harassment causes the school environment to be filled with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student’s education.

**Bullying Prevention and Intervention Plan** Refer to the Walpole Public Schools’ [Safe Schools Initiative](#) for more information about bullying and harassment. [WPS Safe Schools Initiative/Bullying Prevention and Intervention Plan](#)

## HAZING POLICY

Hazing is prohibited in Walpole Schools. Any offender is subject to the General Laws of Massachusetts, Chapter 536 of the Acts of 1985, which prohibits the practice of hazing (see Student Handbook).

## SCHOOL PROPERTY

Our Middle School belongs to all of us. We all share a responsibility for keeping the building clean and attractive. Students have the responsibility to respect and protect all school property.

### **Rules:**

1. Students may not purposely damage or deface any school property.
2. Students may not steal anything that belongs to the school community.
3. Students may not litter or spit on school property.
4. Students are responsible to cover and care for textbooks and Chromebooks that are assigned to them. Students are also responsible for the proper care of school equipment assigned for personal use (such as lockers, padlocks, science equipment, calculators, music equipment, sports equipment, etc.)
5. Gum, sunflower seeds, or other littering foods are not permitted on school grounds.

Any purposeful destruction or defacement of school property will be considered **VANDALISM**. This includes, but is not limited to, the school building and grounds, textbooks, classroom furnishings, materials/equipment, and technology/computer equipment, including online school materials.



# Consequence Matrix

Behavior	Tier I	Tier II	Tier III
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<b>Violations of Attitude, Behavior, or Language Expectations</b> (Disrespect to students or staff; disruptive behavior; rude language; displays of affection, etc.)	<ul style="list-style-type: none"> <li>• Demerits issued</li> <li>• Detention(s) assigned</li> <li>• Parent/guardian will be notified</li> </ul>	<ul style="list-style-type: none"> <li>• Demerit(s) issued</li> <li>• Detention may be assigned</li> <li>• Parent/guardian notified</li> <li>• Multiple offenses may be deemed <b>Insubordination</b> (<i>see below</i>)</li> </ul>	<ul style="list-style-type: none"> <li>• Demerits and detention assigned as appropriate</li> <li>• Parent/guardian may be required to meet with school administration</li> <li>• May be referred to School Resource Officer</li> </ul>
<b>Littering/Spitting</b>	<ul style="list-style-type: none"> <li>• Warning</li> </ul>	<ul style="list-style-type: none"> <li>• Demerit issued</li> </ul>	<ul style="list-style-type: none"> <li>• Demerit issued</li> <li>• Detention assigned</li> </ul>
<b>Chewing Gum/ Food and Drink in unauthorized areas/Candy</b>	<ul style="list-style-type: none"> <li>• Warning</li> <li>• Demerit may be issued</li> </ul>	<ul style="list-style-type: none"> <li>• Demerits will be issued</li> <li>• Detention may be assigned</li> </ul>	<ul style="list-style-type: none"> <li>• Demerits issued</li> <li>• Detention assigned</li> </ul>
<b>Tardiness to Class without Pass</b>	<ul style="list-style-type: none"> <li>• Demerit may be issued</li> </ul>	<ul style="list-style-type: none"> <li>• Demerit issued</li> <li>• Detention may be assigned</li> </ul>	<ul style="list-style-type: none"> <li>• Demerit issued</li> <li>• Detention may be assigned</li> <li>• Teacher/student conference</li> </ul>
<b>Leaving Class without Permission</b>	<ul style="list-style-type: none"> <li>• Demerit may be issued</li> </ul>	<ul style="list-style-type: none"> <li>• Demerit issued</li> <li>• Detention may be assigned</li> </ul>	<ul style="list-style-type: none"> <li>• Demerit issued</li> <li>• Detention may be assigned</li> <li>• Teacher/student conference</li> </ul>
<b>Class Absence without Permission</b> (i.e. “cutting” or “skipping” class)	<ul style="list-style-type: none"> <li>• 2x demerits issued</li> <li>• Detention assigned</li> <li>• Parent/guardian notified</li> </ul>	<ul style="list-style-type: none"> <li>• 2x demerits issued</li> <li>• Suspension assigned for 1 day</li> <li>• Parent/guardian required to meet with school administration</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension will be assigned for at least 1 day</li> <li>• Parent/guardian required to meet with school administration</li> <li>• May be referred to School Resource Officer</li> </ul>
<b>Removal from Class for Poor Behavior</b>	<ul style="list-style-type: none"> <li>• Demerit issued</li> <li>• Detention may be assigned</li> <li>• Parent/guardian notified</li> </ul>	<ul style="list-style-type: none"> <li>• Demerit issued</li> <li>• Detention will be assigned</li> <li>• <b>If a student is removed from classes <u>twice</u> in the same day</b> he/she will remain in office for remainder of school day</li> </ul>	<ul style="list-style-type: none"> <li>• Demerits, detention, and/or suspension will be assigned as appropriate</li> <li>• Parent/guardian may be required to meet with school administration</li> </ul>

<b>Behavior</b>	<b>Tier I</b>	<b>Tier II</b>	<b>Tier III</b>
<b>Violations of Attitude, Behavior, or Language Expectations</b> <b><u>When a Substitute Teacher is in Charge</u></b>	<ul style="list-style-type: none"> <li>• 2x demerits issued</li> <li>• Detention may be assigned</li> <li>• Parent/guardian notified</li> </ul>	<ul style="list-style-type: none"> <li>• 2x demerits issued</li> <li>• 2 detentions assigned</li> <li>• Parent/guardian may be required to meet with school administration</li> </ul>	<ul style="list-style-type: none"> <li>• Demerits/detention assigned as appropriate</li> <li>• Parent/guardian may be asked to accompany student to next 3 classes with a substitute, or student will be suspended from classes with substitute</li> </ul>

<b>Failure to Report to Teacher</b>	<ul style="list-style-type: none"> <li>• Demerit/ Detention may be issued</li> </ul>	<ul style="list-style-type: none"> <li>• Demerit issued</li> <li>• Detention may be assigned</li> </ul>	<ul style="list-style-type: none"> <li>• Demerit issued</li> <li>• Detention will be assigned</li> <li>• Parent/guardian may be notified</li> </ul>
<b>Violations of Academic Integrity</b> (Cheating, plagiarism, forgery, etc.)	<ul style="list-style-type: none"> <li>• Demerit(s) and detention may be assigned</li> <li>• Parent/guardian notified</li> <li>• Student may receive failing grade on assignment</li> </ul>	<ul style="list-style-type: none"> <li>• Demerits and detention will be assigned</li> <li>• Parent/guardian may be required to meet with school administration</li> <li>• Student may receive failing grade on assignment</li> </ul>	<ul style="list-style-type: none"> <li>• Demerits and detention assigned</li> <li>• Parent/guardian will be required to meet with school administration</li> <li>• Student may receive failing grade on assignment</li> </ul>
<b>Insubordination</b> (Refusing to follow the directions of an adult in the building; removal from class multiple times in one day; etc.)	<ul style="list-style-type: none"> <li>• Demerits, detention, and/or suspension will be assigned as appropriate</li> <li>• Parent/guardian notified</li> </ul>	<ul style="list-style-type: none"> <li>• Demerits, detention, and/or suspension will be assigned as appropriate</li> <li>• Parent/guardian may be required to meet with school administration</li> </ul>	<ul style="list-style-type: none"> <li>• Demerits, detention, and/or suspension will be assigned as appropriate</li> <li>• Parent/guardian will be required to meet with school administration</li> </ul>
<b>Failure to Fulfill School Obligation</b> (Covering textbooks, returning signed notes, etc.)	<ul style="list-style-type: none"> <li>• Warning</li> <li>• Restitution made in full if applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Demerit issued</li> <li>• Detention assigned</li> <li>• Restitution made if applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Demerits/detention assigned as appropriate</li> <li>• Parent/guardian will be notified</li> <li>• Restitution made if applicable</li> </ul>
<b>Dishonesty</b>	<ul style="list-style-type: none"> <li>• Warning</li> <li>• Demerit may be issued</li> </ul>	<ul style="list-style-type: none"> <li>• Demerit will be issued</li> <li>• Detention may be assigned</li> </ul>	<ul style="list-style-type: none"> <li>• Demerits issued</li> <li>• Detention assigned</li> </ul>

<b>Behavior</b>	<b>Tier I</b>	<b>Tier II</b>	<b>Tier III</b>
<b>Horseplay/ Roughhousing/ Dangerous Play</b>	<ul style="list-style-type: none"> <li>• Demerit may be issued</li> <li>• Detention may be assigned</li> </ul>	<ul style="list-style-type: none"> <li>• Demerit(s) issued</li> <li>• Detention assigned</li> </ul>	<ul style="list-style-type: none"> <li>• Demerits, detention, and/or suspension assigned</li> <li>• Parent/guardian notified; may be required to meet with school administration</li> </ul>
<b>Dress Code Violation</b>	<ul style="list-style-type: none"> <li>• Warning</li> <li>• Change of attire required</li> </ul>	<ul style="list-style-type: none"> <li>• Demerit issued</li> <li>• Change of attire required</li> <li>• Parent notified</li> </ul>	<ul style="list-style-type: none"> <li>• Demerits/detention assigned as appropriate</li> <li>• Change of attire required</li> <li>• Parent/guardian notified</li> </ul>

<b>Disturbing School Atmosphere</b> (Misconduct in large groups, such as assemblies, hallways, stairs, recess; chanting; disrupting the educational process)	<ul style="list-style-type: none"> <li>• Demerit may be issued</li> <li>• Detention may be assigned</li> </ul>	<ul style="list-style-type: none"> <li>• Demerit(s) issued</li> <li>• Detention assigned</li> <li>• Parent/guardian notified</li> </ul>	<ul style="list-style-type: none"> <li>• Demerits, detention, and/or suspension assigned as appropriate</li> <li>• Parent/guardian may be required to meet with school administration</li> <li>• May be referred to School Resource Officer</li> </ul>
<b>Cafeteria Misconduct</b>	<ul style="list-style-type: none"> <li>• Demerit/detention assigned as appropriate</li> <li>• Seat may be reassigned to restricted area for up to 1 week</li> </ul>	<ul style="list-style-type: none"> <li>• Demerits/detention assigned as appropriate</li> <li>• Seat may be reassigned to restricted area</li> <li>• Parent/guardian notified</li> </ul>	<ul style="list-style-type: none"> <li>• Demerits, detention, and/or suspension assigned as appropriate</li> <li>• Seat may be reassigned to restricted area</li> <li>• Parent/guardian notified</li> </ul>
<b>Field Trip Misconduct</b>	<ul style="list-style-type: none"> <li>• 2x demerits issued</li> <li>• Detention will be assigned</li> <li>• Parent/guardian will be notified</li> </ul>	<ul style="list-style-type: none"> <li>• Demerits/detention assigned as appropriate</li> <li>• Parent/guardian required to accompany student on future field trips, or student excluded from participation</li> </ul>	<ul style="list-style-type: none"> <li>• Demerits, detention, and/or suspension will be assigned as appropriate</li> <li>• Student will be excluded from participation on future field trips</li> </ul>
<b>Bus Misconduct</b>	<ul style="list-style-type: none"> <li>• Demerit(s) and detention assigned as appropriate</li> <li>• Parent/guardian signature required on Bus Conduct Report</li> <li>• May suspend bus privileges up to 5 days</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension of bus privileges for 5 school days</li> <li>• Demerits and detention will be assigned as appropriate</li> <li>• Parent/guardian notified; may be required to meet with school administration</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension of bus privileges for at least 5 school days, up to the remainder of school year</li> <li>• Demerits, detention, and/or suspension will be assigned as appropriate</li> </ul>

<b>Behavior</b>	<b>Tier I</b>	<b>Tier II</b>	<b>Tier III</b>
<b>Inappropriate Items</b> (Laser pointer; rubber band; “wasp”; stink bomb; aerosol spray including deodorant and perfume; etc.)	<ul style="list-style-type: none"> <li>• Warning</li> <li>• Demerit may be issued</li> <li>• Item(s) will be confiscated</li> </ul>	<ul style="list-style-type: none"> <li>• Demerit(s) and detention may be assigned</li> <li>• Item(s) confiscated</li> <li>• Parent/guardian notified</li> </ul>	<ul style="list-style-type: none"> <li>• Demerits and/or detentions will be assigned</li> <li>• Item(s) confiscated</li> <li>• Parent/guardian may be required to meet with school administration</li> </ul>
<b>Sale of Items</b>	<ul style="list-style-type: none"> <li>• Warning</li> <li>• Demerit may be issued</li> <li>• Item(s) will be confiscated</li> </ul>	<ul style="list-style-type: none"> <li>• Demerit(s)/detention assigned</li> <li>• Parent/guardian will be notified</li> </ul>	<ul style="list-style-type: none"> <li>• Demerit(s)/detention assigned</li> <li>• Parent/guardian will be required to meet with school administration</li> </ul>

<b>Electronic Devices</b> (Cell phones, cameras, iwatch, iPods or headphones on a student's person or visible during school hours, or unauthorized use, e.g. pictures/video/ audio recording at school)	<ul style="list-style-type: none"> <li>Item will be confiscated and returned to student at end of the school day</li> <li>Demerit may be issued</li> </ul>	<ul style="list-style-type: none"> <li>Item will be confiscated and returned to parent/guardian</li> <li>Demerit will be issued</li> </ul>	<ul style="list-style-type: none"> <li>Item confiscated for up to 2 weeks and returned to parent/guardian</li> <li>Demerit(s) and/or detention assigned as appropriate</li> <li>Parent/guardian may be required to meet with school administration</li> </ul>
<b>Possession of Medication</b> (Prescription or over-the counter)	<ul style="list-style-type: none"> <li>Medicine will be confiscated</li> <li>Demerit(s) and/or detention assigned as appropriate</li> <li>Suspension may be assigned for 1 day, or up to 5 days if distributing</li> <li>Parent/guardian notified</li> </ul>	<ul style="list-style-type: none"> <li>Medicine will be confiscated</li> <li>Demerit(s) and/or detention assigned as appropriate</li> <li>Suspension may be assigned for 1 day, or up to 5 days if distributing</li> <li>Parent/guardian may be required to meet with school administration</li> <li>May be referred to School Resource Officer</li> </ul>	<ul style="list-style-type: none"> <li>Medicine will be confiscated</li> <li>Demerit(s) and/or detention assigned as appropriate</li> <li>Suspension may be assigned for 1 day, or up to 5 days if distributing</li> <li>Parent/guardian will be required to meet with school administration</li> <li>Referral to School Resource Officer</li> </ul>
<b>Theft of, or Damage to Personal Property of Students or Staff</b> (incl. theft, graffiti, defacing property, fire setting, etc.)	<ul style="list-style-type: none"> <li>Demerits issued</li> <li>Detention assigned up to 5 days</li> <li>Suspension may be assigned</li> <li>Restitution in full</li> <li>Parent/guardian notified</li> <li>Referral to proper school and legal authorities</li> </ul>	<ul style="list-style-type: none"> <li>Demerits issued</li> <li>Suspension 2-5 days</li> <li>Restitution in full</li> <li>Referral to school counselor</li> <li>Parent/guardian conference required</li> <li>Referral to proper school and legal authorities</li> </ul>	<ul style="list-style-type: none"> <li>Suspension for 2-5 days; demerits issued</li> <li>Restitution in full</li> <li>Continued counseling</li> <li>Parent/guardian required to meet with school administration</li> <li>Referral to proper school and legal authorities</li> </ul>

Behavior	Tier I	Tier II	Tier III
<b>Unexcused Tardiness to School or Dismissal from School</b> (not a School Authorized absence)	<b><u>3 Tardies:</u></b> <ul style="list-style-type: none"> <li>Detention assigned</li> <li>Parent/guardian notified</li> </ul> <i>Consequences will be applied <u>each time</u> 3 offenses accumulate in a term</i>	<b><u>5 Tardies:</u></b> <ul style="list-style-type: none"> <li>Letter of notification to parent/guardian</li> <li>Parent/guardian may be required to meet with school administration</li> </ul>	<b><u>10 or Additional Tardies:</u></b> <ul style="list-style-type: none"> <li>Parent/guardian required to meet with school administration and/or proper legal authorities</li> <li>Further disciplinary/legal action pursuant to state law</li> </ul>

<b>Unexcused Absence from School</b> (not a School Authorized absence)	<b>5 Absences:</b> <ul style="list-style-type: none"> <li>• Letter of notification to parent/guardian</li> <li>• Parent/guardian may be required to meet with school administration</li> </ul>	<b>10 or Additional Absences:</b> <ul style="list-style-type: none"> <li>• Detention and/or suspension will be assigned as appropriate</li> <li>• Parent/guardian required to meet with school administration and/or proper legal authorities</li> <li>• Further disciplinary / legal action pursuant to state law</li> </ul>	<b>See Tier II</b>
<b>Truancy</b> (unexcused absence from school; leaving school without permission)	<ul style="list-style-type: none"> <li>• Demerits issued</li> <li>• Detention(s) assigned</li> <li>• Parent/guardian will be notified</li> </ul>	<ul style="list-style-type: none"> <li>• Parent/guardian will be required to meet with school administration</li> <li>• May be referred to School Resource Officer</li> <li>• Suspension may be assigned</li> </ul>	<ul style="list-style-type: none"> <li>• Parent/guardian will be required to meet with school administration</li> <li>• Referral to School Resource Officer</li> <li>• Suspension will be assigned</li> </ul>
<b>Bullying</b> (Repeated behavior—2 or more acts, such as written/verbal/ electronic statements, gestures, or acts— that creates a hostile environment at school, including name-calling, taunting, rumor-spreading, threats, or cyber-bullying)	<ul style="list-style-type: none"> <li>• Demerit(s), detention, and suspension assigned as appropriate</li> <li>• Referral to school counselor for discussion of harmful effects of bullying</li> <li>• Parent/guardian notified; may be required to meet with school administration</li> </ul>	<ul style="list-style-type: none"> <li>• Demerit(s), detention, and suspension assigned as appropriate</li> <li>• Continued counseling</li> <li>• Parent/guardian notified; may be required to meet with school administration</li> <li>• May be referred to proper school and legal authorities</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension assigned; safety assessment may be required</li> <li>• Demerits issued</li> <li>• Continued counseling</li> <li>• Parent/guardian will be required to meet with school administration</li> <li>• Referral to proper school and legal authorities</li> </ul>

Behavior	Tier I	Tier II	Tier III
<b>Obscenities</b> (pictures, gestures, written messages, lewd acts, profane exhibitions/propositions/language)	<ul style="list-style-type: none"> <li>• Demerit(s), detention, and suspension assigned as appropriate</li> <li>• Referral to school counselor</li> <li>• Parent/guardian notified; may be required to meet with school administration</li> </ul>	<ul style="list-style-type: none"> <li>• Demerit(s), detention, and suspension assigned as appropriate</li> <li>• Continued counseling</li> <li>• Parent/guardian notified; may be required to meet with school administration</li> <li>• May be referred to proper school and legal authorities</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension assigned; safety assessment may be required</li> <li>• Demerits issued</li> <li>• Continued counseling</li> <li>• Parent/guardian will be required to meet with school administration</li> <li>• Referral to proper school and legal authorities</li> </ul>

<b>Personal Harassment</b> (Any act of disrespect or intimidation—including a written/verbal/electronic expression, gesture, etc.—that infringes another’s rights, including sexual harassment)	<ul style="list-style-type: none"> <li>• Demerit(s), detention, and suspension assigned as appropriate</li> <li>• Referral to school counselor</li> <li>• Parent/guardian notified; may be required to meet with school administration</li> </ul>	<ul style="list-style-type: none"> <li>• Demerit(s), detention, and suspension assigned as appropriate</li> <li>• Continued counseling</li> <li>• Parent/guardian notified; may be required to meet with school administration</li> <li>• May be referred to proper school and legal authorities</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension assigned; safety assessment may be required</li> <li>• Demerits issued</li> <li>• Continued counseling</li> <li>• Parent/guardian will be required to meet with school administration</li> <li>• Referral to proper school and legal authorities</li> </ul>
<b>Assault/Fighting</b>	<ul style="list-style-type: none"> <li>• Suspension for up to 10 days; demerits issued</li> <li>• Safety assessment may be required</li> <li>• Parent/guardian will be required to meet with school administration</li> <li>• Referral to proper school and legal authorities</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension for 2- 10 days; demerits issued</li> <li>• Referral to school counselor; safety assessment may be required</li> <li>• Parent/guardian required to meet with school administration</li> <li>• Referral to proper school and legal authorities</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension for 2-10 days; demerits issued</li> <li>• Continued counseling; safety assessment may be required</li> <li>• Parent/guardian will be required to meet with school administration</li> <li>• Referral to proper school and legal authorities</li> </ul>

Behavior	Tier I	Tier II & III
<b>Assault of a Staff Member</b>	<ul style="list-style-type: none"> <li>• Suspension up to 10 days; safety assessment may be required; may face exclusion</li> <li>• Demerits issued</li> <li>• Parent/guardian will be required to meet with school administration</li> <li>• Referral to proper school and legal authorities</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension for up to 10 days; safety assessment may be required; may be subject to expulsion from the school or school district by the principal.</li> <li>• Demerits issued</li> <li>• Parent/guardian will be required to meet with school administration</li> <li>• Referral to proper school and legal authorities</li> </ul>
<b>Weapon/ Dangerous Items Including Look-Alike Items</b> (Gun, knife, water gun, pellet gun, incendiary devices, or look-alikes, etc.)	<ul style="list-style-type: none"> <li>• Item confiscated</li> <li>• Parent/guardian will be required to meet with school administration</li> <li>• Suspension for 10 days pending Safety Assessment; may face exclusion</li> <li>• Demerits issued</li> <li>• Referral to proper school and</li> </ul>	<ul style="list-style-type: none"> <li>• Item confiscated</li> <li>• Parent/guardian will be required to meet with school administration</li> <li>• Suspension for up to 10 days pending Safety Assessment; may be subject to expulsion from the school or school district by the principal.</li> <li>• Additional alternative discipline actions may be assigned</li> <li>• Referral to proper school and legal authorities</li> </ul>



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