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Welcome

This handbook is intended to give general information to students and parents regarding our school policies, curriculum, related services and activities. The information in this handbook is intended to help the reader to better understand our school, to adjust to our school and to become an integral part of it.

The ultimate purpose of education is to help each student become an effective citizen in our community and nation. Developing personal responsibilities and learning how to meet the obligations of good citizens will help each student to participate successfully in the world of tomorrow. Remember that personal success at the Berkley Middle School will be directly proportional to your efforts.

On behalf of the staff, we welcome all students and parents to the Berkley Middle School. Our message to each new student is one of hope and confidence in you. It is our belief that you will always be conscious of the Berkley Middle School standards by attending school regularly, studying hard, listening well, participating in school activities, helping to keep the building, the furniture and the grounds in good condition and by being a good citizen at all times. Your school experience will be whatever you make it.

Sincerely,
Kimberly Hebert, Principal
Ryan Andrade, Assistant Principal

Problem Solving Checklist

If you have a school-related problem, we want to help solve it. For the fastest resolution to your problem, please call the individuals or offices in order listed below.

Issues Affecting Your Child's Learning

Teacher(s)
School Adjustment Counselor
Coach/Extracurricular Advisor
Principal or Assistant Principal
Superintendent

General School Issues

Principal or Assistant Principal
Superintendent

Discipline/Safety

Principal or Assistant Principal
Superintendent's Office

Special Education Issues

Teacher
Special Educator / Liaison
Building Administrator (Principal / Assistant Principal)
Director of Student Services

Berkley Middle School Philosophy

Our philosophy at the Berkley Middle School is based on the belief that the middle level schooling (10 to 14 year olds) is a distinctive level of education. This is based on the belief that each middle level learner has particular intellectual, physical, social, and emotional needs that require appropriately responsive school programs, policies, and practices. We believe that all that teach and assist in the education of the young adolescent continually need specialized preparation in order to understand and respond to the particular needs of this age group.

Instruction of the young adolescent must use educational practices based on the characteristics of the age group, the nature of their learning styles, and the expectations of the community and larger world. We see the following as essential elements as important to a successful middle school:

- Educators knowledgeable about and committed to the young adolescent
- A balanced curriculum including a strong academic program and exploratory programs
- A range of organizational arrangements for scheduling and grouping students
- Use of varied instructional strategies, methods, and materials
- Comprehensive advising and counseling programs
- Recognition of the young adolescents unique physical, social, emotional, and intellectual status
- Assessment procedures that are compatible with the nature of the young adolescent
- Open communication and cooperation between all members of the learning community: students, parents, and staff/administration
- A positive school climate that fosters cooperation, warmth, caring, safety, and respect, accountability and responsibility on the part of all participants.

(Ideas drawn from the NMSA's "Foundations for Middle Level Education" and NELMS's "We Believe")

Middle School Vision

The Berkley Middle School Community acknowledges that a vital mission of our school is to help all students appreciate their uniqueness, to realize their aptitudes and while being offered a challenging curriculum, to utilize those aptitudes to the best of their ability. Recognizing that learning has both intrinsic and pragmatic value, we encourage students to be curious about themselves and the world in which they live. Therefore, we expect our students to develop a sense of self-awareness and to get along with other members of society through the exercise of understanding, acceptance, and tolerance. In order to meet these expectations; we provide a broad-based curriculum that allows students to mature physically, intellectually, emotionally, and to develop cultural awareness.

We believe that a student whose mind has been stimulated will continually enjoy the adventure and excitement of acquiring new skills, insights, and ideas. The school must implant high expectations and arouse an intellectual curiosity, a desire and an appreciation for learning in students that will endure throughout their lives. Our children have the opportunities to understand the make-up of a democratic society, its internal operation and its place in relation to the world. We must concern ourselves with interpersonal relationships and the well-being of all, in the community and elsewhere, by encouraging an active partnership among home, school, and community resources. In order to promote well-being in our students, we must provide a safe and healthy environment conducive to learning.

We believe that students and staff alike must nurture mutual respect and tolerance. Students must strive for self-discipline and learn compromise in order to make informed choices for their future. Students will benefit by effectively being able to handle the maze of real-life situations, which confront them. Consequently, we envision all of our students making decisions that reflect the appreciation of both their strengths and weaknesses.

Berkley Middle School 2021-2022 Goals

Goal 1: Provide collaborative and professional time for teachers to develop units of study and assessments in order to effectively implement the Common CORE standards in our curriculum and instruction across Berkley Middle School to improve student achievement on grade and state level assessments, mastery of grade level content, including strategies and instructional practices.

Goal 2: As part of our ongoing efforts to identify and provide rigorous educational opportunities for all students and to close the learning gaps for students because of the fragmented school year due to the pandemic, the Berkley Middle School will be using a trimester system for reporting grades. Research shows that trimesters vs a quarterly system, allows more time for teachers to provide instruction, more time for students to demonstrate mastery of content as well as more time to provide grade level support to those underperforming in any given term.

Goal 3: Review, evaluate, coordinate and implement instructional learning practices to provide for the educational, social and emotional needs of students at the Berkley Middle School. Particular attention needs to be given to all students to address learning gaps stemming from the spring of 2020 and the 20-21 school year both academically and socially/emotionally. Identify students in need of support from the Reading and Mathematics Interventionists, as well as support from grade level

teachers during Academic Support and content classes. Provide during school, afterschool and Saturday school programs to support students' academic/social-emotional needs.

Goal 4: To provide school and classroom based information/assemblies on diversity: acceptance, understanding, tolerance, kindness, perspective, etc. for students and staff.

Berkley School Department Philosophy Statement

The MISSION of the Berkley Public Schools is to provide each student with the values, knowledge and skills needed to reach his or her full potential, maximize achievement and show responsibility in interacting with others in our diverse society. Berkley students will learn that accountability earns respect and that respect leads to dignity. We will create a learning environment in which each child is provided with many opportunities to become lifelong learners, to solve problems, and encouraged to think creatively. Berkley Public Schools are committed to partnering with parents and families through open communication and cooperation between all members of the learning community: students/families, and staff/administration.

Non-Discrimination Notice

The Berkley Public Schools provides equal education and employment opportunity without regard to race, color, national origin, religion, sex, disability, sexual orientation, or gender identity. The Berkley Public Schools complies with all applicable State and Federal Laws, including but not limited to, Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and Massachusetts General Laws, c.151B, c.151C, c.76, §5, and c.71B.

The Berkley Public Schools has duly appointed individuals responsible for the overall monitoring, auditing, and ensuring compliance with this policy. For compliance issues regarding educational activities, contact the District's Title IX and Section 504 Coordinator: Jennifer Francisco (508) 822-9550. For compliance issues regarding employment activities, contact: Kimberly Hebert (508) 884-9434. Individuals who believe they have been discriminated against in any of the District's educational or employment activities can file a written grievance with the appropriate officer.

Questions Frequently Asked by Parents and Students

1. What are the school hours?

The building is open for students to enter at 7:50 AM for breakfast. Students are not to report to school prior to 7:50 AM (there is no supervision). Students exiting school busses are to directly enter school. At 8:00AM., students may report to their homeroom. Students who report to school after 8:10 AM are tardy and must report to the main office for a tardy slip. Students will be assigned an office detention for each tardy beginning with the fourth tardy in a marking period. Each incidence of tardiness beginning with eight will result in an extended detention. Students must be in school a minimum of three hours to be considered present for the day. Dismissal is at 2:25 PM.

2. What is extra help?

Teachers are available for extra help with academics during academic support.

3. What is office detention?

Students issued a detention will be given 24 hours notice. Office detention is a disciplinary assignment made by an administrator/teacher. The student must report to the assignment and engage in schoolwork.

4. What should my child do if he/she becomes ill at school?

Your child is to ask permission from his/her teacher to see the school nurse. The nurse can treat minor injuries or illnesses. She cannot administer medication without written approval from a doctor. The nurse will determine whether your child is to return to class or be dismissed. The nurse will contact the parent. It is very important that we have telephone numbers where you can be reached in case of an emergency. Please notify the school if these numbers change during the course of the school year.

5. What do we do if our child is absent from school or arrives at school tardy?

You must call the school before 8:15AM on the day your child will be absent or tardy. If the school does not receive a phone call, you will receive a phone call and or text message informing you of your child's absence. If your child is absent for 5 or more days, a doctor note is required.

6. Does the school provide hot lunches? What is the price?

The school provides breakfast and hot lunches in the cafeteria. Breakfast and lunch is free to all students at this time. Menus are available at berkleypublicschools.org.

7. Is any special equipment needed for physical education class?

Students are expected to bring sneakers, gym shorts/sweatpants and t-shirts for gym class. Students are required to change into clothing other than that worn for classes. A doctor's note must be sent to the school nurse if a child is unable to participate in gym classes. All students are expected to change and participate in gym class.

8. What do we do if we want to speak with a teacher?

The most efficient way for a parent to contact a teacher is to email them. Parents who have unresolved or very serious matters may call the office and ask to speak to the principal or assistant principal.

9. What do we do if an item is lost?

Students who lose an item are to check in the cafeteria immediately following recognition that the item has been lost. Students will be directed to the lost and found box.

10. What does my child do if he/she has to bring valuables or money to school?

We strongly discourage students from bringing valuables or large sums of money to school. THE SCHOOL IS NOT RESPONSIBLE FOR SUCH LOSS.

District Website

www.berkleypublicschools.org (All Berkley Public School Policies can be found on this website)

Berkley Public School District Personnel

Superintendent	Melissa Ryan	508-822-5220
Administrator for Student Services	Melissa Abrego	508-822-5251
Business Administrator	Andrea Porter	508-822-5220
Custodial and Maintenance	Timothy McCarthy	508-884-9434

Berkley School Committee

Daniel Fagan	978-912-1544
Kaitlyn Robichaud	617-694-1485
Jilleen Solomon	508-824-4909
Jennifer Vincent	617-999-9462
Tara Weber	508-967-7520

Berkley Middle School Office Staff

508-884-9434 or 508-884-9435

Principal	Kimberly Hebert	khebert@berkleypublicschools.org
Assistant Principal	Ryan Andrade	randrade@berkleypublicschools.org
Nurse	Patricia Bernard	pbernard@berkleypublicschools.org
Administrative Assistant	Cristine Lebeaux	clebeauxr@berkleypublicschools.org
Administrative Assistant	Patricia Trottier	ptrottier@berkleypublicschools.org
Computer Technician	Deb Gallagher	dgallagher@berkleypublicschools.org
Computer Technician	Brian Serrecchia	
School Psychologist	Maxwell Richmond	mrichmond@berkleypublicschools.org
School Adjustment Counselor	Denise Cortese	dcortese@berkleypublicschools.org
School Adjustment Counselor	TBD	

Staff Directory

Teachers

Ms. Almeida	Grade 5	calmeida@berkleypublicschools.org
Ms. DeCastro	Grade 5	mdecastro@berkleypublicschools.org
Ms. Rockcliffe	Grade 5	krockcliffe@berkleypublicschools.org
Ms. Urbanek	Grade 5	nurbanek@berkleypublicschools.org
Ms. Holt	Special Education Grade 5	cholt@berkleypublicschools.org
Mr. Arruda	Grade 6	karruda@berkleypublicschools.org
Ms. Rickey	Grade 6	lrickey@berkleypublicschools.org
Ms. Furrh	Grade 6	efurrh@berkleypublicschools.org
Ms. Graca	Grade 6	mgraca@berkleypublicschools.org
Ms. McChesney	Special Education 6	kmcchesney@berkleypublicschools.org
Ms. Nichols	Grade 7	tnichols@berkleypublicschools.org
Ms. Teixeira	Grade 7	kteixeira@berkleypublicschools.org
Ms. Terrien	Grade 7	bterrien@berkleypublicschools.org
Mr. Wheeler	Grade 7	jwheeler@berkleypublicschools.org
Mr. Marcel	Special Education 7	tmarcel@berkleypublicschools.org
Mr. DeLano	Grade 8	cdelano@berkleypublicschools.org
Mr. DeMello	Grade 8	sdemello@berkleypublicschools.org
Ms. Gray	Grade 8	kgray@berkleypublicschools.org
Ms. Ryan	Grade 8	vryan@berkleypublicschools.org
Ms. St. Laurent	Special Education 8	kstlaurent@berkleypublicschools.org

Ms. Aguiar	Art	saguiar@berkleypublicschools.org
Mr. Dietz	Music	cdietz@berkleypublicschools.org
Mr. Duddy	Instructional Technology	jduddy@berkleypublicschools.org
Ms. Lane	Health Education	mlane@berkleypublicschools.org
Mr. Santos	Physical Education	csantos@berkleypublicschools.org
Ms. Sylvia	Library Literacy	ssylvia@berkleypublicschools.org
Ms. Murray	Reading Specialist	jmurray@berkleypublicschools.org
Ms. Thorne	Math Interventionist	mthorne@berkleypublicschools.org
Ms. Salamone	Dist. Wilson Reading Specialist	ksalamone@berkleypublicschools.org

Support Staff

Ms. Almy	Paraprofessional	halmy@berkleypublicschools.org
Ms. Donovan	Paraprofessional	ddonovan@berkleypublicschools.org
Ms. Mendoza	Paraprofessional	dmendoza@berkleypublicschools.org
Ms. Taber	Paraprofessional	mtaber@berkleypublicschools.org

Code of Conduct

One goal of the Berkley Middle School is to provide students with a safe environment both physically and emotionally. We have an expectation that all students will follow common rules of citizenship and respect the rights of those around them. The learning process demands an environment free of distractions and conflict. The rules listed in this Handbook have been established to allow our goal to be achieved.

The classroom teacher has the first responsibility for maintaining discipline in his or her class. The teacher and all staff members should, at all times, be treated with respect by students. In return, each student has every right to expect members of the staff to treat him/her with respect.

Classroom Behavior Addressed by the Classroom Teacher

It will be a primary role of the classroom teacher to employ classroom management strategies. A teacher may utilize any effective classroom management strategies i.e. raising one's voice, changing a student's seat, granting or withholding privileges, positive reinforcement, private reprimand, discussions, telephoning a parent/guardian, assigning detention, and/or referral to an administrator and/or guidance counselor, etc.

NOTE: Teachers will refer students to the office for disciplinary action in extreme cases and/or for repeated infractions after trying several of the following disciplinary measures:

- a. On the spot corrections
- b. Student/teacher conferences
- c. Teacher detention
- d. Notification of Parent/Guardian by phone/email
- e. Student, Teacher, Parent/Guardian conference

In all instances of major violations, the administration will be involved and the parents/guardians will be contacted immediately. If a suspension is deemed necessary, the length (not to exceed 10 days) and type of suspension is determined by the administration. It should be noted that students functioning under 603 C.M.R. 28.00 (special education) formally referred to as Chapter 766 and P.L. 94-142 (I.D.E.A.) or under a 504 plan will be treated in accordance with the recommendations of their individual educational plans.

Student Behavior Point System

The purpose of the point system is to encourage students to work hard both academically and behaviorally in order to earn the privilege of extracurricular activities, such as, athletics, afterschool enrichment, field trips, and any type of school related extracurricular event. We have an expectation that all students will follow common rules and respect the rights of those around them. The learning process demands an environment free of distractions and conflict.

At the start of the school year each September, all students will begin with a clean slate of 0 points. If a student is found in violation of the code of conduct, as outlined in the student handbook, he/she will be subject to receiving a specified number of points based on the severity of the behavior infraction and the findings from the student due process hearing with administration. If a student accumulates **20 points** at any time during the school year, he/she will be subject to administrator approval to participate in extracurricular activities. Administration, which includes the principal and/or assistant principal, are the only designees that can issue a student conduct points based on behavior infractions.

A student deemed necessary to be removed from class or any educational activity by a teacher/staff member, which creates any type of disruption to the learning environment, will receive **1 point**.

Based on the severity of the student infraction and the consequence deemed appropriate by school administration.....

1. Lunch detention **1 point**
2. Office detention **2 points**
3. Suspension (In school or out of school) **4 points**

If a student receives **12 points**, administration will make an extensive effort to create a student support plan for the individual student, focused on improving the behavior and helping the student to avoid reaching **20 points**. Involvement in the creation of the support plan will include, but not limited to, principal/assistant principal, parent/guardian, school adjustment counselor, classroom teacher, and any appropriate staff member that works closely with the individual student.

"At any time, the principal and/or assistant principal reserve the right to revoke a school privilege from any student, whose prior actions create a concern for the well-being and safety of themselves and others."

Office Detention

Students are assigned to office detention by administration. The following offenses may result in an office detention:

- A student may be assigned detention for any instances of repeated unacceptable behavior or for repeated failure to complete required assignments.

- Students may request a postponement of the detention if they have a valid reason (medical appointment, religious education, etc.) Participation in sports, intramurals, clubs, etc. is not considered a valid reason.
- The request for a postponement must be made to the teacher who assigned the detention.
- A day's notice may be given will be given to all students to enable them to obtain alternate transportation.
- Detentions must be served within 3 school days after issue
- Parents/Guardians are responsible for making necessary transportation arrangements.
- Office detention may be served during the day or after school.
- Failure to report to office detention as assigned will result in the following:
 - First Offense: Extended Detention
 - Second and Subsequent Offenses: 1 day suspension

Extended Detention

The extended detention will be utilized for both academic and disciplinary concerns. Extended detention begins at 2:30 PM and concludes at 3:45 PM. The administrator may assign the student work from class or provide an alternative assignment. Failure to attend an extended detention for disciplinary concerns will result in further disciplinary action, which could include an out of school suspension or other disciplinary action deemed appropriate by the Principal/Asst. Principal.

Discipline Procedure

List of Offenses and Resulting Consequences

The following is a list of the more common Middle School offenses and the appropriate actions taken by school officials: The following are guidelines and the administration reserves the right to assign consequences for behaviors and actions, which may not be listed.

Examples	Description	Possible Consequences
Alcohol	<p>A student will not knowingly possess, use, transmit or be under the influence of alcohol:</p> <ol style="list-style-type: none"> 1. On the school grounds during and immediately before or after school hours; 2. On the school grounds at any other time when the school is being used by any other school group; 3. Off the school grounds at a school activity, function or event. <p>Use of alcohol authorized by a medical prescription from a registered physician will be considered a violation of this rule unless it is given to the school nurse who will administer it according to the prescription during the school day. Parents and the appropriate legal authorities will be notified. (Mass. Gen. Laws 272 Sec. #40A) The Controlled Substance Act provides that persons within 1,000 feet of a school whether in session or not shall be punished by a minimum of two years in prison.</p>	<p>Consequences include but are not limited to 3-5 days of Out of School suspension.</p> <p>Intervention with parents, the Superintendent of Schools, and/or the Police Department will be considered based on the individual's offense.</p>
Arson	Maliciously, voluntarily, and willfully setting fire to the building, buildings, or other property.	<p>Student may be subject to a minimum of a 10 day suspension or expulsion.</p> <p>Intervention with parents, the Superintendent of Schools, and/or the Police Department.</p>
Assault and Battery (On Staff)	The Mass. Education Reform Bill according to Section 36 covers all assaults on staff members by students. Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school sponsored and school related events, including athletic games, may be subject to expulsion from the school or school district by the principal.	<p>Emergency suspension pending referral for Superintendent's hearing. Appropriate authorities will be notified. Any student who assaults a staff member on school premises or at school related events might be subjected to expulsion from school.</p>
Assault and Battery (On Student)	<p>For the purpose of this student assault policy, an assault is to be defined as an aggressive, belligerent act initiated and sustained by an individual or group upon another in a willful attempt to inflict harm, pain, or injury. Mere verbal challenge or insult while objectionable on other grounds shall NOT be considered an assault for purposes of this policy. The prior statement shall be true UNLESS, in the opinion of AN OBSERVING STAFF MEMBER, a physical assault is clearly eminent and would certainly occur without intervention.</p> <ol style="list-style-type: none"> 1. All assaults will be reported to the Principal of the school. 	<p>After following the procedures stated for all assault, the following disciplinary actions will take place:</p> <p>1st offense-Principal's Hearing with a 5 day suspension</p> <p>2nd offense-Principal's Hearing 5 to 10 day suspension</p> <p>3rd offense- superintendent's Hearing</p>

	<ol style="list-style-type: none"> 2. The Principal will file a police report. 3. The parent will be advised to sign a legal complaint. 4. The school Principal, as provided by the Mass. Education Reform Bill according to Section 36, shall implement an emergency suspension. 5. A student accused of assault and battery shall not be allowed to attend class while awaiting a hearing. 6. The Principal will report all assaults to the Superintendent. 	Depending on both the seriousness of the assault and the student's record, the student may be referred directly to the Superintendent. Intervention with the Police Department will be considered.
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Being in the Building Prior to or After school (Unauthorized Entry)	A student may not enter the building prior to 8:00 am. A student who is in the building before or after school hours without permission from a teacher counselor, aide, or administrator may receive a detention or a suspension. (Trespassing is the wrongful entry on real property.) Students who enter the school building or are on any school grounds while on suspension are trespassing. Such student is in violation of the law (MGL 266,s123, 272,ss39). The appropriate authorities will be notified.	Detention or extended detention or suspension, depending on the circumstances and frequency.
Being in the boys or girls' Room without Permission	No student is permitted in the boys or girls room without written permission from a staff member unless it is during the approved times	Detention or extended detention depending on the circumstances and frequency.
Being rude and discourteous to teachers or school personnel or students	Students are responsible for showing respect. Students must use only acceptable and courteous language.	Detention or extended detention depending on circumstances and frequency.
Booking	Knocking Books from the arms or desk of another student	Detention, extended detention depending on circumstances and frequency
Bus Behavior	Students should remain in their seats. Students should keep their hands, etc. to themselves. Students talk on the bus should be reasonable both in what is said and how it is said.	See page 17 for details.
Cafeteria Offense	Any violation of normal cafeteria procedures will result in disciplinary action. Throwing food, skipping in line, removing food from the cafeteria, misuse of equipment, refusal to clean up mess, are all violations.	Detention, extended detention or suspension, depending on the circumstances and frequency.
Cell Phones	Cell phones must be kept in a student's locker during the school day. Students are not allowed to have cell phones on their person or in their pocketbooks/backpacks during the school day. No recording of any kind without the express permission of the person/group: on buses, in classrooms, or school common areas.	Detention/extended detention depending on frequency and circumstances. The Device will be confiscated and parent must pick up the device.
Cheating/Plagiarism	Texting other students; use of apple watches; copying another students work, allowing another student to copy your work, copying an author's work or website verbatim/paraphrasing; etc.	The assignment will not be accepted by the teacher and/or the student will receive no credit for the assignment. Extended detention or 1-3 day suspension depending on circumstances and frequency.
Cut Class or Leaving class without permission and or not reporting to class on time	Students are expected to fulfill their scheduled commitments. Repeated skipping of classes will result in the student's name being turned over to the school attendance office. Saying you were ill and in the boys' or girls' room, is not an accepted excuse. If you are ill, you belong in the nurse's office.	An extended detention, or suspension depending on the circumstances of the offense.
Cut office or teacher detention	The Principal, Assistant Principal or teacher personally informs each student assigned to a detention and written notification is handed to each student.	Student may receive an extended detention. If an extended is cut, students may receive a 1-2 day suspension.

Disobedient/Defiance of Authority/Failure to follow an administrative direction	Any staff member has the authority to enforce school policy and correct a student. Students should not defy authority; to do so will only get that student in more trouble.	Consequences include but are not limited to 1-5 days of Out of School suspension. Intervention with parents, the Superintendent of Schools, and/or the Police Department will be considered based on the individual's offense.
Disruption (Classroom) Being inattentive to classroom instruction	Actions that disrupt the educational process are never acceptable. Continuous talking, making noises, throwing objects, defacing or marring classroom materials, excessive use of bathroom privileges during class time, and general disobedience will be punished. Eating or drinking liquids other than water in the classroom without teacher permission.	Detention, extended detention or 1-3 day suspension, depending on the circumstances and frequency.

Disturbance of the school assembly (includes academic school days, assemblies, lunch, class trips, after school programs, and/or social function)	A student will not engage in conduct, not urge other students to engage in conduct, by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct for the purpose of causing the substantial and material disruption or obstruction of any lawful mission, process, or function of the school. Any student intentionally causing such disruption may be suspended and/or reported to legal authorities. The following illustrate some of the offenses: <ol style="list-style-type: none"> 1. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use. 2. Blocking the entrance or exit of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, room, or corridor. 3. Prevention of or attempting to prevent, by physical act, the convening or continued functioning of any school, class, or activity or of any lawful meeting or assembly on the school campus. 4. Preventing students from attending a class or school activity. 5. Except under the direct instruction of the principal, blocking normal pedestrian or vehicular traffic on a school campus. 6. Continuously and intentionally making noise or acting in any manner or so as to interfere seriously with the teacher's ability to conduct his/her class. (Mass. Gen. Laws Chapter 272, Section 40) 	Not limited to a 1-5 Day suspension, depending on the circumstances and frequency. Intervention with parent, Superintendent of Schools and/or the Police Department will be considered based on individual's offense.
Drugs-Use/Sale and/or possession	Any student who is found on school premises or at school sponsored or school related events, including athletic games, in possession of a controlled substance including, but not limited to , marijuana, cocaine, and heroin, is in violation of both the law and school regulations.	May be subject to 10 day suspension or expulsion from the school or school district. Intervention with parents, the Superintendent of Schools, and/or the Police Department will be considered based on the individual's offense.
Electronic Devices (Including phones & smart watches, etc.)	Student electronic devices must be turned off while present on school grounds. Students' electronic devices should be kept in their lockers during the school day unless otherwise indicated by the classroom teacher or staff member. During testing, students will be expected to keep their smart watches in their locker.	Detention/extended detention depending on frequency and circumstances. The Device will be confiscated and parent must pick up the device.
Excessive Absences	Regular and punctual school attendance is essential for success in school. A child who is chronically and habitually absent, truant, dismissed, or tardy without valid cause from school may be subject to the following non-exclusive list of consequences: Term 1: 5 or more days absent or a total of 5 or more days	Parent or guardian notification, restriction on the participation of extracurricular activities, field trips or other activities, extended detention, involvement of the Berkley truancy officer, filing of a "Child Requiring

	<p>tardy or dismissed combined.</p> <p>Term 2: 10 or more days of any combination Absent, Tardy or Dismissed.</p> <p>Term 3: 15 or more days of any combination Absent, Tardy or Dismissed.</p> <p>Term 4: 20 or more days of any combination Absent, Tardy or Dismissed.</p>	Assistance” (CRA) with the court system.
Extortion	<p>Extortion is the act of obtaining money or other property from a person by use of force, coercion, or threats of bodily harm. In order to protect students from possible extortion, any passing of money, for whatever reason, between students will be considered a violation of this rule, and may result in suspension at the discretion of the principal.</p> <p>Please note: If a student is approached by another student and asked for money or other property under threat of physical harm, the student should report the incident immediately to the nearest teacher, counselor, aide, or administrator.</p>	<p>Consequences include, but are not limited to 1-5 days of Out of School suspension.</p> <p>Intervention with parents, the Superintendent of Schools, and/or the Police Department will be considered based on the individual’s offense.</p>
Failure to Return Forms/Notes	During the course of the year, all students will be required to return various forms/notes, etc.) Failure to do so within a reasonable time will result in disciplinary action.	Detention or extended detention depending on the circumstances and frequency.
False Fire Alarm/Calling in Bomb Scare	“Whoever without reasonable cause by outcry or the ringing of bell, or otherwise makes or circulates or causes to be made or circulated a false alarm or fire shall be punished by a fine of not more than two hundred dollars, or by imprisonment in a house of correction for not more than one year.” (MGL, ch.269, Sec. 13)	<p>Minimum suspension of 3-5 days, referral to the appropriate authorities.</p> <p>Intervention with parents, the Superintendent of Schools, and/or the Police Department will be considered based on the individual’s offense.</p>
Fighting/Physical Interaction (On School Property)	Students involved in fighting and /or inappropriate physical interaction, are subject to punishment.	<p>Consequences include but are not limited to 1-5 days suspension depending on the circumstances and frequency.</p> <p>In any case of a physical altercation in school, or during a school event, the police department must be called per state law. Determination of any charges filed will be the responsibility of the police department not the school department.</p>
Firecrackers (Possession)	The laws of the state prohibit firecrackers entering the state for individual use.	A suspension of 1-5 days and the Fire Prevention Bureau will be notified.
Forgery (Parent or Staff Signature)	Forgery is the act of signing another name falsely in order to deceive. Law forbids forgery.	Extended detention or suspension depending on the circumstances and frequency.
Hazing General Laws C.269 S. 17-19	<p>The practice of “Hazing” in the Berkley Public Schools shall be outlawed. “Hazing” shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or person.</p> <p>Whoever knows that another person is the victim of hazing as defined above and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate official as soon as reasonably possible (advisor) with an official reprimand from the Superintendent and/or called before the School Committee (advisor and/or student) for possible dismissal, suspension or expulsion</p>	<p>Consequences include but are not limited to 1-5 days suspension depending on the circumstances and frequency.</p> <p>Intervention with parents, the Superintendent of Schools, and/or the Police Department will be considered based on the individual’s offense.</p>
Harassing and/or intimidating other students Bullying/Cyber bullying (see district policy)	Bullying, harassment (emotional, physical, verbal, sexual, electronic, etc). All action begins with notification of a problem via a student or staff member. Once an allegation has been made an administrator will ask the accuser to provide specific details of the alleged incident (name, date, time, place, etc.) Following an evaluation of all acquired	Not limited to a Progression of 1-5 days suspension. A reentry meeting may be called by the school to include parent/guardian, child and school personnel before a student’s allowed to return to school.

	information the administration determines if, and what degree the charged student is to be punished. Please note: If you are being harassed by another student or threatened, report the incident to the nearest teacher immediately. In cases where harassment does not end, the Berkley Police Department will be notified.	
Inappropriate display of affection	Kissing, hugging, hand holding, etc.	Consequences include but are not limited to a progression of 1-3 days extended detention or suspension.
Leaving school building or grounds without permission	Leaving school grounds	Consequences include but are not limited to 1-5 days of Out of School suspension. Intervention with parents, the Superintendent of Schools, and/or the Police Department will be considered based on the individual's offense.
Misusing School Property		Not limited to Warning, Detention, extended detention
Opening outside door/admitting people in to the building	Any student who opens an outside door without permission from an authorized person for the purpose of admitting someone makes himself or herself liable for suspension. Following the 8:05AM bell, anyone entering the building must do so through the Main Office door only.	Consequences include but are not limited to 1 to 5 days of Out of School Suspension. Intervention with parents, the Superintendent of Schools, and/or the Police Department will be considered on the individual's offense.
Possession or use of smoking materials or other vaping products	Including matches, lighters, tobacco or vaping products	Consequences include but are not limited to a progression of 1-5 days suspension.
Profanity/Vulgarity/ Inappropriate Language	Vulgar language, swearing, racial epithets, or derogatory remarks which are intended to ridicule or demean another student or staff member will not be tolerated	Not limited to a progression of an extended detention, 1-3 day suspension.
Possession and/or use of Weapons and Dangerous Instruments	Any student who is found on school premises or at school sponsored/related events, including athletic games, in possession of a dangerous weapon including, but not limited to a gun or a knife.	May be subject to 10 day suspension or expulsion from the school or school district. Intervention with parents, the Superintendent of Schools, and/or the Police Department will be considered based on the individual's offense.
Rough Housing/Horseplay (On School Property)	Students involved in, wrestling, punching or in any other way invading each other's personal private space or behaving rowdy are subject to punishment.	Consequences can include but are not limited to extended detention or 1-5 days suspension depending on the circumstances and frequency.
Smoking/Vaping	The Education Reform Act of 1993, Section 37H, states that tobacco/vaping use by anyone on school grounds or buses is prohibited. Smoking, lighting matches, and/or lighting a lighter or use of any vaping paraphernalia is prohibited: <ol style="list-style-type: none"> 1. Inside the School Building 2. On the school grounds during and immediately before or immediately after school hours 3. On the school grounds at any other times when the school is being used by a school group 4. Off the school grounds at a school activity, function, or event. Any student reported smoking, lighting matches, and/or lighting a lighter is liable for suspension. Since smoking is prohibited, there is no reason to carry cigarettes to school. 	Consequences include but are not limited to 3-5 days suspension depending on the circumstances and frequency. Intervention with parents, the Superintendent of Schools, and/or the Police Department will be considered based on the individual's offense.
Tampering with computer hardware and/or software	Any attempt to change/damage current computer set ups	Consequences include but are not limited to a progression of 1-3 days extended detention or suspension.

Tardiness	<p>Reviewed on a regular basis.</p> <p>Arriving to homeroom after 8:10 AM.</p>	<p>4 tardies in a marking period-Student meets with an Administrator</p> <p>5-7 tardies in a marking period- Office detention for each tardy after four tardies</p> <p>8 or more tardies in a marking period- Extended Detention</p> <p>Possible notification of the attendance officer/ Massachusetts Court</p> <p>Failure to present a tardy note if arriving more than 30 minutes late may result in a detention</p>
Threat to a student or staff member	Verbal or written, including electronic devices; intent to do harm to others	<p>Consequences include, but are not limited to 1-5 days of Out of School suspension.</p> <p>Intervention with parents, the Superintendent of Schools, and/or the Police Department will be considered based on the individual's offense.</p>
Throwing Objects	Because of the danger of causing injury to another person, either on purpose or accidentally, any student reported for throwing any object capable of causing injury is liable for a suspension. Paper airplanes are considered to be capable of causing injury to an individual or causing permanent eye damage.	Consequences include but are not limited to a progression of 1-3 days extended detention or suspension
Theft	The taking of personal or school property by any student	<p>Consequences include but are not limited to 1-5 days of Out of School suspension.</p> <p>Intervention with parents, the Superintendent of Schools, and/or the Police Department will be considered based on the individual's offense.</p>
Truancy	<p>Not reporting to school without a medical illness/emergency/appointment or family illness/emergency/appointment</p> <p>Attendance totals are reviewed on a regular basis</p>	Consequences include but are not limited to a progression of 1-3 days extended detention or suspension and/or possible notification of the attendance officer/ Massachusetts Court
Vandalism	The marking of walls, desks, books and the damaging or destruction of property is vandalism.	<p>Consequences include but are not limited to 1-5 days out of School suspension depending on the circumstances and frequency.</p> <p>Intervention with parents, the Superintendent of Schools, and/or the Police Department will be considered based on the individual's offense plus financial restitution.</p>
Violation of the "Acceptable Use of the Internet"	See Policy: This includes, school issued Gmail accounts and Google classrooms.	Not limited to a progression of 1-3 day suspension; loss of computer privileges

The discipline policy is a guideline that must be followed. Discipline measures involving mitigating circumstances or an individual situation will be handled at the administrator's discretion. All previous disciplinary actions will be taken into consideration. A student's disciplinary history will impact a student's eligibility to participate in dances, field trips, assemblies, sports teams and extra-curricular activities.

Disciplinary Due Process

1. **EMERGENCY SUSPENSION:** The Principal may give a student an emergency suspension if the Principal has reasonable cause to believe that:
 - a. The physical safety of the student or of others is substantially endangered and will continue to be endangered; or
 - b. The student is causing and will continue to cause substantial interference with classroom instruction.As soon as practicable following the imposition of an Emergency Suspension, the student shall be provided with an opportunity to respond to the charge on which the suspension is based.
2. **SHORT TERM DISCIPLINARY SANCTIONS:** Except where an Emergency Suspension is warranted, a student will be given oral notice of the offense with which he/she is charged and an opportunity to respond prior to the imposition of any disciplinary sanction that might result in the student's suspension from school for ten (10) consecutive school days or less. In the event that the Principal determines that the student will be suspended from school, the student's parent(s)/guardian(s) will be notified by telephone and in writing.
3. **LONG TERM DISCIPLINARY SANCTIONS:** Prior to the imposition of any disciplinary sanction that might result in a student's suspension for more than ten (10) consecutive school days or expulsion, the parent(s)/guardian(s) will be given written notice of a hearing at which they may be represented by an attorney at their expense and may examine and present witnesses and documentary evidence. Following this hearing, the decision maker (Principal/School Committee) will issue a written decision. The parent(s)/guardian(s) will have the right to appeal any decision imposing a long-term exclusion from school. Where the student is excluded in accordance with M.G.L. c. 71 §37H, the student shall have ten (10) days from the effective date of the exclusion to file a written appeal with the Superintendent of Schools. For exclusions imposed pursuant to M.G.L. c.71 §37H1/2, the student shall have five (5) days from the effective date of the exclusion to file a written appeal with the Superintendent. For exclusions imposed by the School Committee in accordance with M.G.L. c.76 §17, the student shall have the right to file a written request for reconsideration by the Committee within ten (10) days of the effective date of the exclusion. Pending the outcome of any such appeal, the disciplinary sanction imposed shall remain in effect. M.G.L. c. 76 §17, M.G.L. c. 71 §37H, M.G.L. c. 71 §37H1/2.
4. **STUDENTS WITH DISABILITIES:** Students who have been identified as students with disabilities in accordance with the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act or who the school has reason to believe might be eligible for special education services are entitled to additional procedural protections when a disciplinary exclusion is considered. In many cases, a student with a disability will be entitled to services identified by the student's Team as necessary to provide the student with a free appropriate public education during periods of disciplinary exclusion exceeding ten (10) school days in a given year. For additional information regarding the rights of students with disabilities in the context of school discipline, please contact the Principal or the Director of Special Education.

Discipline and Students with Disabilities / Notice of Procedural Safeguards

All students are expected to meet the requirements for behavior as set forth in this handbook. In addition to those due process protections afforded to all students, the Individuals with Disabilities Education Act and related regulations require that additional provisions be made for students who have been found eligible for special education services or who the school district knows or has reason to know might be eligible for such services. Students who have been found to have a disability that impacts upon a major life activity, as defined under §504 of the Rehabilitation Act, are, generally, also entitled to increased procedural protections prior to imposing discipline that will result in the student's removal for more than ten (10) consecutive school days or where there is a pattern of short term removals exceeding ten (10) school days in a given year.

The following additional requirements apply to the discipline of students with disabilities:

- (1) The IEP for every student eligible for special education or related services shall indicate whether the student can be expected to meet the regular discipline code of the school or whether the code should be modified to address the student's individual needs.
- (2) Students with disabilities may be excluded from their programs for up to ten (10) school days to the extent that such sanctions would be applied to all students. Before a student with a disability can be excluded from his/her program for more than ten (10) consecutive school days in a given school year or subjected to a pattern of removal constituting a "change of placement", building administrators, the parent(s)/guardian(s) and relevant members of the student's IEP or 504 Team will meet to determine the relationship between the student's disability and behavior (Manifestation Determination). In most instances, during disciplinary exclusions exceeding ten (10) school days in a single school year, the student shall have the right to receive services identified as necessary by the Team to provide him/her with a free appropriate public education during the period of exclusion.
- (3) If building administrators, the parent(s)/guardian(s) and relevant members of the student's IEP or 504 Team determine that the student's conduct was not a manifestation of the student's disability, the school may discipline the student in accordance with the procedures and penalties applicable to all students but will continue to provide a free appropriate public education to those students with IEP's. The student's Team will identify the services necessary to provide a free appropriate public education during the period of exclusion, review any existing behavior intervention plan or, where appropriate, conduct a functional behavioral assessment.

(4) If building administrators, the parent(s)/guardian(s) and relevant members of the student's IEP or 504 Team determine that the conduct giving rise to disciplinary action was a manifestation of the student's disability, the student will not be subjected to further disciplinary removal or exclusion from the student's current educational program based on that conduct (except for conduct involving weapons, drugs, or resulting in serious bodily injury to others) until the IEP or 504 Team develops, and the parent(s)/guardian(s) consent to a new placement or until the District obtains an order from a court or from the Bureau of Special Education Appeals (BSEA) authorizing a change in the student's placement. The student's Team shall also review, and modify as appropriate, any existing behavior intervention plan or arrange for a functional behavioral assessment.

(5) If a student with a disability possesses or uses illegal drugs, sells or solicits a controlled substance, possesses a weapon, or causes serious bodily injury to another on school grounds or at a school function, the District may place the student in an interim alternative educational setting (IAES) for up to forty-five (45) school days. A court or BSEA Hearing Officer may also order the placement of a student who presents a substantial likelihood of injury to self or others in an appropriate interim setting for up to forty-five (45) school days.

Federal Special Education Regulations 34 CFR ~300.519 – 300.529

NOTES:

If the designated person in charge in the absence of the Superintendent and/or Principal deems it necessary to suspend a student from school, an attempt to contact the Superintendent and/or Principal shall be made before such action is taken. The Superintendent will be informed of all cases of suspension and drug-related problems. In cases of in-school and/or out-of-school suspension, parents will be notified by letter.

“The Berkley Public Schools complies with the provisions of 603 CMR sect. 46.00 dealing with restraint of students in the public schools. To that end, the policy developed pursuant to those regulations is available upon request from the principal, Director of Special Education and the Superintendent's office”.

Procedure for Expulsion

Students may be expelled for the following:

- a. Possession of a dangerous weapon, not limited to gun or knife, or, possession of a controlled substance not limited to marijuana, cocaine or heroin on school premises or at a school sponsored/related event.
- b. Assault on a principal, assistant principal, teacher, teacher aide or other educational staff member at school or at a school sponsored / related event

If a student is charged with (a) or (b) above, he/she shall receive written notice of opportunity for a hearing, at which the student may have representation and present evidence and witnesses before the school principal. (M. G. L. Chapter 71, Section 37H).

The principal may suspend instead of seeking expulsion but he/she shall state in writing to the superintendent his or her reasons, and shall represent his or her opinion that the student does not pose a threat to safety, security and welfare.

Any student expelled from school may appeal to the superintendent of schools within 10 days. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of state law as identified above.

If the student is expelled, and applies for admission at another school, the sending superintendent shall notify the receiving superintendent of the reasons for expulsion.

Bus Service

All families should be aware that school policy indicates that a child's school day begins when he or she leaves home and ends when he or she arrives back at home. Parents and the school share responsibility for each child's safety between home and school. Students may also be required to walk up to one mile to a bus stop.

Riding a school bus is not a right. Rather, it is a privilege and as such it can be removed by the school principal if a student misbehaves on a school bus. Rules for student conduct on school buses are:

1. Maintain an acceptable manner of conduct at all times.
2. Speak quietly and respectfully to the driver and other students.
3. Assist the driver in keeping the bus clean by not eating or drinking while on the bus.
4. Respect for bus equipment is expected. Damage or defacing of the bus will be paid for by the offender.
5. Do not play radios or other sound equipment without earphones. Use of sound equipment with earphones should be kept at a volume level that allows the student to hear the driver make any announcements necessary. **BERKLEY PUBLIC SCHOOLS, BLOOM TRANSPORTATION, AND THEIR STAFF ARE NOT RESPONSIBLE FOR LOST, STOLEN OR DAMAGED SOUND EQUIPMENT.**
6. Bus equipment, such as the service door, emergency door, should only be operated by the driver, except in cases of emergency. Windows may be opened or closed with permission from the driver.
7. Remember to take all books, backpacks, lunches or other articles off the bus. Bus drivers are NOT responsible for items left on the bus.

8. Skateboards are NOT allowed on school buses.
9. Misuse of portable communication devices (including cell phones) by students riding to and from school on school provided transportation is NOT permitted.
10. Students will NOT be allowed to transfer bus assignments. A temporary change in a bus route may be granted by the due to a medical, health or safety emergency. Requests for the bus changes must be in writing.

In short, all bus rules can be explained by three simple ideas.

1. Students should remain in their seats.
2. Students should keep their hands to themselves.
3. Student talk on the bus should be reasonable both in what is said and how it is said. Appropriate language and the avoidance of yelling, screaming, whistling or shouting help make bus rides safer and more pleasant for all.

The enforcement of bus rules is the responsibility of the bus driver with support of school administration. An infraction of the bus rules will be brought to the attention of the pupil(s) involved by a verbal explanation and warning by the driver or assignment of a seat by the driver.

PROCEDURE

If a verbal warning is not sufficient, the driver will complete a written report on the form provided "Bus Conduct Report": with copies for the following:

- COPY 1 - Parent
- COPY 2 - Driver
- COPY 3 - Office - Principal
- COPY 4 - Transportation - Superintendent's Office

The following consequences could result from not following bus rules:

PROBATION: A pupil will be placed on a 10 day bus probation if in the judgment of the Principal or Assistant Principal; the student's behavior has been unacceptable. A pupil on probation may be suspended from the bus up to 10 days if there is an infraction of bus rules during the probationary period.

SUSPENSION: A pupil shall lose his privilege of riding on the bus for infractions which in the judgment of the Principal/Assistant Principal, and/or Office of the Superintendent, affect the safety of the driver and/or other youngsters on the bus, or for acts of deliberate vandalism. Students will be suspended from the bus using the following progression : 5 days, 10 days, 20 days then the remainder of the school year.

Certain behaviors may result in immediate suspension from the bus. These behaviors include but are not limited to:

- Horseplay or fighting
- Deliberate vandalism
- Use of tobacco and related products (lighters, etc.)
- Extending arms or other parts of the body of the window
- Possession/use of dangerous items: fireworks, weapons, or any item deemed dangerous
- Failure to remain seated while the bus is in motion
- Throwing objects in, out or at the bus
- Excessive noise

If a student is suspended from bus transportation, the Principal or Assistant Principal shall notify the student and his home in writing of this decision. A copy will be forwarded to the central office in all cases of bus suspension. A student receiving a bus suspension at the end of a school year may have the suspension continued into the following school year. Special needs students are to comply with the same bus rules. Discipline procedures will be the same unless noted on the student's I.E.P or 504 Plan.

For any single offense that is exceptionally alarming and consistent with previous offenses, the principal/ assistant principal may seek to have the student removed from the bus for the remainder of the school year. Such action must first be approved in writing by the superintendent of schools or his/her designee.

Bus evacuation drills are conducted twice each school year. During these drills students will practice evacuating the bus through the rear door and front door. These drills are done to prepare children for a possible emergency. Bus evacuation drills are executed by the students under the direction of the driver and a school administrator and are similar in nature to fire drills run in the school.

Parents should understand that each child must have only one address for pick-up and one address for drop-off. Neither the school district nor the bus company will honor requests to drop children off at one location one day and another location on another day. This would be dangerous to children and is prohibited.

Accidents

Students sustaining injuries such as a minor cut or bruise will be attended to by the school nurse. If a student receives an injury that may require more involved medical attention, or if an emergency situation arises, parents will be contacted by phone either at home or at work. For this reason it is essential that the school have up to date phone information about every student. It is also very important to have emergency phone information for family, relatives or friends who can come to the school to bring home an injured child.

Attendance

While we understand that there are reasons for a student's absence from school, only the following instances, all of which require official written verification or documentation, would constitute an excusable absence/tardy:

- Medical appointments/illness verified in writing by a professional health care provider or the school nurse
- Death of a family member
- Observance of a major religious holiday
- School-related absence (i.e.: dismissals for field trips, suspensions, sports events, etc.)
- Legal obligation
- Absence approved by the school principal

If a student is absent for one of the above reasons, he/she will provide the school with the appropriate notification.

Please note: Family vacations do not constitute an excused absence. A doctor's certificate is also required any time a student is absent for five (5) or more consecutive school days.

Days of suspension from school will be counted as unexcused absences. Parents are expected to call the school by 8:30 AM each time their child is absent or tardy. Students are responsible for seeking out from their teachers all assignments missed and for completing all work missed during absences.

A student who is absent from school **may not** participate in a school-sponsored program on that day. A student will be considered absent if they arrive after or are dismissed before 11:30 AM. For consequences of excessive absences, please see page 11 in the discipline procedures & consequences section of this handbook. Parents of students who have exceeded the absence limit set forth in the policy will be notified and advised of the appeal process. Our school participates in the challenge 5 program, where we challenge all students to be absent, tardy or dismissed less than 5 times per year. Please see attendance brochure.

District Policy #6100

Make-Up Work

When a student is absent from school it is the student's responsibility to make-up work missed. Students must make-up missed work within an identified time period which is equal to the number of days the student was absent plus one. For example, a student absent for two consecutive days would have three days after returning to school before the missed work would be due. Incomplete grades should be made-up by the end of the next mid-term period. Students always have access to their google classrooms where many/most of the day's assignments are posted.

Tardiness

A student is considered to be tardy if he or she is not in homeroom by 8:10 A.M. The school's tardy policy mirrors the attendance policy. Tardiness is considered unexcused unless it is due to bereavement, a court appearance, a religious holiday, or excused by a doctor in written form. If a student's tardiness does not fall under one of these categories, he or she will be issued an unexcused tardy slip.

Students will also be considered tardy if they arrive late to any scheduled class. If a student reports late for class, the student will be directed to obtain a pass from the teacher who detained him/her, thus causing the tardiness. The pass must be brought to the receiving teacher prior to the close of school on the day of the tardiness. Both the receiving teacher and the student are to assume that the student is to report to the receiving teacher for detention unless the note is received.

To avoid any problems with tardiness, students should report to their homeroom teacher promptly upon entering school in the morning and not linger in the hallways while moving from class to class.

Chronic tardiness may result in disciplinary action or court involvement.

Appointments and Vacations

It is our belief that excellent school attendance is necessary for every student. We urge all families to minimize the number of regular doctor or dentist appointments during the school day. With the higher academic standards, students may lose out on key concepts in the teaching/learning process each time they miss part or all of a school day. New material is introduced nearly every day and students may miss out when not in school.

Family vacations taken during the school year create a similar problem. While it is understood why families may wish to take vacations during the school year, our school and our school system strongly encourage families to take vacations during times when school is not in session. Days missed because of family vacations are counted as unexcused absences.

Parents are urged to notify the school principal and all classroom teachers at least one week before a family vacation that involves school days.

Parents may request, but teachers are not required to provide work for students going on trips during school time.

Arrival and Dismissal Procedures

Students should arrive at school between 8:00 A.M. and 8:10 A.M. Teachers are not on duty until 8:00 A.M. For this reason, students will not be admitted into the building until 8:00 A.M. The official start time for school is 8:10 A.M. and the official dismissal time is 2:30 P.M. Afternoon announcements start promptly at 2:25 P.M. Students who arrive after 8:10 A.M. or leave before 2:30 P.M. must follow the procedures listed below:

Arriving Late Procedures:

1. The student must check in at the main office and get a late pass.
2. The student will report to either homeroom or class depending upon the time of arrival.

Leaving Early Procedures:

Early dismissal from school is justified only in cases of extreme necessity. Requests must be made in writing by the parent/guardian to the Middle School Office. Parents/Guardians must enter the building to sign out their child in the office.

1. A parent should provide the student with a note indicating the student's name, the time the student is to be dismissed, and the name of the person who will be picking the student up early.
2. The office will call the student to the office when the person picking the student up arrives there.
3. The person picking up the student will sign the student out once the student arrives in the office.

An I.D. will be required of the person signing a student out of the building. If there is any court documentation which would restrict dismissal to only certain identified adults, the parent will need to provide a copy of such documentation for office personnel.

Building Security

All school building exits will be locked during school hours. The main entrance to the Berkley Middle School is equipped with a monitoring and communication system. All visitors must use the main entrance to gain access to the building and must report immediately to the school office, on the first floor, upon entering the building. Unscheduled visitors will not be allowed outside of the main office during the school day.

The Berkley Public School System is a tobacco free, chemical-free and weapons-free district. The guidelines for student behavior and the discipline code adopted for each building are designed to protect students from the irresponsible behavior of others. Most importantly, all students are directly accountable for the consequences of their behaviors.

To ensure the safety and security of all students in the schools, the Berkley Public School System reserves the right to conduct searches of students without warrants, their possessions, and school lockers, providing that there is a reasonable basis for the search. Therefore, students should have no expectations of privacy in these areas.

Bicycles and Walking

Bicycles must be stored and locked in the bicycle rack*. Bicycle riders will be dismissed after all buses have left the school grounds. State law (MGL Ch.85, Section 11 B) requires students 16 years and younger to wear an approved helmet while riding a bike. The Berkley Middle School strongly encourages the use of bicycle safety helmets by all riders at all times. **Bicycle helmets are required when riding bicycles on school property.** Failure to comply with this will result in immediate and permanent loss of bike riding privileges.

Parents must give written permission for their child to walk to or from school. It must state if it is for a specific date or everyday.

*Note: The Berkley Public Schools are not responsible for damaged or stolen bicycles on school property. Ride and park them at your own risk.

Cafeteria

To make the cafeteria a pleasant and safe place for everyone, we expect responsible behavior.

Cafeteria Rules:

1. Students must enter in an orderly manner.
2. Students are expected to be courteous and respectful at all times.
3. Students must not touch the food or belongings of others.
4. When finished with lunch, students will dispose of garbage and wait until dismissal.
5. Students must leave table areas clean.
6. Students are to use accepted table manners and etiquette.

7. Students must remain seated unless given permission to do otherwise.
8. Students may not take food or beverages of any kind into the hallway.
9. Students must receive permission from one of the supervising teachers and/or aides to leave the cafeteria.
10. Students will be dismissed by signal at the end of lunch and are to proceed to the next assigned class in an orderly manner.

Breakfast & lunch prices for school year 2021-2022 are as follows: \$1.80 for breakfast and \$3.25 for lunch.

Upon entering the school each year, students are given free and reduced lunch applications.

- Lunches can be paid for on the My School Bucks website or a check can be sent in to the cafeteria made out to Berkley Public Schools.
- Failure to conduct oneself properly in the cafeteria may result in a student having their meal in the school office.
- Our students are monitored at lunch by administration and staff. Families are not allowed to have lunch in our cafeteria.

Cancellation of School / Late Start Procedures / Early Release

School may be cancelled due to snow or other weather related emergencies. If school is cancelled for the day, students will receive a recorded phone message at the first contact number that is given to the school at the beginning of the year. In addition, announcements are made on a number of area radio and television stations. A list of these stations appears below: WBZ 1030, WBZ TV Channel 4, WCVB TV Channel 5. Please make sure the office has all current information to receive global connect calls.

Late Start Days

On certain poor weather days the superintendent may choose to start school later than on regular days. The following guidelines are used for Late Start Days:

- 1.) With a 90 minute delay, school would begin one and one-half hours later than usual or at 9:40 A.M. With a 2 hour delay, school would begin at 10:10 AM.
- 2.) Announcements of a late start day would be made on the same stations that announce school cancellations and via the same recorded phone message system.
- 3.) Bus pick-up times would be delayed by one and one-half hours or 2 hours, depending on the delay
- 4.) The decision to institute the late start schedule does not preclude the cancellation of school for that day.

Early Release / School Emergencies

In the event that stormy weather conditions or other emergency situations arise during a school day, there exists the possibility that students may need to be sent home early from school. We will contact parents using the recorded phone messaging system. In the event that an emergency (for example: gas leak, extended power failure in cold weather, extended disruption of water service) takes place at our school, plans are in place to transfer students to another school site.

CORI Requirement

To protect the safety of our students as well as to comply with state law, all persons who are employed by & volunteer at Berkley Community/Berkley Middle Schools are required to have a current Criminal Offenders Records Inquiry (CORI) on file. This pertains to all volunteers, chaperones, etc. A CORI is valid for three years. A blank CORI form, which should be submitted to the Superintendent's Office, can be found on the school website. You must present your license in person to accompany the form. The Berkley Public Schools urges all parents/guardians who may be interested in working with our students in any way to submit a form at the beginning of the school year.

Electronic Devices

Cell phones, electronic devices must be kept in a student's locker during the school day. Students are not allowed to have cell phones or electronic devices on their person or in their pocketbooks/backpacks during the school day, unless they are being used in a lesson facilitated by the classroom teacher. If any communication device is visible in school, the device will be turned in to the office by a staff member. While Smart Watches are permitted (with proper use), students will be asked to put them in their lockers during all testing situations. Also, laser pointers are not allowed in school. If brought into school, a laser pointer may be considered a weapon and disciplinary action will follow as set forth in the code of conduct. If such a device is visible, it will also be taken from the student and turned in to the office.

Cell phones and electronic devices will not be returned to a student. Only a parent may retrieve an electronic device in the office. The school assumes no financial liability for lost, stolen, or damaged articles. A student may face disciplinary action if a student's electronic device is being misused.

*Apple/Smart watches will fall under this category

Extra-Curricular / After School Programs

The Berkley Middle School offers an enrichment program of after school activities based on student and staff interest. Activities may include: Art, Music, intramural athletic program, tutoring, yearbook and writing/newspaper, theatre, student council, and homework assistance.

These and other extra-curricular activities give students an opportunity to be a leader and to assume other responsibilities. We encourage students to be active in one or more of these programs.

Field Trips

A field trip day is just like any other school day. Field trips are planned to teach students in a special way, and it is up to each student to follow the rules and learn effectively on a field trip. Students are expected to follow all instructions from supervisors and adhere to all bus safety rules during the trip. A respect for the reputation of the school and for private and public property is most important. Students who miss class work or homework on a field trip day are responsible for completing the missed work. In some instances, for health and safety reasons, parents/guardians may be asked to accompany their child(ren) on a field trip. Field trips are at the discretion of the school administration.

Fire Drills / Emergency Drills

In general, fire drills are held several times during the school year, weather permitting. During drills all students and staff practice building evacuation procedures and at times are observed by officials from the Berkley Police & Fire Departments. Exit routes for children are posted in all classrooms and teachers review fire drill procedures regularly.

In addition to fire drills other emergency drills including “school alert” & “lockdown” drills will be held periodically during the school year.

Food & Drink in Classroom / Corridors

Beverages and food of all types are only allowed in the cafeteria (no soda/energy drinks). Beverages (other than water) and food are allowed in the classroom under the following conditions:

1. Must be approved with 48 hours advance time for consideration by the teacher.
2. After teacher approval, ingredients must be approved by the school nurse at least 24 hours prior to food being served in the classroom as stated in the life threatening allergy policy.

Gum chewing is not allowed anywhere in the school building because it creates a major problem in keeping the school clean. Teacher detention may be assigned for this offense and repeat offenders will be referred to the office. Students are allowed to bring water bottles to class (**NO GLASS BOTTLES**).

Student Support Services

Our staff is ready to help any students and/or parents with any questions or problems they may have. They are available and can provide support for students with a wide variety of services, many of which are listed below. Students may want to talk to a counselor about making new friends, getting along with classmates, organizing time to complete all assignments, making responsible decisions, or how to plan for the future.

Some of the services provided are listed below:

- a. Promote congenial relationships among students
- b. Review academic schedules with students
- c. Provide assistance with student academic problems
- d. Provide assistance with student personal problems
- e. Provide educational programs for students
- f. Coordinate student testing
- g. Provide assistance to teachers in handling certain classroom situations
- h. Assist students and parent in planning for transition to high school

Harassment / Sexual Harassment

It is the policy of the Berkley Public Schools, as well as state and federal law, that sexual harassment of a student, present or prospective employee, visitor, or any other individual associated with the school system, shall not be tolerated. It shall be a violation of this policy for any employee of the Berkley Public Schools to harass another employee, adult member of the school community, student, applicant for employment, or other person with business to conduct with the Berkley Public Schools, through conduct or communications of a sexual nature as defined below. It shall also be a violation of this policy for students to harass other students, employees, adult members of the school community, applicant for employment, or other persons with business to conduct with Berkley Public Schools, through conduct or communication of a sexual nature as defined below. (Policy # 1145)

What is Sexual Harassment?

Sexual harassment is unwanted and unwelcome behavior that makes a student feel uncomfortable or unsafe. It means that someone is treated differently because of his/her sex. It is behavior or words that:

- create an environment that makes learning difficult.
- makes the victim feel afraid, ashamed, put down, helpless and/or angry.
- may be repeated or may be very offensive on a one-time basis.

There are many kinds of sexual harassment which may include, but is not limited to the following:

- touching, pinching, and grabbing body parts
- kissing or holding a person against his/her will
- using sexual preference as an insult (calling someone "gay", "lesbian", "faggot")
- blocking a person's path
- sending sexual notes or picture
- writing sexual graffiti
- making suggestive or sexual gestures, looks, jokes or insulting sounds (including) "mooing" "barking", "whistling", or "cat calls")
- telling lies or spreading rumors about a person's sex life
- pulling someone's clothes off ("panting")/pulling your own clothes off
- staring or pointing at a person's body parts
- repeatedly asking out a person who is not interested
- Making comments about a person's body
- referring to a female as "girl", "babe", "doll"
- referring to a male as "hunk" or "stud"

Sexual harassment/harassment may occur student-to-student, staff-to-student, or student-to-staff. Federal and state laws make sexual harassment illegal (against the law) whether it is boy to girl, girl to boy, girl to girl or boy to boy.

If You're Sexually Harassed

Let the harasser know you don't like the behavior or comments. If you feel safe and comfortable doing so, tell the harasser that his/her behavior bothers you and that you want it to stop. This can be done face to face or you can write a letter to the harasser with the help of an adult. Keep a copy of the letter and have the adult deliver the letter to the harasser. Keep a written record of every incident of harassment: what happened, when, where, who else was present and how you reacted. Save any notes or pictures you receive from the harasser.

File a written formal complaint with either Mrs. Hebert or Mr. Andrade, who are responsible for dealing with sexual harassment/harassment complaints if the behavior continues or involves physical assault. Physical assault (touching, fondling etc.) should be reported right away. For all other forms of sexual harassment/harassment you should file a written complaint within 30 days of the supposed harassment. If a student feels uncomfortable talking to the harassment officers, they may go to another adult whom they like or trust. It is okay to bring a friend or a parent with you to the meeting. Any complainant has the option of filing his/her complaint directly with the Superintendent of Schools.

District Anti-Bullying Policy

Berkley Public Schools Anti-Bullying

Policy #6650

A. Purpose

Berkley Public Schools is committed to fostering and maintaining a safe and nurturing learning and work environment that encourages mutual respect, dignity and equality and is free from all forms of harassment, intimidation and bullying. The purpose of this policy is to prevent harassment, intimidation and bullying between or among any members of the school community and to offer persons who believe they have been subject to bullying an efficient and effective means by which to end it.

B. Definitions

Bullying, as defined in M.G.L. c. 71, § 37O, is the repeated use by one or more students or by a school staff member including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, extracurricular advisor or paraprofessional, of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

- I. causes physical or emotional harm to the target or damage to the target's property;
- II. places the target in reasonable fear of harm to himself or herself or of damage to his or her property;
- III. creates a hostile environment at school for the target;
- IV. infringes on the rights of the target at school; or
- V. materially and substantially disrupts the education process or the orderly operation of a school.

Cyber bullying, is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings. See M.G.L.c.71, §37O for the legal definition of cyber bullying.

Bullying is the act of one or more individuals intimidating one or more persons through verbal, physical, mental or written interactions including via any electronic media (cyber bullying). This includes student to student, staff to staff, student to staff and staff to student.

Bullying is a major distraction from learning. Bullying of any type has no place in a school setting. The Berkley Public Schools will endeavor to maintain a learning and working environment free from bullying.

Bullying may include, but is not limited to:

- intimidation, either physical or psychological,
- threats of any kind, stated or implied,
- assaults on persons, including verbal, physical, psychological, written and/or emotional,
- attacks on personal property.

C. Scope

This policy applies to all members of the Berkley Public Schools community, staff, students and parents/guardians, while attending school and all extracurricular and school-sponsored activities and events, both on school property and at off-site locations, and during normal school hours.

Bullying in the school building, on school grounds, on the bus or school-sanctioned transportation, or at school-sponsored functions will not be tolerated and will be grounds for disciplinary action up to and including suspension and expulsion for students and termination for employees.

D. Prevention and Intervention

The Superintendent shall oversee the development of a prevention and intervention plan in consultation with school staff, administrators, parents, volunteers and local law enforcement agencies. The bullying prevention and intervention plan shall be reviewed and updated at least biennially. The Principal(s) are responsible for the implementation and oversight of the prevention and implementation of the plan within his/her school.

E. Training and Assessment

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

F. Violations of the Policy

Any person who violates this policy will be subject to appropriate disciplinary action, including but not limited to warnings, reprimands, physical restraint/restrictions, discharge, suspension or expulsion. Any disciplinary action against employees of the school system will be taken in accordance with applicable collective bargaining agreements, state, and federal law.

Student's disciplinary action will be in accordance with each school's discipline procedure.

G. Reporting Bullying Incidents

Any person who believes that he or she has been subjected to, or has witnessed acts of intimidation or bullying in the educational environment is encouraged to bring his/her complaint to the immediate attention of an adult or staff member for assistance in resolving the matter.

Complainants are not promised confidentiality; however, the district will enforce the anti-retaliation provisions of this policy to protect complainants and witnesses. The school system will endeavor to involve as few people as possible, with the goal of protecting all parties involved and stopping the behavior.

Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. Students, parents or guardians, and others may request assistance from a staff member to complete a written report. Students will be provided practical, safe, private and age-appropriate ways to report and discuss an incident of bullying with a staff member, or with the principal or designee.

H. Anti-Retaliation Provision

Behavior that is interpreted as retaliatory in response to a bullying complaint being filed is in violation of this policy and subject to the same reporting and investigative procedures as the initial complaint. Filing of false reports is also in violation of this policy. Persons found to be filing false reports of bullying or harassment will be subject to disciplinary action.

I. Resolving Complaints of Bullying

All complaints will be investigated by the assistant principal, principal and/or superintendent. All appropriate steps will be taken to resolve the complaint. Disciplinary action will be in accordance with each school's discipline procedure.

Adopted: April 12, 2010

Amended: Nov. 17, 2010

Reviewed: March 1, 2016

Amended: May 13, 2021

Health Services

A child's health is important to the child, the parent/guardian, and the school staff. To achieve our common goal of keeping your child as healthy as possible, policies and procedures have been compiled regarding health issues.

Physical Examination:

Immunization dates as well as a current physical exam must be on file at the school prior to school entrance. No child will be admitted to school without being properly immunized.

Grade specific requirements:

All students must have written proof of a current physical exam prior to entry into grade 7. The physical exam must have been completed within the eighteen (18) months preceding entry into 7th grade.

Hearing Screenings:

According to Massachusetts State Law, Hearing Screenings are required once for children, in Grades 6-8, as well as children who have failed the hearing screening in the past. If any child fails a screening, a form letter is mailed home, informing the parent/guardian of the situation. If you should receive such a letter, please have him/her examined by your own doctor or an audiologist. The completed form must be returned to the school nurse, so the results can be recorded in the child's health record.

Vision Screenings:

According to Massachusetts State Law, Vision Screenings are required annually through grade 5 (or by age 11 in ungraded classrooms), and once in grades 6 through 8 (or ages 12 through 14 in ungraded classrooms). If the child fails, a form letter is mailed home, informing the parent/guardian of the situation. If you should receive such a letter, please follow up with an eye doctor and return the form to the school nurse.

Scoliosis Screening:

According to Massachusetts State Law, Scoliosis screenings are required annually in grades 5-8. Screenings are performed during physical education class. The male PE teacher screens the male students and the school nurse screens the female students. Students are given prior notice so they can wear a sports bra or bathing suit top if they wish. A parent/guardian has the opportunity to request, in writing, that their child not participate in the screening.

Concussion Policy:

In accordance with the Massachusetts Department of Public Health regulation 105 CMR 201.000 if a student is injured at home or at school, including extracurricular activities, and a concussion is suspected the student will need to be evaluated by a medical professional who has received Department approved training before they can return to physical education class or extracurricular physical activities.

Pediculosis Policy:

If the school nurse finds evidence of head lice, the child will be sent home for the parent/guardian to administer treatment. (Family doctors, the school nurse, and pharmacists can provide treatment advice.) The student must be accompanied to school by a parent or guardian and not allowed to ride the school bus until the school nurse has rechecked the student. If the student is sent home for having lice and/or nits three times in a school year, a fourth time will require a doctor's certificate before the student can return to school. Please call the school nurse if you suspect head lice, so that other children in the classroom can be checked.

BMI Screenings:

According to Massachusetts State Law BMI (Body Mass Index) Screenings are required for all students in Grade 7. A parent/guardian has the opportunity to request, in writing, that their child not participate in the screening.

SBIRT Screening – (Screening, Brief Intervention, and Referral to Treatment)

According to Massachusetts State Law, SBIRT screening is required to be done in grade 7. It is a verbal screening tool to screen students for substance use disorders. A student or the student's parent/ guardian may opt out of the screening, in writing to the school, at any time prior to or during the screening.

Life-Threatening Allergy Policy:

In order to minimize the possibility of a life-threatening allergic reaction, the Berkley Public Schools maintains a district wide classroom food policy along with procedures for addressing life-threatening allergic reactions and maintains an emergency care plan/504 for students with physician documented potentially life- threatening allergies. See Policy #6318 for full policy. The district maintains a 24 hour food policy, where as a parent/guardian must supply the school nurse with the actual package with ingredients listed at least 24 hours prior to the food being consumed in the classroom. This allows time for nurse to check for food allergies and gives students who may not be able to have this particular item time to bring in something they can safely eat.

Medication Policy:

In order to minimize the possibility of a life-threatening allergic reaction, the Berkley Public Schools maintains a district wide classroom food policy along with procedures for addressing life-threatening allergic reactions and maintains an emergency care plan/504 for students with physician documented potentially life- threatening allergies. See Policy #6318 for full policy.

If your child needs medication in school, please follow these guidelines:

- All medication must be delivered to the school by the parent/guardian or a responsible adult designated by the parent. Do not send medication in with a child.
- All medication must have a written medical order from a licensed prescriber and a parent/guardian permission form. (Orders sent via fax are acceptable). This order must be renewed as needed and at the beginning of each school year.
- Short-term medications, such as antibiotics, may be given without medical order, but must be brought into school in a pharmacy labeled container. They must also be accompanied by a letter from the parent/guardian with the times medication is to be given.
- All medications ordered to be given three times a day are to be administered at home.
- All prescription and non-prescription drug container labels must include the name of the drug, expiration date, and the dosage. No more than a thirty-day supply should be delivered to school. Baggies, unlabeled containers as well as expired medications are **NOT** acceptable.
- No over the counter medications including Tylenol and cough drops will be given in school without the required, signed medication forms. **No student should be in possession of over the counter drugs, including Tylenol and cough drops, while in school.**

(See Policy #6315 for full policy)

Illness:

A child's ability to learn, perform, and behave can depend on how they feel physically. Children who are sick need to remain home if their illness is potentially contagious. Our school nurse is available on a daily basis. If your child becomes ill at school, they should report to the classroom teacher and will then be directed to the nurse's office. The nurse will decide if it is necessary for the student to be dismissed. The school nurse will notify parents/guardians when any significant injury takes place. If your child has any special health problems please inform the school nurse.

When to Keep Your Child Home

Here are some reminders:

- **TEMPERATURE** - Your child **MUST** remain home if they have an elevated temperature of 100 degrees or above. Your child must be fever-free, without medication, for 24 hours before returning to school.
- **DIARRHEA** - Diarrhea that cannot be controlled.
- **VOMITING** - Your child must not have vomited for 24 hours prior to returning to school.
- **CONTAGIOUS DISEASES** - Your child must remain home when he/she shows symptoms of a contagious disease such as strep throat, flu-like symptoms conjunctivitis (pink eye), impetigo, ringworm, and head. Please feel free to call the school nurse if you have any questions.
- **COUGH** - Continuous, uncontrollable coughing.

Absence:

If a child is absent for five or more consecutive days a written note from your child's health care provider will be required for re-entry to school.

Emergency Cards/ Emergency Contact Form:

It is important that you complete your child's Annual Student Health Card and Student Emergency Contact Form and return it to the school. Keeping the information current allows the school staff to easily contact the appropriate authorized persons if your child becomes ill or is hurt while in school. For the safety of all children, the child will be released only to those people listed on the Student Emergency Contact Form.

Exclusions and Extended Absences:

The school nurse is required to exclude a child from school under certain circumstances. These include a failure by the parent/guardian to provide the required documentation of immunizations, failure to provide a doctor's certificate upon return after an absence of five or more days, the confirmation that a child has a highly contagious disease, and evidence that a child has head lice.

Health Insurance:

Massachusetts 2006 Health Reform Statute was enacted as Chapter 58 of the Acts of 2006 of the Massachusetts Legislature, entitled: An Act Providing Access to Affordable, Quality, accountable Health Care. The law was designed to require health care coverage for nearly all of the residents of Massachusetts. Every child in Massachusetts has a right to health insurance. Please indicate on the Annual Student Health Card your insurance information. If you are in need of health insurance, please contact the school nurse. The school nurse can provide you with further information regarding the application as mandated under the Massachusetts Health Reform Law.

Homeless Students / McKinney Vento Act

Any student who becomes temporarily homeless (lacking a fixed and adequate residence) is entitled to several protections under the federal law known as the McKinney-Vento Act. In essence, student who are deemed to be "homeless" under Massachusetts Department of Education definitions are entitled to free school meals and transportation back to their school or origin. Should a family or some portion of a family be forced from their permanent residence into an alternative location (shelter, doubling with relatives or friends), the parent should notify the school principal or guidance counselor for

assistance and support with regard to their rights under the McKinney-Vento Act. In addition to the principal and guidance counselor, each school district has a Homeless Coordinator who works with the Massachusetts Department of Education on these matters. The Taunton Homeless Coordinator can be reached at the superintendent's office.

Homework

Homework is defined as tasks assigned to students that are to be completed during non-instructional and/or non-school hours.

Because education is a lifelong process it is important that students recognize that learning occurs at home and out in their community. Homework is one means of teaching the necessary skills of independent study and learning outside of school. In the Berkley Public Schools homework includes not only written work, but also related activities such as reviewing ideas taught in class, reading from the textbook, long-term assignments, news reporting, research projects, recreational reading and other activities that are related to what is being taught in classroom.

Parents can be supportive of their child's efforts in school by regularly checking the student agenda/planner, providing a consistent time and suitable place for work to be completed, by promoting a positive attitude toward homework and by contacting the child's teacher(s) in a timely fashion, if problems with homework develop.

Homework agenda planners are provided for students to assist with recording and transporting their daily homework, as well as providing an easy means for communication back and forth with the teacher. These planners also can assist parents who can check each day as to what the homework is supposed to be. Teachers check homework notebooks periodically and can also use them to communicate important information to home.

All homework assignments should be valued by the teacher and the student. Students are expected to complete assignments carefully and teachers are expected to review all homework during the following day. Homework counts as part of each student's grade in each subject where homework is assigned. Failure to submit assigned homework will result in the lowering of a student's grade(s) and may also result in disciplinary action (detention). Within the context of district/school programs, each teacher develops her/his own specific system for handling homework, and parents should be informed about the details of the system.

HOMEWORK POLICY #5105

Homework, both written and unwritten, is an integral part of the curriculum and it should occur on a nightly basis. Long and short-term assignments will be given with emphasis on follow-up to class work, make-up work, review and skill reinforcement, study for tests, reading, and projects. Homework is beneficial academically and also in building responsibility and positive study habits. Individual pupil differences should be taken into consideration when assigning homework. Parents are encouraged to contact individual teachers if they have concerns about their child's homework expectations. Any new homework assignments will not be assigned on the day prior to a school vacation. When students are assigned long-term projects, the projects will be assigned a minimum of two weeks prior to a vacation. If the due date were to follow a vacation, the due date would be on the Thursday or Friday following the vacation. As a child advances through the grades, the number of minutes required to complete their homework assignments will increase. The chart below provides the approximate work time that children will be expected to complete their homework each night.

Grade 5	50 minutes
Grade 6	1 hour
Grade 7	1 - 1.5 hours
Grade 8	1.5 - 2 hours

Backpacks

Children should not be carrying excessive amounts of weight in backpacks to and from school. Sometimes library books as well as a textbook or two needed for homework can be quite heavy. It is important that parents check on the weight of their child's backpack to prevent physical problems.

Chromebook rules, Policies and Insurance

Refer to BerkleypublicSchools.org under the Parent/student Information Tab to view/download The Chromebook handbook and the Chromebook Insurance Program. It is recommended that you purchase the Insurance for your student's device.

Internet Use – Acceptable Use of Technology/Digital Resources

Overview

The School Committee supports the rights of students, employees, and community members to have reasonable access to various information formats and believes it is incumbent upon users to utilize this privilege in an appropriate manner. The district provides ongoing student instruction that develops digital citizenship skill sets for using technology as a tool. Information and communication technology are an integrated part of our curriculum across subjects and grades in developmentally appropriate ways and are aligned with the Massachusetts Curriculum Frameworks and standards.

Internet service is provided to teachers, staff and students to promote educational excellence in the Berkley Public Schools (BPS) by facilitating resource sharing, innovation and communication. All students are issued Gmail accounts. Students will also have access to Google classroom as part of their learning. Technology refers to any device that creates, transmits, or

accesses digital information, whether connected to the network or used in a stand-alone situation. Digital information or digital media is any data that is created, transmitted, or accessed by digital technology. Student online activities will be teacher directed and monitored in compliance with the Children's Internet Protection Act (CIPA) July 2001 and Children's Online Privacy Protection Act (COPPA). Student use of the network is restricted to educational purposes only. Personal electronic devices are subject to the same restrictions.

Internet access is coordinated through a complex association of government agencies and regional networks. The operation of the Internet relies heavily on the proper conduct of the users, who must adhere to strict guidelines. Internet access is a privilege, not a right. The district will provide each user with a copy of this Acceptable Use of Technology/Digital Resources Policy. The district will provide training to users in the proper use of the system/network. Any user violating these provisions, applicable state and federal laws, or posted classroom and district policies, is subject to loss of access privileges and any other district disciplinary options. Some violations may constitute a criminal offense and may result in legal action.

ACCEPTABLE USE FOR STUDENTS AND STAFF

Access to the Internet/Digital Resources/Gmail accounts will be granted to students and staff upon receipt of a signed access agreement/permission form in both the student handbook and staff handbook. Use of the Internet, digital devices, software and networks must be in support of education and research consistent with district policy.

Users will:

- keep personal information private, not place copyrighted software or data on the district system/network without permission from the holder of the copyright and system administrator,
- give acknowledgement to others for their ideas and work,
- report inappropriate use of technology immediately to system administrator,
- keep passwords protected by the user and not shared or displayed,
- be responsible for the proper use of accounts issued in their name,
- not use the system/network for illegal purposes, in support of illegal activities, or for any activity prohibited by district policy,
- not use inappropriate language; i.e. swearing, vulgarity, ethnic or racial slurs, or other inflammatory language,
- notify a system administrator immediately of any security problem,
- not use another individual's account or attempt to log on as another user,
- be denied access if user is identified as a security risk or has a history of problems with other computer systems,
- notify the district system administrator of outside e-mail account information,
- be occasionally required to update registration, password and account information in order to continue Internet access.

Distribution of material protected by trade secret or copyright is prohibited. System users may redistribute copyrighted material ONLY with the written permission of the copyright holder or designee. Such permission must be specified in the document or in accordance with applicable copyright laws, district policy and administrative procedures

Principal/designee shall be responsible to:

- disseminate and enforce policies and procedures in the building(s) under their control,
- establish appropriate retention and backup schedules,
- establish disk/server usage limitations, if needed,
- purge system electronic information according to district retention guidelines

Principal/designee has the right to monitor or examine all system activities, including electronic mail transmissions, as deemed appropriate to ensure proper use of electronic resources. Administrators will make the final determination as to what constitutes unacceptable use and their decision is final. A user who violates district policy or administrative procedures will be subject to suspension or termination of system/network privileges and will be subject to appropriate disciplinary action and/or prosecution.

SAFETY

Berkley School District utilizes a filtering device to promote safe Internet access to materials in compliance with CIPA, July 2001 and COPPA. Berkley School District prohibits access, transmitting, viewing and use of:

- obscene materials as defined by Berkley School District,
- pornography,
- materials/subjects harmful to minors,
- materials that are deemed inappropriate for minors as defined by BPS, ,
- names, addresses, personal information about self, students or staff ,
- pictures, names, etc. for class projects without proper written approval,
- threatening materials,
- commercial activities, product advertisement or political lobbying,
- account of another user.

ELECTRONIC MAIL

- BPS teachers, staff and students will have access and use of the Internet through a school account
- Teachers and staff may use the school account for electronic mail (e-mail) or may use an e-mail provider of their choice. E-mail accounts by other providers are included in the acceptable use provisions outlined in this document.
- Accounts will be terminated and future access may be denied if the district user violates any of the acceptable use provisions outlined in this document.
- All e-mail created or received by an employee of a governmental unit is a public record and is subject to the requirements of the Public Records Law, G.L. c. 66. Any member of the public may request copies of e-mail. Even deleted messages are subject to disclosure; they are required to be backed up in archives. According to Massachusetts General Laws, "public records" shall mean all...documentary materials or data, regardless of physical form or characteristics, made or received by any officer or employee of any agency...to serve a public purpose (G.L. c. 4, § 7, cl. 26). Principal/designee monitors the network to ensure proper network operations and may request detailed reports indicating e-mail and Internet usage
- Students are not allowed to access non-school e-mail accounts, including chat and instant messaging. Students are issued Gmail accounts through the Berkley Public Schools, all e-mail rules in this policy apply to students regarding their Berkley Public Schools email accounts.

VANDALISM / HARASSMENT / FRAUD / CYBERBULLYING

Vandalism, harassment, cyber bullying and/or fraud will result in the cancellation of the offending user's privileges and/or account. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet or other networks. This includes, but is not limited to, creating and/or uploading computer viruses. Harassment is defined as the persistent annoyance of another user or the interference in another user's work. This includes, but is not limited to, the sending of unwanted mail. Cyber bullying is generally defined as bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to email, instant messages, text messages, and Internet postings. This includes but is not limited to engaging in personal attacks, including prejudicial or discriminatory attacks. Fraud is defined as deceit used to gain unfair or dishonest advantage. This includes, but is not limited to forgery or pretending to be someone else.

The following are prohibited:

- pretending to be someone else when sending/receiving message.
- attempting to harm or destroy equipment, materials, data or programs. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of district policy and/or as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creation of computer viruses, installing unauthorized software or downloading unauthorized software from a remote location.
- vandalism, such as changing in any way the configuration of a computer or network without permission, will result in the cancellation of system privileges and will require restitution for costs associated with hardware, software and system restoration.
- forgery or attempted forgery, which includes disseminating passwords, or codes to unauthorized persons or trespassing in other's folders, work or files or using another's password.
- attempting to go beyond authorized access, making deliberate attempts to disrupt system performance or destroy data (by spreading computer viruses or by any other means), or engaging in other illegal activities. This would include attempts to read, delete, copy or modify the electronic mail of other users or to interfere with the ability of other users to send/receive electronic mail.
- attempting or to knowingly or recklessly post false or defamatory information about a person or organization or post information that could cause damage or disruption.

The user of the district's Internet connection and network becomes an extension of the Berkley Public Schools and is expected to abide by the rules set forth herein and in the Student and Staff Handbooks where applicable. The user will not use technology for any purpose that is inconsistent with the educational purpose intended, such as, but not limited to:

- using the network to access or send material that is disrespectful, inflammatory, threatening, profane, rude, vulgar, lewd or obscene (e.g., pornography), that may or may not advocate illegal acts, or advocates violence or discrimination towards other people (e.g., hate literature),
- damaging or vandalizing computers, computer systems or networks,
- using of e-mail on campus without instructional staff permission / supervision.

DISTRICT DEFINITION OF CYBERBULLYING

Disclaimer – the following definition is not encompassing; see also M. G. L. c. 71, §370 for the legal definition. Cyber bullying, which is the repeated use by one or more students of an electronic expression (including the transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including but not limited to, electronic mail, Internet communications, instant messages or facsimile communications, creation of web pages or blogs in which the creator assumes the identity of another person, the knowing impersonation of another person as the author of posted content or messages, or the distribution of communications to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons), alone or in combination with any written or verbal expressions or physical acts or gestures, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of the school.

Bullying (including cyber bullying) in the school building, on school grounds, on the bus or school-sanctioned transportation, or at school-sponsored functions will not be tolerated and will be grounds for disciplinary action up to and including suspension and expulsion for students and disciplinary action up to and including suspension and termination for employees. Refer to District Anti-Bullying Policy #6650.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the district's system/network.

All terms and conditions as stated in this document are applicable to all users of the network. These provisions reflect an agreement of the parties and shall be governed and interpreted in accordance with the laws of the State of Massachusetts and the United States of America.

INTERNET PUBLICATION/WEB PAGE

Berkley Public Schools has established a district-wide web page that links users to web pages for the district's individual schools. The district maintains these web pages for educational purposes only, in furtherance of the educational mission of the school district. All published pages and corresponding links to other sites must relate to the district's educational mission.

The Superintendent/designee may select the person or persons ("Webmaster") responsible for overseeing the school district's web pages and maintaining the web pages in a manner consistent with this policy. Staff members may publish web pages related to their class projects or courses on their school's web site. Staff members may not publish or link to personal web pages as part of the school district web site. Student or staff work that is published will be accompanied by a copyright notice that prohibits copying the work without the written consent of the copyright holder.

Web pages must not contain copyrighted or trademarked material belonging to others unless written permission to display such material has been obtained from the owner and the owner is credited on the school's web page.

Identifying information about students (i.e. names, phone numbers or home addresses) will not be published. Student photographs and student work may be published, only with the written consent of the student's parent or guardian and will not be accompanied by identifying information about the student. Photographs of students will be taken only on school-owned devices; staff will not take photographs of students on personally-owned devices.

Photographs of staff members, accompanied by the staff member's full name, may be published only with the staff member's written consent. Staff work, e.g. voice, likeness, quotes, written material, musical pieces and graphic or other artwork, may be published only with the staff member's written consent.

Revised: July, 1999

Amended: Dec. 14, 2015

Library

Students may check out library books for two weeks. If students return the books to the library on time, these books may be renewed for two more weeks or other books may be selected. There will be no fines for overdue books with the exception of end of year. All books and materials borrowed must be returned at least 2 weeks before the last day of school.

Lockers

Lockers and locks are assigned to all students. Combinations provided become the responsibility of the students, as is their security. If a child loses his/her lock, the replacement fee is \$7.00. Checks or money orders should be made out the

“Berkley Middle School.” Lockers are the property of the school department and, therefore, subject to inspection by the administration at any time. Administrators have the right to search lockers with probable cause.

Please do not leave money or expensive items in your locker. The school is not responsible for any lost items. No one is to go to his/her locker, except during the specified times or when given permission by a teacher. The specified times will be stated by your child’s teacher. It is the responsibility of each student to keep his or her locker clean.

Lost & Found

A “Lost and Found” box is located in the cafeteria. If students have misplaced a personal item, they should check the box to see if it has been deposited. Please return all items found to the “Lost and Found” box. However, students are also asked to do the following:

1. Students are discouraged from bringing money unless for lunches or school sponsored activities
2. Students are discouraged from bringing valuable items to school
3. The school is not liable for items that are lost or stolen

*****The school assumes no financial responsibility for lost or stolen articles*****

Main Office-Office Phones

The school telephone is for business purposes only. Students are not allowed to use the telephone for personal reasons. Students may get permission to use the phone for emergencies and to inform parents when they have to remain after school. Only emergency messages will be delivered to individual students.

MCAS Testing Dates

Students are required to take MCAS 2.0 testing. Students should make every effort to be in school on time for these assessments. The dates for the 2021-2022 administration of MCAS are as follows:

MCAS Dates

Grades 5 through 8

English Language Arts	April 2022
Mathematics	April-May 2022

Grades 5 & 8 Only

Science & Technology	May 2022
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Parent Involvement

Parent Teacher Organization

Our school’s parent-teacher organization is to keep parents actively involved in the education of their child(ren) and to provide support for the middle school’s programs and special events. Membership is open to all parents and we encourage all parents to be actively involved in the organization.

Parent Teacher Conferences

Parent Teacher Conferences are held annually in November during the afternoon and evening. Dates will vary from year to year. Notification is provided via the school calendar. Conferences, in addition November, are encouraged and may be scheduled at any time during the school year by calling or writing the school’s guidance counselor or student’s teacher.

Visitors

When arriving at the school, all visitors must report to the main office prior to going to another part of the building. This is the case whether the visit is scheduled or not. Cooperation in this matter will help everyone to screen and keep out unauthorized or unwelcome visitors that may compromise the safety of our children.

Physical Education Program

The physical education program is offered to children on a scheduled cycle. The classes emphasize the development of the child through individual, as well as group activities. All children must participate in physical education classes. The only exceptions will be students who are in possession of an excuse from a physician. Physical education at this level is mandated by state law. Repeated failure to take part in physical education classes will be treated as a disciplinary matter (Defiance). Students are responsible for bringing appropriate clothes to physical education class.

Pictures/Yearbooks

Individual pictures are taken during the school year. Students and parents will be notified of the date and costs. Purchase of pictures is optional. Yearbooks may be ordered October through May.

Photography of Students

Your child's photograph may or may not appear on our school's website or any local newspapers. If for any reason you do NOT wish your child to be photographed, please send in a signed note stating your decision.

Promotion / Retention Policy

Any student receiving a letter grade of F as a final average in two or more major subjects may be required to repeat that school year. Every failing student has the option to attend Summer School at their parents expense. It is the purpose of the summer school to help students make up work that they have failed during the regular school year. If a student who has failed two or more subjects successfully completes the summer school program, then every consideration will be given to placing that student in the next higher grade. The school principal will have the authority to make final grade placement.

Reporting of Student Performance / Academic Support

Report Cards

Report cards are issued three times a year: November, February, and June. Marks for each term close about one week before grades are issued.

Students earn trimester grades and an end of the year grade average in English, Mathematics, Social Studies, Science, Art, Health, Music, Physical Education, Technology Education & Library Literacy Lab according to grade level offerings. A conduct and effort grade will also be recorded to reflect a student's general conduct in class for each subject and effort as displayed by preparedness for class, participating in class discussions, following directions and asking questions; including Academic Support.

Parents must sign the report card envelope and each student must return the report card envelope within three (3) school days after it is brought home.

Parents are encouraged to monitor their students' progress via our online Parent portal grading system.

Report Cards Dates (Tentative)

Trimester 1

November

Trimester 2

February

Trimester 3

June

Grading Policy

The "grade" a student receives on his/her report card is indicative of the student's effort and determination and should properly reflect the student's achievement based on the course of study.

Grading Explanation for Grades 5-8

Excellent Quality		Very Good Quality		Acceptable Quality		Poor Quality		Failing		Other	
A+	97-100	B+	87-89	C+	77-79	D+	67-69	F	0-59	I	Incomplete
A	93-96	B	83-86	C	73-76	D	63-66			W	Withdrawn
A-	90-92	B-	80-82	C-	70-72	D-	60-62			P	Pass

Effort and Conduct Key

ME	Met Expectations
NI	Needs Improvement
U	Unsatisfactory

Unified Arts Grading

E	Exceeds Expectations
ME	Meets Expectations
NI	Needs Improvement
U	Unsatisfactory

Mandatory Extra Help

Teachers may assign students to stay after school for mandatory extra help. This may be done when a student repeatedly fails to do homework or is in serious danger of failing. Twenty-four hours written notice will be given. A student who fails to stay for mandatory extra help will be assigned detention.

Honor Roll

In order to make the Honor Roll at the Berkley Middle School, you must have A's and B's in all subjects and maintain a grade of "Met Expectation" in conduct and effort.

1. Basic Philosophy of Honor Roll- An honor roll provides recognition to those students whose efforts have enabled them to fulfill their academic responsibilities at a level worthy of distinction. It distinguishes those who have attained a superior level of performance in all their educational endeavors. If students are to receive this recognition, they should also be above average in character and reliability.

2. Our school maintains two Honor Roll categories: *High Honors*- Receive "A's" in all graded subjects and "Met expectations" in conduct and effort. *Honors* - Must have a "B" or better in all graded subjects and "Met expectations" in conduct and effort.

Special Education Services / 504 Accommodations

Students identified as having a disability are entitled to special education services and/or accommodations to assist them in their educational program at school. Massachusetts regulations (603 CMR 28.00) govern how students are evaluated for special education services. Parents who are concerned about their child's progress in school may request that the district conduct an evaluation. After testing is completed a TEAM composed of the student's parents and school personnel meet to review test results, and, if appropriate, to develop an Individualized Educational Program (IEP) for the student. Parents must approve the IEP in writing before it is implemented by school staff.

In some cases a student may need special accommodations to help with a disability. If no specialized instruction is necessary, school personnel and parents may determine a student's eligibility for a 504 Plan (named for one section of a 1973 federal law) which establishes specific supports to assist a student. As one simple example, a student with a slight hearing loss would receive accommodations including preferential seating and a system of checking with the student to insure that all directions and instructions were heard.

Please contact the office for more information about special education and/or 504 Accommodation Plans.

Sports / Interscholastic

Interscholastic athletics are offered in soccer, fall & spring cross country, basketball, baseball, and softball. Intramurals and activities are also open to all students. The number of intramurals and other activities is determined each year by available financing and the efforts of faculty, staff and parent volunteers.

Eligibility Requirements

Students desiring to participate in Student Council and interscholastic sports must earn a passing grade in all core subjects in order to remain eligible to participate. Student performance will be measured by using grades earned at the midpoint and report cards. In addition to this requirement, any student receiving an unsatisfactory in conduct will be considered ineligible. If a student is deemed ineligible for either of the aforementioned reasons they will be placed on probation. The following steps will be followed in regards to probation:

- One week from the issue of warning notices or report cards, students will not be able to participate in any event, including practices.
- At the completion of one week, students must obtain a written report from the teacher, from which the "unsatisfactory" in conduct or the below passing grade, stating the student has shown improvement in the area of deficiency. If the student has shown sufficient improvement, the student will be reinstated.
- If the student has not shown sufficient improvement, weekly reports must be obtained from the teacher where the student earned "unsatisfactory" or a failing grade. When sufficient improvement is displayed, the student will be reinstated.
- If improvement is not displayed by the next report card or warning notice, the student will be dismissed from the extracurricular activity or interscholastic team.

Athletic Concussion Policy #6320

In accordance with MA Law & Athletic Concussion Policy #6320 (in detail on district website), all students, parents/guardians must complete concussion online training and return completed certificate if student is participating in any sports-related program. Online training website address is: http://www.cdc.gov/concussion/HeadsUp/online_training.html Training is required once per school year; students will NOT be allowed to participate until this is completed.

Student Council

Each year, student body officers are elected by the students of the school. Homeroom representatives, selected by the students in each class, and council officers assist in the smooth operation of the school. Every homeroom in the school elects a representatives to serve on the student council.

Each student interested in running for the office of President, Vice President, Secretary or Treasurer must fill out "nomination papers" with reasons why the student wishes to hold that position. Candidates must gather signatures from other students in support of their candidacy. There are several requirements that students must meet in order to remain in office.

Eligibility requirements for student council are the same as those for athletics.

School Socials

In cooperation with the parent – teacher organization and student council, the school sponsors several socials throughout the school year. The parent – teacher organization and/or student council typically sell refreshments.

Please remember these few rules so that our socials will continue to be a success:

1. All socials are scheduled from 2:30 to 4:00 PM.

2. All food and drink must be consumed in the designated area.
3. Coats, bags, and jackets will be placed in a designated area.
4. No running, jumping, pushing or other physical behavior seen as dangerous will be allowed.
5. Students may not leave the building until the conclusion of the social without the permission of a chaperone.
6. A student may not attend a social if they have been absent, assigned Detention, Extended Detention, In-School Suspension, Out of School Suspension or has been sent to the Office for disciplinary reasons the week of the social.
7. Violation of any of the above rules may result in the expulsion from the social. Any student expelled from a social will be prohibited from attending the next social and, at the discretion of the Principal, may be excluded from all remaining school socials in the school year.
8. A signed permission slip and payment, must be turned in prior to the event. Phone calls to make arrangements to stay for the event will not be allowed the on day of the social.

Student Dress

Appropriate dress is necessary for the healthy, safe, and undisturbed operation of the school and classes. Student's attire should be neat and clean. The following are examples of attire which could potentially be disruptive to the educational process. Parents will be contacted in all instances, wherein, a student's attire is considered either disruptive to the educational process or presents a danger to his or her health safety. The following are guidelines for parents and students:

1. Bare feet or slippers are not allowed. You cannot walk around without shoes on. You need to have on shoes with soles.
2. Bare midriffs & tube tops are prohibited.
3. "See-through" clothing is unacceptable.
4. Length of shorts/skirts must be school appropriate.
5. Hats, decorative headbands and other headwear are not to be worn in school, except as required for health or safety reasons or during school sponsored events.
6. Outdoor clothing such as jackets may not be worn during the school day.
7. Slogans on clothing/graphic tees which contain profanity, obscenity, derogatory statements, references to tobacco products, drugs, alcohol or anything that school administration deems inappropriate for school are prohibited.
8. Chains and/or other items that could be potentially dangerous/safety concern are prohibited.
9. Pants must sit on the waste so as not to show undergarments.
10. Tights are to be worn with shorts or skirts over them, not just with a shirt.

*Please see School Committee Policy #6540, Guidelines for Dress Code, for further information.

Student Records

All student records are kept as confidential materials. Parents do have the right to see such records. In order to see the records an appointment with the counselor must be made prior to the day that one wishes to view his/her child's records.

A student has the right to review his or her records after reaching 14 years of age. Any student wishing to see his or her school records must make a request in writing to the Guidance Counselor. The counselor will review the records with the student.

In accordance with Massachusetts regulations, an eligible student and his/her parent(s)/guardian(s) shall have access to the student record. In no event shall such access be delayed more than ten (10) days after the initial request, unless the requesting party consents to a delay. Upon such request for access, the entire student record regardless of the physical location of its parts shall be made available. Upon request, copies of any information contained in the student record shall be furnished to the eligible student or his/her parent. A reasonable fee not to exceed the cost of reproduction may be charged.

Destruction of Records: The school system will maintain a copy of a student's transcript for at least 60 years after the student leaves the school system. Temporary records will be destroyed within seven (7) years after a student leaves the system. Before any records are destroyed, the student and his/her parent(s)/guardian(s) will be given notice and an opportunity to obtain a copy of any records to be destroyed.

Non-custodial Parents: Massachusetts's regulations establish a mandatory process for responding to student record requests from non-custodial parents. When a parent who does not have physical custody of the child/student (non-custodial parent) requests access to the student's student record or other information regarding the student, the non-custodial parent is required to submit a written request to the building principal for the student record with a certified court order indicating that the non-custodial parent is eligible to access information regarding the student and an affidavit verifying that the order provided remains in effect and that the non-custodial parent is not subject to a temporary or permanent protective order. Immediately upon receipt of this documentation the school shall notify the custodial parent that the school will provide the non-custodial parent with access to the student record information after twenty-one (21) days unless the custodial parent provides the principal with documentation establishing that the non-custodial parent is not eligible to access information regarding the student. When student record information is provided to a non-custodial parent in accordance with the above procedures, the school will delete the address and telephone number of the student and custodial parent from all records provided to the non-custodial parent.

Any such records provided to the non-custodial parent shall be marked to indicate that they may not be used to enroll the student in another school. Non-custodial parents are required by law to submit a written request for access to their child's student record information each year stating that the parent continues to be entitled to unsupervised visitation with the student and remains eligible to access information regarding the student.

Testing

The Massachusetts Educational Reform Act of 1993 mandated state testing of students beginning in 1994. The federal "No Child Left Behind" Act of 2001 and its subsequent reauthorizations mandated the testing of every public school student from grade three through grade eight, and again in grade ten.

Material for the Massachusetts Comprehensive Assessment System (MCAS 2.0) tests comes from the Massachusetts Curriculum Frameworks, a set of documents that specifically identify what it is experts believe students should know and be able to do at each grade level in each subject area taught. Because Berkley's curriculum carefully follows the curriculum frameworks the test is a pretty good indicator as to whether or not students are learning what is in the state frameworks. Massachusetts regulations now require each student to pass the tenth grade MCAS 2.0 test in English, Math and Science in order to receive a high school diploma.

MCAS 2.0 testing is done each spring. Results report back the performance of individual students, schools, and districts. A very complicated accountability system is attached to the performance of schools, grades and even classrooms. The Massachusetts Department of Education, operating under No Child Left Behind guidelines from the United States Department of Education, can, and in some cases must impose severe sanctions against a school that is repeatedly underperforming. Parents will be notified each year of their child's test results and of the school's status under the accountability system.

In addition to MCAS 2.0 testing, the district may from time to time administer other standardized tests to students to determine their academic performance level in various areas. Parents will be notified in advance of the administration of MCAS and any other formal testing that will take place.

Textbooks

Textbooks are public property and are on loan to the student. Textbooks must be kept in good condition for future use. The guidelines below are in place in all schools.

1. All textbooks must be covered.
2. Subject area teachers will issue textbooks, record serial numbers, and note the condition of each book for each student.
3. In June, all textbooks issued will be collected with the serial number and book condition checked. Lost or damaged books will be replaced at the student's expense. Any student who fails to make restitution for lost or damaged books, will not be able to participate in any extra-curricular activities, including intramurals, interscholastic sports, and social functions sponsored by the school.

Transfers

Parents should notify the main office as soon as possible should the family decide to move out of the school district. To facilitate a change in schools a copy of the student's health records and a transfer card may be picked up at the office at which time a parent will need to sign a release of information form so that records may be sent to the new school.

Videos/Movies

As part of a student's classroom experience, teachers may choose to show video clips or full length movies, as it pertains to their curriculum content. These movies may be rated G, PG or PG-13, when appropriate. If for any reason you do NOT wish your child to view these video clips/movies, please send in a signed note stating your decision.

Signature Pages for Students and Parents/Guardians

Please sign and detach from the student handbook

Student Information

Last Name:_____ First Name:_____

Middle Name: _____

Address:_____ Date of Birth:_____ Age:_____

Grade:_____ Homeroom:_____

Parent/Guardian Name:_____

Email Address: _____

Home Phone:_____ Cell Phone:_____

Student Handbook

☐ I acknowledge that I have read and we have discussed the preceding rules and regulations of this SCHOOL HANDBOOK including the acceptable use policy, pictures, & names or quotes in the media.

☐ I have read and understand the Berkley Middle School Medication Policy.

☐ I have read and understand the District Anti-Bullying Policy (Page 22).

☐ I have read and understand the Policies on the Berkley Public Schools website.

Please sign this form below and return it to your homeroom teacher by Thursday, September 16, 2021.

Student Signature: _____

Date: _____

Parent/Guardian
Signature: _____

Date: _____

