

HOPKINTON MIDDLE SCHOOL

Student & Parent Handbook 2021-2022

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Hopkinton Middle School

Student & Parent Handbook 2021-2022

MESSAGE FROM THE PRINCIPAL

Dear Students and Parents:

To those of you new to Hopkinton Middle School, welcome, and to those returning, welcome back. I am excited and eager to begin the 2021-2022 school year. As a school district, our mission is to *Learn, Create, and Achieve Together*. This applies to all members of our school community: students, staff members, administrators, and parents. It is important, because we believe that, as a school community, all of us are responsible for the learning, creating, and achieving and we understand that this is optimized when we do so *together*.

As a middle school, we apply this mission to our own unique learning community: inspiring students in a lifelong adventure of learning by providing a safe, dynamic and rigorous learning environment that is engaging and enjoyable. We empower students to become active, caring citizens in a multicultural society in an increasingly interdependent world.

To accomplish these goals, we expect and demand a respectful and responsible environment. This Student Handbook outlines our mission, beliefs, expectations, policies and procedures that each of us has an obligation to honor and uphold. Please take the time to familiarize yourself with this handbook so that as members of our Hopkinton Middle School learning community, we understand and maintain the rules outlined within.

Thank you and I look forward to an outstanding and rewarding school year.

Sincerely,

Mr. Alan M. Keller
Principal

SECTION 1: INTRODUCTION / GENERAL INFORMATION

MISSION STATEMENT

Our mission is to grow an active community of strong minds and kind hearts. To realize our mission, the Hopkinton Middle School Community celebrates and supports:

- skills, knowledge, and talents of every person;
- strong learning opportunities for all;
- respectful and empathetic interactions;
- learning and growing from mistakes;
- positive choices and healthy habits;
- good character, kindness, and fair play.

The Hopkinton Public School District does not discriminate on the basis of race, color, religion, national origin, sex, age, sexual orientation, gender identity, ancestry, athletic performance, homelessness, socioeconomic status, pregnancy or pregnancy related condition, academic performance, proficiency in the English language, or disability in admission to, access to, employment in, or treatment in its programs and activities.

The Hopkinton Public School System is committed to maintaining a school environment free of harassment based on race, color, religion, national origin, sex, age, sexual orientation, gender identity, ancestry, athletic performance, homelessness, socioeconomic status, pregnancy or pregnancy related condition, academic performance, proficiency in the English language, or disability. Harassment by administrators, certified and support personnel, students, vendors, and other individuals at school or at school-sponsored events is unlawful and is strictly prohibited. The Hopkinton Public School District requires all employees and students to conduct themselves in an appropriate manner with respect to their fellow employees, students, and all members of the school community.

HANDBOOKS CONFORM TO POLICY AND LAWS

It is the intent of Hopkinton Public Schools that student handbooks, which are approved annually by the Superintendent, shall conform in all respects with School Committee Policy and federal and state laws and regulations. The school district adheres to federal and state laws and regulations.

HOME AND SCHOOL COLLABORATION

Emergency Information

An emergency information form is distributed at the start of each school year. The information provided on this form by the parent will assist the school nurse and other school personnel to respond appropriately when medical or school-related emergencies occur.

Announcements on School Delays or Cancellations

If there is a school cancellation, or if there is a delayed opening, parents will be notified via a School Messenger alert initiated by the Superintendent of Schools. Cancellations and delays are also posted on the district website. Announcements will also be broadcast over stations WBZ, WHDH, and WCVB.

Electronic Communications

Our goal is to communicate to students and parents as efficiently as possible. Nearly all correspondence to parents is sent home electronically. General information will be sent through School Messenger via PowerSchool, our student information system, and is delivered by email. Parents obtain a registration code for each child enrolled at Hopkinton Public Schools in order to set up a PowerSchool Parent Portal account. Through this account they connect to School Messenger, our messaging system. Using their School Messenger account, parents can set preferences as to how and where they want messages to be delivered. Messages can be received via email, phone and/or text. Preferences are set individually for the message categories: General, School Hour Emergencies, Non-School Hour Emergencies, Attendance, and Guardian emails. Emergency and Attendance messages sent via phone will be delivered regardless of the permissions set. Original email addresses and telephone numbers for parents in School Messenger are parsed over from PowerSchool but parents have the ability to change, add, or remove contact information. This information, however, is not delivered back to PowerSchool. Parents will still need to contact the schools to update PowerSchool if their contact information changes. Teachers also use the School Messenger system to contact parents; these messages fall under the category Guardian emails. More information on both PowerSchool and School Messenger can be obtained at:

<http://www.hopkinton.k12.ma.us/Page/6137>.

Parental Concerns / Chain of Command

Open and respectful communication is one of the primary goals at Hopkinton Middle School. Students and parents are encouraged to keep in close communication with teachers. Students and parents may schedule a meeting with a teacher at a mutually agreed upon time.

From time to time, parents or community members may have a concern or complaints that they would like a school or the school district to resolve. Although the School Committee does not deny the right of community members to bring appropriate and otherwise lawful concerns to a School Committee meeting, it will refer them to the appropriate administrator for investigation and solution. Complaints that concern Committee actions or operations are an exception, and may be brought directly to the School Committee as a whole or to the Chair.

School department personnel to whom concerns are brought are expected to respond in a reasonable time frame, taking into account the urgency of the situation or concern. School

personnel should acknowledge receipt of the concern or complaint within two school days at the latest, barring mitigating circumstances such as sickness or school cancellation.

Concerns or complaints are handled as close to the point of origin as possible in order to be most effective, efficient, and timely. If a resolution is not reached at this level, the concern or complaint can be brought to the next level. Concerns or complaints should be channeled as follows:

1. Teacher, School/Adjustment Counselor: The parent should first raise any concern regarding a school related matter with the staff member most directly involved, such as a teacher, a school counselor, or other school based educator. Issues brought to these professionals might include:

- a. Student homework assignments, quizzes, and tests;
- b. A child's progress or difficulty learning;
- c. Course content, instructional materials, extra help;
- d. Issues related to classroom discipline, relationships with other students and the teacher;
- e. Problems between school and home, or child and other students;
- f. Personal matters relating to student development, behaviors, & interactions with others;
- g. Student placement issues in a class, program, instructional level.
(For incoming grade 6 students, please contact in the spring prior to Grade 6.)
- h. Course selections and student schedules;
- i. Concerns about the condition or content of textbooks or library books.

2. Principal: If the matter remains unresolved or the matter involves an issue broader than any one classroom or teacher, the parent should contact the building principal. Principals have authority to make final judgments regarding student discipline and other building policy matters. The principal or his/her/their /their designee will address the following:

- a. Reports of bullying behavior;
- b. Complaints, dissatisfaction, or concerns regarding school personnel;
- c. Issue arising within the school when a staff member cannot be specifically identified;
- d. Instructional and co curricular program or textbook issues;
- e. Matters related to the physical plant;
- f. Student records;
- g. Discipline issues;
- h. Transportation/Bus issues, which the principal may refer to Transportation Office;
- i. Field trip fee waivers or reductions (per **JLB** Financial Assistance Policy);
- j. Concerns about athletics that cannot be resolved by the Coach or Athletic Director.

3. Superintendent: If the parent believes that the problem is not resolved at the principal level, the parent may contact the Office of the Superintendent for guidance or resolution. Issues brought to the Superintendent may include:

- a. Complaints or concerns regarding school personnel or services that have not been resolved at the principal's level;
- b. Application of School Committee policies or procedures;
- c. School Committee meeting and agenda items;
- d. School system records or documents;
- e. Budget;

- f. Transportation (if not resolved by Transportation Coordinator or Director of Finance);
- g. Distribution of flyers and printed information;
- h. Requests to attend the Hopkinton Public Schools when intending to be a resident within a reasonable amount of time (per Policy JF School Admissions and Residency Requirements).

4. School Committee: If the matter is in the legal purview of the School Committee and remains unresolved, it may be brought to the attention of the School Committee, generally through the Chair. These include:

- a. Matters pertaining to School Committee policy or procedures;
- b. Requests for specific courses and programs to be included in the program of studies;
- c. Complaints regarding the Superintendent;
- d. Complaints regarding a School Committee member;
- e. School Committee minutes and agenda items;
- f. Budgetary matters;
- g. Long range planning (facilities, programs, etc.).

Certain concerns or questions should be channeled to other school professionals as follows:

5. Student Services: The Director of Student Services oversees Special Education and English Language Learner services. Each school has an assigned Special Education Team Chair who would be contacted first about special education information or concerns.

The following questions or concerns should be channeled through the Team Chairs:

- a. Requests for information about special education or evaluation of children with a disability;
- b. Concerns about a child's Individual Education Program (IEP);
- c. Questions about parents' rights under federal and state law and regulation.

The Director of Student Services would address the following questions or concerns:

- d. Any question or concern that could not be resolved through the Special Education Team Chair;
- e. Concerns about §504 Plan;
- f. Questions or concerns about the Special Education program as a whole or English Language Learner services;
- g. Requests by hearing impaired adults for an interpreter at a meeting.

6. Assistant Superintendent

- a. Suggestions or requests for change in the curriculum or assessment, or questions about either;
- b. Concerns or questions about school safety or the Crisis Plan;
- c. Appeals under Civil Rights law (including §504) and regulations.

7. Athletics: The Athletic Director oversees interscholastic and intramural sports, but similar to classroom concerns, any complaints about a sport should go first to the coach.

The Coach handles the following:

- a. Concerns about coaching practice and team rules;

- b. Questions about practice or game schedule or cancellation;
- c. Questions about the conduct of student athletes.

The Athletic Director addresses the following questions or concerns:

- a. Concerns that could not be resolved by the coach;
- b. Concerns related to the conduct of a coach;
- c. User fees;
- d. Out of season competition;
- e. School and Massachusetts Interscholastic Athletic Association (MIAA) rules;
- f. Treatment of injuries or health concerns;
- g. Buses or transportation to and from athletic events;
- h. Equipment issues;
- i. Disability discrimination.

8. The Director of Finance oversees the transportation program, lunch program, and financial assistance. The Director addresses the following questions or concerns:

- a. Fees, including reductions or waivers;
- b. Student transportation;
- c. Online payments.

The following questions or concerns should be channeled through the following people in the Business department:

Transportation Coordinator

- a. Questions about transportation routes and bus stops;
- b. Concerns about bus behavior.

Director of Food Service

- a. Questions about food, including menu, food ingredients, food prices;
- b. Questions about account balances.

9. Attendance Officer

- a. Concerns about student attendance or tardiness;
- b. Questions about admissions and residency requirements
(Policy JF School Admissions and Residency Requirements).

The guidelines above are from the Hopkinton School Committee Policy KE, *School-Related Problems and Concerns*. The complete policy can be viewed at <http://www.hopkinton.k12.ma.us/Page/324>.

Visitors

All parents or visitors coming into the school are welcome. Regardless of the reason for the visit, all visitors must sign in upon entry. A visitor badge will be issued at the time of sign-in and all visitors must return to the Main Office to sign out before exiting the school. To avoid interruptions in the educational process of our students, parents or visitors are requested not to enter classrooms or meet with teachers without a pre-arranged appointment. Students not enrolled at Hopkinton Middle School will not be allowed to visit without written permission of the Assistant Principal or the Principal. Visitors will also be required to follow covid-protocol guidelines.

Item Drop-Off Policy

In order to help our school staff to maintain a secure facility and to minimize interruptions to our school day, we have a 2-hour drop off window - from 8:00 to 10:00 a.m. - for parents to bring items (homework, projects, lunches, etc.) to their children. In order to keep classroom disruptions to a minimum, the names of students for whom items are dropped off are displayed on the monitor outside the Main Office. Announcements over the loudspeaker are used only in rare cases. As a school community, we strive to prevent interruptions to the learning of our students and appreciate your support.

SCHOOL AND COMMUNITY SERVICES**Counselors**

Counselors are responsible for helping students achieve their personal and academic potential. This is accomplished by helping students create an environment of respect and support, and by monitoring students' academic success. School counselors are available for conferences with students throughout the school day.

Library Media Center

Students are welcome to use the library and its resources for informational needs. Library books may be borrowed from the library for a two-week period. Students may be denied library privileges if materials are overdue from the library. Students and/or parents are responsible for the full cost of replacement of any lost book and any book defaced beyond repair.

Nurse

The school nurse collaborates with parents and staff to the fullest possible extent to provide services to support students' health, wellbeing and safety in school. Any time medical assistance is necessary while at school, parents should notify the school nurse. In the case of a serious illness or accident, parents will be notified.

The school nurse cannot dispense prescription medication other than what has been provided by the student's parents. The nurse must have written permission from both the parent and from the student's physician requesting that this medication be dispensed. In addition, parents may also sign giving permission for their child to carry their own inhaler and Epi-Pen provided there is written permission already on file from the physician. Parents will sign an "over-the-counter" medication permission form at the beginning of each school year when they complete the emergency forms. Students may not carry their own over-the-counter medication at any time.

Cafeteria

The lunch period allows students the opportunity to socialize and enjoy time with their classmates. To make this experience beneficial and enjoyable to all, the following guidelines of respect and responsibility are to be followed:

- a) Choose and remain at a table throughout the period.
- b) Assume responsibility for the table at which the student is seated.
- c) Request permission of a supervisor to leave the cafeteria and

- sign out on the form located in the cafeteria.
- d) Form a single line to buy food.
 - e) Do not cut in line.
 - f) Clear the table and surrounding floor area of trays and waste materials and dispose of them in the barrels provided. Recyclables should be placed in the receptacle provided. A broom, dustpan, brush, and damp cloths are available to clean a table and/or floor area, when necessary.
 - g) The cleanliness and upkeep of each table is the responsibility of the entire group seated at the table.
 - h) A supervisor will dismiss the table as a group; individual students should not leave until the table is dismissed.
 - i) All food and beverages *except water* must be disposed of before leaving the Cafeteria.
 - j) Students must sit one student per seat.

Lockers

Students are assigned lockers at the beginning of the school year. Students are not to change lockers or remove any article from another student's locker. Students may only use the one locker assigned to them. Each student is responsible for maintaining a neat and clean locker for the entire school year. Lockers should not be defaced in any manner. Any violation of these locker rules may be subject to disciplinary action taken by HMS Administration as described in the General Discipline section of this Handbook. Lockers are the property of the school and students should have no expectation of privacy in their school lockers. The school reserves the right to search lockers and desks and use metal detectors and drug-detecting dogs at any time throughout the school building and grounds without warning.

1. Locks

Students may borrow a combination lock at any time during the school year. Students should not share their locker combinations.

2. Backpacks / Book Bags

Backpacks or book bags are to be left in lockers, unless otherwise specified, during the course of the school day. Students will have the opportunity to access their book bags and other books during locker breaks throughout the day.

3. Personal Property and Valuables

The Middle School administration strongly discourages students from bringing excess money or valuable items to school. Excess money or valuable items should not be stored in lockers. Under no circumstances does the Town of Hopkinton, Hopkinton Middle School, its administration or its staff, assume liability for personal possessions brought to school.

Fire or Emergency Drills

When the fire alarm sounds, every adult and student in the school is expected to respond. Students are to go quickly and quietly to the nearest exit as designated by the posted information and as directed by teachers. Once outside, students must remain, with their teacher, at least two hundred feet from the building until the signal to return has been sounded. If a student is away from his/her/their /their classroom when the alarm sounds, s/he should exit

the building at the nearest exit and check in with their teacher outside. If their teacher is not available, the student should check in with any teacher in the vicinity. Students must follow fire/emergency procedures, which includes checking in with the teacher. Failure to do so will result in a consequence.

Transportation

We are pleased to offer school bus privileges to Hopkinton students. All eligible and fee-based students will be issued a student ID which they should be prepared to show to the driver each day upon entering the bus. The ID entitles students to a school bus ride to and from school. If a student loses a student ID, a duplicate ID may be obtained from the Transportation Office for a \$10.00 fee (check or money order).

A student who pays a fee for transportation and whose riding privileges are suspended because of violation of these rules will not receive a fee refund.

The right of a student to school bus transportation is a qualified right, dependent on good behavior. In cases where a student seriously or continuously misbehaves, the principal or designee of the student's school will notify parents. The principal may revoke the student ID if such action is necessary for the safety and well being of other students. In cases where the driver assesses that a student's conduct jeopardizes the safety and well being of other students, that student may be immediately assigned to a seat at the front of the bus for the remainder of that bus ride. School Administration will investigate all bus conduct reports, alleged infractions, and assign appropriate consequences.

The behavior and actions of a student while at a designated bus stop and walking to and from the bus stop are subject to the parent's/guardian's supervision and are not the responsibility of the school district. The district's responsibility begins when the child boards the bus at the pick-up location and disembarks at the drop off location. Please refer to the [District's bus policy](#) for additional information.

<https://www.hopkinton.k12.ma.us/category-e-policies/eea>

Riding the bus to and from school is considered part of the school day. All school rules are in effect. School bus safety is a primary concern of the Hopkinton Public Schools, and we reserve the right to take steps necessary to maintain a high level of safety. The bus driver will notify the school regarding any student who violates the safety rules or is uncooperative or inconsiderate of others. When a written report is received by the administration, the student's parents will be notified by a school administrator. Parents are expected to sign the written bus report and return it promptly. **Parents should address any concerns directly with a school administrator rather than engaging the bus driver** with issues that might arise. It is the responsibility of the school administration, and not the bus driver, to investigate all bus conduct reports, investigate alleged infractions, and assign appropriate consequences.

Consequences depend upon the nature of the offense and the number of previous misconduct reports a child has received. If a student receives a written misconduct report from the bus

driver, consequences may include: a warning, a written apology or reflection, assigned seating, or a bus suspension.

In the event of bus suspension, the parents and/or guardians are responsible for transporting their child safely to and from school. Students must realize they are responsible for their own behavior. The responsibility could include the obligation to pay for any damages and to correct any situation that might result from a student's destructive or improper behavior.

STUDENTS WHO RIDE A SCHOOL BUS ARE EXPECTED TO BE FAMILIAR WITH THE FOLLOWING:

1. A student who allows another student to use his/her/their /their student ID or sells his/her/their /their student ID may have his/her/their /their bus pass privileges revoked.
2. Students shall stand on the sidewalk or another designated place while waiting for the school bus. They shall respect other people's property and respect the right of other people to pass on the sidewalk.
3. Students should not annoy the driver or distract him/her attention from driving. The bus driver has full authority and responsibility for control of student conduct while they are on the bus. Drivers should be treated with courtesy and respect.
4. Students shall never approach a school bus until it has completely stopped and the door is opened. In boarding the bus, they should proceed in an orderly, single file line.
5. Younger students should board and exit first from the bus.
6. In crossing the roadway after exiting from the bus, students should cross only in front of the bus when the blinking lights are on and the stop sign is extended. Students should also pass at least 10 feet in front of the bus and look for traffic in both directions before crossing the roadway.
7. Never run beside a bus, chase after a bus, or pick up anything that has fallen near the wheels of a bus.
8. Students shall not open windows without permission. Do not throw anything out of the window. Do not put your hands, arms or any parts of your body out of the window at any time.
9. Do not open the rear exit emergency door unless there is an emergency or the driver directs you.
10. There shall be no pushing or striking others, general fooling around, or use of profane or abusive language.
11. Students may not vandalize, destroy, or deface any part of the bus.
12. Students who witness the destruction of property have a responsibility to report such misbehavior to the driver or school authorities.
13. There is no smoking (including E-cigarettes and vapes), eating, or drinking on the school bus.
14. Under no circumstances should drugs, alcohol or related items, firearms, explosives, knives, or weapons be brought onto a school bus.
15. Students may not bring open food items of any kind on the bus. All food items must be kept in a sealed container.

16. School Bus Carry-On Items: The interior of the bus must be free of objects that can cause injury. Objects must be secured, and the aisles, foot wells, and emergency exits must be kept open and free of blockage. The following must be adhered to at all times:
- Carry on items must be carried/held in a student's lap. Small items less than 10 inches in width and height may be placed under the student's seat on the floor.
 - Items are not to be placed in the aisles, or at the student's feet in the foot wells, as they block ready exit (*exception - see Sports Equipment chart below).
 - Items are not to be placed in empty seats as they can become projectiles upon impact or abrupt emergency stops.
 - Nothing is to be placed in the driver's compartment, doorway or aisle area.

The following is a list of carry-on items that are allowed and not allowed on the school bus:

General:

| <u>ALLOWED ON BUS</u> | <u>NOT ALLOWED ON BUS</u> |
|--|---|
| Small projects that can be held on student's lap | Large projects, tri-fold posters, poster boards, over 30 inches in height and/or 14 inches in width |
| | Projects made with any type of food |
| | Breakable objects |

Instruments:

| <u>ALLOWED ON BUS</u> | <u>NOT ALLOWED ON BUS</u> |
|------------------------------|----------------------------------|
| Violin | Cello |
| Viola | Bass |
| Piccolo | Bass Clarinet |
| Flute | Baritone |
| Clarinet | Euphonium |
| Oboe | Tuba |
| Trumpet | French Horn |
| Bassoon | Baritone Saxophone |
| Alto Saxophone | Tenor Saxophone |
| Soprano Saxophone | Trombone |
| Mini Baritone | Any type of Keyboard |
| Xylophone- under 30 inches | Xylophone-over 30 inches |

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| Drum practice pad | Drums/cymbals-set |
| Phone (beginner trombone) | Any type of Guitar |
| Any instrument in a case that the student can hold securely on his/her/their /their lap <u>under</u> 30 inches in height and 14 inches in width. The student's backpack must be able to fit securely <u>under</u> the student's seat. | Any instrument in a case that the student cannot hold securely on his/her/their /their lap and/or is over 30 inches in height and/or 14 inches in width. |

Sports Equipment:

| <u>ALLOWED ON BUS</u> | <u>NOT ALLOWED ON BUS</u> |
|---|--|
| Baseball bats (2) in bag at HS/MS level | More than 2 baseball bats at HS/MS level Baseball bat(s) of any number at Elementary Schools |
| Basketball (1) | More than one basketball |
| Soccer ball (1) | More than one soccer ball |
| Volleyball (1) | More than one volleyball |
| Football (1) | More than one football |
| Tennis rackets (2) in case at HS/MS level | More than two tennis rackets at the HS/MS level Tennis racket(s) of any number at the Elementary level |
| Ice skates in a case (1 pair) | More than 1 pair of Ice skates in cases |
| Skate board 32 inches & under (must be placed under the student's bus seat) | Skateboard over 32 inches |
| | Golf clubs |
| *Lacrosse stick (1) at the HS/MS level | More than one Lacrosse stick at the HS/MS level Lacrosse stick(s) of any number at Elementary Schools |
| *Ice hockey stick (1) at the HS/MS level | More than one ice hockey stick at HS/MS level Ice hockey stick(s) of any number at Elementary Schools |
| *Field Hockey stick (1) at the HS/MS level | More than one field hockey stick at HS/MS level Field hockey stick(s) of any number at Elementary Schools |

| Helmet (1) | More than one helmet |
|--|---|
| Small sports bag that a student can hold securely on his/her/their /their lap under 30x14 inches | Equipment bag that the student cannot hold securely on his/her/their /their lap and/or exceeds 30x14 inches |
| *Lacrosse, ice hockey & field hockey sticks must be held securely between the students legs with the net/play end at the floor so the narrow, handle end is at the top which will not obstruct the bus driver's view | Multiple items of equipment that the student cannot hold securely on his/her/their /their lap |

Safety Guidelines

For reasons of safety, all bus passengers must comply with the following:

1. Except for bus switches expressly permitted under this policy, students must ride in the assigned buses; loading and departing at designated stops only.
2. Students are expected to be on time at designated bus stops (at least five (5) minutes before).
3. Students must stay off the road at all times while waiting for the bus. Students should conduct themselves in a safe manner while waiting.
4. Once the bus arrives at the bus stop, students may not cross the street until signaled to do so by the driver. The driver will not signal students to move from the bus stop until after the red lights are flashing and the driver has verified that the traffic has stopped.
5. Passengers leaving buses must cross in front of the bus under the direction of the driver who is able to see traffic in both directions while passengers cannot. The bus shall not move until all passengers are safely on their side of the street.
6. Bulky objects carried onto the bus are to be stored as directed by the driver.
7. USE OF EMERGENCY DOORS IS PROHIBITED UNLESS THERE IS AN EMERGENCY SITUATION.

Students will be held liable for any damage resulting from defacing or causing destruction of school buses

SECTION 2: ACADEMIC & CLASSROOM INFORMATION

Homeroom

School begins at 8:00 a.m. with homeroom, during which attendance is taken and announcements are made. Students are to report to homeroom prepared for the first two academic periods. Students arriving between 7:35-7:55 a.m. should report to the following areas: Grade 8 to the Auditorium; Grade 7 to the Cafeteria; and Grade 6 to the Doyle Gym.

Students should remove hats and hoods upon entry into the classroom. Students must store skateboards in the Main Office. Skateboarding is strictly prohibited on school grounds, and violations will result in appropriate action.

Pledge of Allegiance

Students, parents, and guardians should make decisions that align with your belief system regarding recitation of the Pledge. Please note that this is your decision as a student or as a family, and accordingly, you should have these conversations at home if you are inclined to do so. The decisions that are made by individual students and their families will be respected, honored and dignified in our schools, regardless of their belief system.

Homework

Homework is valued by teachers as a component of the academic program and the learning process.

1. Student Agenda

All grade 6 students are encouraged to utilize the Student Agenda provided by the school. When homework is missed, students are responsible to make up any missed homework as directed by the individual classroom teacher.

2. Schoology

Students should utilize Schoology for homework assignments, grades, and updates from their teachers.

3. Make-up Work

Students are responsible for getting make-up work for assignments missed due to absence. Assignments are to be completed and turned in within one day if the student is absent for one day, two days if the student is absent two days, etc. A student may also make specific arrangements with the teacher. Schoology may be checked for assignments. In the case of a prolonged absence, the student should contact his/her/their /their team leader and school counselor.

Preparation for Class

Students must arrive each day prepared for class. A student's readiness to participate in class has a direct impact on the student's grades and performance.

Class Materials

Students and parents are encouraged to closely examine textbooks (including the binding) upon their issue at the beginning of the year in order to accurately assess their condition. All textbooks must be covered to prevent damage and unnecessary wear. Proper care and maintenance of textbooks is mandatory and students must keep textbooks covered at all times. Books may not be defaced, marred, thrown on the floor, or jammed with papers that will force the bindings. It is the responsibility of the student and/or parents to provide restitution for any damaged books. A student's participation in extracurricular activities will be jeopardized without full replacement cost being made before the end of the year for any lost book or any book defaced beyond repair.

Like a textbook, technology helps our students to access the curriculum. Each student will be assigned a Chromebook. Chromebooks require care and responsibility. Please review the [1:1 Parent & Student Handbook](#) and complete the acknowledgement form indicating that you have reviewed the 1:1 Parent & Student Handbook with your child, and you understand the responsibilities. As with textbooks, it is the responsibility of the student and/or parents to provide restitution for any damages. Students should arrive at school with their chromebooks fully charged.

Caffeinated Drinks/Energy Drinks/Water Bottles

Drinks that contain caffeine are not sold in the cafeteria and are not allowed in school. Water bottles are allowed in school and in class at each teacher's discretion.

Promotion

Students must attain a passing yearly average (60 or greater) in mathematics, English, science and social studies to meet the promotion requirements of the Hopkinton Middle School. Students and/or parents should seek direction from a Middle School counselor as to what options of remediation are available for meeting the promotion requirements. If a student attends summer school, he/she/they must attain a grade of C- or greater. If a student is to be tutored, he/she/they must receive between 20 and 30 hours of tutoring at the discretion of the Counseling Staff, Assistant Principal, or Principal.

Physical Education

All students must report to Physical Education classes prepared for the lesson. This includes the proper change of clothing, footwear, and if necessary, mouth guard. If a student is injured and unable to participate, the student will be excused only if authorization from the parent is provided. For extended periods, a doctor's note is required. Students who arrive unprepared or who are unwilling to actively participate in class will receive a zero (0) for that class and will be required to schedule a make-up class with the teacher. Failure to report for make-up may result in consequences such as detentions, community service, etc. .

Health Education

Human sexuality is part of the health education curriculum in grades 6-8. Please refer to page 47 for policy and procedures pertaining to your rights to review these materials and/or exempt your child.

Special Education

Everyone is capable of learning. Given the many variables that impact learning, students may experience some difficulty during their academic careers. There are many ways in which students can receive assistance when these difficulties arise. Help can come in a variety of forms: classroom teachers or instructional assistants can provide help, teachers can make accommodations within the classroom, and learning strategies and tools can be utilized. Parents seeking to work with their children at home can consult with the teacher to find additional ways of providing assistance.

In cases where it is determined that a student has a disability, or has a physical or mental impairment, services can be provided under the umbrella of two laws/regulations once a child is deemed eligible:

1) Section 504 of the American Rehabilitation Act is a civil rights law which guarantees that students with a physical or mental impairment (or a record of having such an impairment or is regarded as such impairment), which substantially limits one or more major life activities (i.e., walking, learning) will have access, or equal opportunity, to participate in a public school education. For example, a child with a specific disability or

impairment that interferes with the ability to access classroom learning, or the school's physical environment may be eligible under Section 504 to receive services or accommodations necessary to participate in the curriculum and in extra-curricular activities. With this regulation, if a student meets the criteria, a team of educators within the building develops a 504 Accommodation Plan, with participation by the parents, and a written plan that may recommend services and/or accommodations is provided. Parents seeking more information about eligibility under Section 504 can contact their child's school counselor.

2) Individuals with Disabilities Educational Act (IDEA) and Mass General Law 71B are both federal and state laws that provide assurances for students found to have an educational disability (MA c.71B or "Chapter 766 and IDEA"). To be eligible under these laws, a student must present with a disability that interferes with the student's ability to make effective progress in regular education due to the disability and the student requires specially designed instruction or a related service in order to access the general education curriculum. An educational TEAM, which includes parents, makes decisions about eligibility and programming. An individual educational program (called an IEP) is developed to identify and recommend services and accommodations as a result of this TEAM Meeting. Parents seeking more information about Special Education can contact their child's school counselor or a TEAM Chairperson.

Curriculum Accommodation Plans: Learning Support Teams

Learning Support Teams are part of a program that includes a District Curriculum Accommodation Plan and a Building Curriculum Accommodation Plan in each school. These plans detail the regular education resources, programs, and accommodations available to students at each school. The plans also describe how the district is providing continuous training to teachers and other staff in the art and skills of teaching students with diverse learning styles and needs. The School Council must be an active partner with the school in developing the Curriculum Accommodation Plan and reviewing it regularly to ensure that it can match the needs of students.

The Hopkinton Public School System is committed to providing an excellent education to all students. We recognize that students have diverse learning styles and needs. Instruction needs to be varied according to these diverse learning styles and needs. For some students, particular instructional styles or classroom accommodations can be identified as helpful or an important support. The Learning Support Team (LST) at each school is a group of professional staff members that comes together to identify strategies and accommodations that will assist a teacher or teachers and a student when a learning or school difficulty has been identified that cannot be sufficiently addressed by the teacher alone. The team may consist of teachers, administrators, specialists, counselors, or any staff member who either knows the student or has expertise in the suspected area of difficulty or knowledge of the types of regular education assistance available.

Learning Support Team is a name adopted by the school system in February 2002 to represent a process that encompasses Massachusetts's laws (Ch. 71, Section 38Q1/2 and Ch. 71, Section 59C). These laws require each school district to identify how it will make regular education accommodations and resources available to students with diverse learning needs

who do not qualify for services or accommodations under special education law or Section 504 of the Rehabilitation Act of 1973. Similar processes have existed in this district and in other districts for many years. These programs have been named Pre-referral, Child Study, Building-Based Support Teams, Student-Teacher Assistance Teams and, in Hopkinton, TACT Team and STEP Process.

The Learning Support Team process is a framework that:

- a) provides an opportunity to differentiate between students who can be helped through accommodations, strategies, and resources in the regular education setting and those who require the more comprehensive evaluation and services provided by special education or the accommodations and modifications required by a 504 plan.
- b) provides strategies and resources necessary to reduce or avert learning difficulties or behavioral problems, lessening their impact and preventing them from becoming a disability to the student.
- c) provides needed accommodations and strategies to students who have learning needs and do not qualify under Special Education or 504. Additionally, the LST process can help students with different learning styles and/or preferences to better succeed in the classroom.
- d) helps to identify learner characteristics, learning strengths and weaknesses, and helpful accommodations that will be valuable if and when the student needs to be evaluated for a suspected disability.
- e) supports parent/school communication and collaboration around learning and school difficulties by sharing school and home observations and other information.
- f) makes effective referrals for evaluation of disabilities under the special education laws or Section 504 when needed and strengthens these evaluations by contributing information, observations and the results of collaboration among staff and parents around learning or school issues.

For more information about the Learning Support Team and process, contact your child's School Counselor.

Grading

Our goal is to communicate academic progress to students and parents as efficiently as possible. Grades are "live" and are available to students/parents online throughout the school year and can be accessed through the use of a PowerSchool account. Students and/or families that do not have access to a computer can request a hard copy of progress reports and report cards. Report cards are available to parents/students online at the end of each term to notify parents/guardians/students of their academic progress.

We have high academic expectations for each student.

Report Cards have a numeric grading scale. A variety of data is used during the term to factor a student's grade. Tests, quizzes, homework, classroom work, projects, participation, or any other information that provides evidence of student performance may be used. The grading scale is as follows:

| | | | | |
|------------|------------|------------|------------|----------------|
| A+= 97-100 | B+= 87-89 | C+= 77-79 | D+= 67-69 | F = Below 60 |
| A = 93-96 | B = 83-86 | C = 73-76 | D = 63-66 | I = Incomplete |
| A- = 90-92 | B- = 80-82 | C- = 70-72 | D- = 60-62 | M = Medical |

In addition, all students receive a Conduct/Effort rating in their classes that uses the following scale:

- E: Exceeding Expectations
- M: Meeting Expectations
- S: Struggling to Consistently Meet Expectations
- N: Not Meeting Expectations

Honor Roll

High achieving students are recognized each term through the Honor Roll. Three categories, **High Honors**, **Honors**, and **Commended**, help to distinguish the levels of success. All categories are based on a numerical average of each class: foreign language (grades 7 and 8), math, science, English, social studies, and related arts. Students who earn an “N” in *Effort* or *Conduct* from any teacher are disqualified from the Honor Roll.

Honor Roll is calculated based upon the numerical average in **each class**

- High Honors for an A average in **all classes** along with no grade below a B.
- Honors for a B+ average in **all classes** along with no grade below a B.
- Commended for a B average in **all classes**, allowing for one C+, provided no other grades are below a B-.

After School Activities

Students are encouraged to participate in extra-curricular activities ranging from drama to academics to athletics. We hope to involve as many students as possible in a variety of after-school activities. We promote students of all abilities, skills, and interests to take advantage of our programs, and we invite students and parents to propose ideas for additions to our after-school activity menu.

Athletics

Interscholastic sports are offered to Grade 8 students first and will open to Grade 7 students if a full team cannot be fielded. The following programs, however, do provide for Grade 7 students to participate: cross-country, football, wrestling, and track and field. Wrestling is also open to Grade 6 students. We are proud of the athletic teams at our Middle School. Athletic teams provide opportunities for students to experience personal growth and to represent our school. Athletic guidelines are governed by MIAA (Massachusetts Interscholastic Athletic Association) regulations and Hopkinton Middle School expectations. All classroom responsibilities must be completed daily before participation in a sport is allowed. Students must first meet the following classroom criteria in order to be eligible to participate on one of our teams:

- A. Students must be passing all subjects based on the most recent grading report.

- B. Students who receive an “N” - Not Meeting Expectations in Conduct/Effort will not be eligible to participate.
- C. Students absent from school on the day of a game/practice (or the day preceding a Saturday game) are not eligible to play/practice. Students must be in school a minimum of **three hours and fifteen minutes** to be considered present.
- D. If a player is disqualified from two games for misconduct, the player will not be allowed to participate in HMS sports for the rest of the season.
- E. Rules regarding practice hours, training regulations, etc., are at the discretion of the coaches, with the prior approval of the Principal or Athletic Director.
- F. Students involved with drugs and/or alcohol at any time, while a member of a school team, will be suspended from athletics for the remainder of the season.
- G. Students may be excluded from participation in athletics for violations of the disciplinary code.
- H. All students must pass a physical examination within thirteen months before participating in any sport.

Drama Productions

Our Drama Club provides our Middle School students the opportunity to experience personal growth and to represent our school. Participation in drama productions is offered to all students at the Hopkinton Middle School. All classroom responsibilities must be completed daily before participation in a production is allowed. Students must first meet the following classroom criteria in order to be eligible to participate:

- A. Students must be passing all subjects based on the most recent grading report.
- B. Students who receive an “N” - Not Meeting Expectations in Conduct/Effort will not be eligible to participate.
- C. Students absent from school on the day of a rehearsal/production will not be allowed to participate. Please Note: Students must be in school a minimum of **three hours and fifteen minutes** to be considered present.
- D. Students involved with drugs and/or alcohol at any time while a cast/crew member will be suspended from the production.
- E. Students may be excluded from participating in drama productions for violations of the disciplinary code.

Student Council Dances/Student Socials

Student Council sponsors student socials and events throughout the year. All students must have a signed permission slip to attend the event. Students who attend events must observe the following rules:

- A. Students will be allowed entry beginning at 6:30 p.m.. Students will not be admitted after 7:00 p.m. unless accompanied by a parent into the building.
- B. Events are for Hopkinton Middle School students only
- C. Clothing should adhere to the dress code, which includes no hats, as described in the General Policy Section of this Handbook.
- D. Students are responsible for their behavior, and this includes how they dance. inappropriate dancing and contact will not be tolerated.

- E. Students must remain until the conclusion of the event unless a parent comes to the dance to provide transportation.
- F. Students and parents should ensure transportation home is in place.
- G. Students must be present in school for a minimum of **three hours and fifteen minutes** on the day of the event.

Students may be sent home from a school-sponsored event for violation of any of the above-mentioned rules.

SECTION 3: ATTENDANCE, BEHAVIOR EXPECTATIONS, CODE OF CONDUCT AND DISCIPLINE PROCEDURES

ATTENDANCE

School Attendance Policy

All students are expected to attend school regularly and punctually. Hopkinton Middle School recognizes that regular and punctual school attendance is essential for success in school, and that the school shares responsibility with parents in ensuring that students attend school regularly in accordance with Massachusetts General Law. Parents or guardians are responsible for ensuring that their children attend school regularly and punctually, and the parents or guardians are responsible for reporting any absence of their child (Ch. 76 §1A). The school is responsible for inquiring about any unreported absences and notifying the parents or guardians of a student who has 5 or more absences in a school year (Ch. 76 §1A & 1B). In accordance with Massachusetts General Laws Chapter 76, absences are not to exceed seven days in any period of six months. Should a student reach five absences in a half year, the Administration will communicate with family explaining the attendance policy. If the student exceeds seven days of absences, he/she/they may be assigned a consequence that could include a detention, a Saturday school, or a meeting with administration for each absence above the seven allowable days. Presenting a doctor's note is required when dealing with ongoing, chronic or long-term illnesses such as asthma or mononucleosis.

It is important that students and parents realize that the seven allowable days in this policy are not to be considered as approved days for absences from class. **THESE DAYS SHOULD BE USED ONLY AS NEEDED.** Presenting a doctor's note will not clear an absence unless it is for an ongoing, chronic or long-term illness. A tardy or dismissal from school that causes the student to miss more than three hours and 15 minutes during the day is considered an absence.

Students are expected to be in school and to follow their schedules. Classroom time is vital to student success and what goes on in a classroom is impossible to duplicate. The important benefits derived from teacher explanations, from the interaction among students, and between teacher and student cannot be replaced. Studies have shown a correlation between grades and attendance at school. Therefore, the intent of the following attendance policy is to encourage better student attendance, so that each student can acquire the necessary skills for success.

A student who is absent from school due to a family vacation is a concern because we believe it is vital for students to receive continuous instruction. Every day that a student misses sets a student back, which in turn can create pressure on the student. We publish the school calendar well in advance of the school year to help parents plan trips, so they can coordinate with school vacations. Parents are urged to comply with the school calendar, and, since assignments are based upon material that has been previously taught, work must be made up after the student's return to school. Assignments cannot be sent home in advance. Parental cooperation in this matter is greatly appreciated.

When a student is absent from school, he, she or they may **not** attend any school function. On early release days, students must attend a minimum of 2 hours. These include, but are not limited to, student council events, theater productions, field trips, concerts, and athletic events on that day or evening. Students are expected to make up all work missed during their absence.

Excused Absences

Per Massachusetts General Law, any student who has 7 or more unexcused absences in a 90 day period will be reported to the District's Attendance Officer, School Resource Officer, or the appropriate legal authorities (Ch. 76 §2). Please note, a doctor's note may excuse an absence if it is for an ongoing, chronic or long-term illness. In addition, bereavement and celebration of a religious holiday is an excused absence.

Religious Holidays

The Hopkinton Public Schools are committed to respecting cultural and religious diversity. In order to avoid compromising any student's religious freedoms, the following guidelines have been established:

Guidelines:

1. Excused Absences - The Hopkinton Public Schools will allow excused absences to celebrate religious holidays. These excused absences will not count towards the 7 days allowable per term.
2. Notification of Absence - You are expected to notify your child's teacher(s) that your child will miss class in order to observe a religious holiday by submitting the attached form.
[\(SECONDARY – Religious Observation Notification Form\)](#)
3. Homework/Assignments – A student's observance of a religious holiday may have an impact on work that is due. The student is expected to complete work assigned around a religious holiday, including any tests or quizzes that were scheduled on days missed within one week of the missed days.
4. Sports and Extra-curricular Activities – Students shall not be penalized because they are unable to participate in a sporting event, practice, try-out or any other extra-curricular activity due to their observance of a religious holiday. Students who were absent due to a religious holiday observance will be permitted to participate in any practice, rehearsal, performance or competition even if they have not attended school on that day.

Absence

Please report a child's absence or tardiness to the school by utilizing the [Absentee Form](#) found in the [Contact Us](#) page on the HMS Website. Alternatively, you may call the school at 508-497-9809. Whether using the form or calling, please do so by 8:00 a.m. If absent, and a parent has not called the school, the nurse or the office will contact the parent at home or at work.

Tardiness

Hopkinton Middle School monitors student tardiness. Any student not in homeroom by 8:00a.m. is tardy and must report to the Main Office for a tardy slip to be given to the teacher.

Should a student reach five tardies in a half year, the assistant principal will contact the family. Should a student reach eight tardies, the student may receive a school consequence. Please be aware that tardies can only be excused for the following reasons: chronic or long-term illness or quarantine, bereavement, Weather so inclement as to endanger the student's health and safety, observance of religious holidays in accordance with the family's religious beliefs, or other exceptional reasons with prior approval of the school's Principal. Parents shall provide an explanation for a student's absence or tardiness, either in writing or via telephone to the school nurse.

Dismissal

When dismissing your child early from school, please utilize the [Dismissal Form](#) found in the [Contact Us](#) page on the HMS Website. Upon submitting this form, the Main Office will be notified of your child's dismissal. Please communicate with your child at the time for your departure from HMS as students are **not** called from classes for dismissal. When a child is being dismissed during school hours, an authorized adult **must** enter the school in order for the child to be dismissed.

The guidelines above are from the Hopkinton School Committee Policy JH, [School Attendance](#).

BEHAVIOR EXPECTATIONS

Common courtesy is to be exercised with other students, school personnel, substitute teachers, and visitors to the school. Special note is made of the need for courtesy at school-sponsored activities such as field trips, assemblies, athletic events, and theatrical performances. Respect for the feelings of a student's classmates must be a top priority. Hopkinton Middle School students are expected to conduct themselves at all times in a manner that will bring credit to and reflect positively upon them and our school. Students are responsible for knowing the school rules and understanding the importance of abiding by the school rules throughout the school year, both at school and at extra-curricular activities. Failure to do so may exclude students from participating in future extra-curricular activities if their behavior has presented a problem at previous events. The Code of Conduct will be enforced in a fair, firm, and consistent manner. We strive to make discipline a private learning experience and opportunity for growth. All students are asked in conversations with adults (teachers, administration or staff) to reflect, in writing and conversation, on behaviors that result in consequences.

One of the goals of Hopkinton Middle School is the establishment of a positive school climate that affords all students the opportunity to have the best educational experience possible. This climate is realized in an atmosphere where students and staff are respectful to one another. Middle School is a time of growth and maturation as well as a place to learn how to make appropriate choices. Middle School is also a place to learn that when a student exhibits unacceptable behavior and violates school rules, this decision comes with consequences.

CODE OF CONDUCT

Respect is at the heart of Hopkinton Public Schools: respect for yourself, respect for others, and respect for your school. Every student has a right to an education in a safe, secure and supportive environment, and every teacher has a right to expect respectful, prepared students in his/her/their /their /their classroom. The administration will treat all students consistently and equitably, and will respect the rights of all students to an education in a safe and healthy environment. It is the policy of the Hopkinton Public Schools to ensure fair and effective disciplinary practices. Accordingly, the following rules and regulations will be administered fairly and consistently to all students:

The Code of Conduct of the Hopkinton Public Schools is administered within the framework of the United States Constitution and state laws and regulations with regard to due process for students. The Code of Conduct is intended to be administered for disciplinary infractions that occur on school grounds or at school-sponsored events (on and off school grounds) OR for disciplinary infractions that occur off school grounds but substantially disrupt the educational environment or create a hostile environment at school.

The Code of Conduct is based on a system of progressive discipline with a goal of limiting the use of long-term suspension as a consequence for student misconduct until other consequences have been considered, as appropriate. The administrator will exercise discretion in determining disciplinary consequences. The administrator may utilize his/her/their /their discretion to significantly increase penalties in the cases of second and third offenses or for other factors. In determining the severity of the penalty or suspension, the appropriate administrator may consider all relevant facts, including but not limited to: 1) previous disciplinary record, 2) severity of disruption to the educational process, 3) degree of danger to self and/or others, 4) the degree to which the student is willing to change his/her/their /their /their inappropriate behavior and 5) whether alternative consequences are appropriate to re-engage the student in learning. Alternative consequences may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

Guidelines for Student Behavior

Values and Expectations

We have the same values and expectations for all members of Hopkinton Middle School:

- Mutual respect between students, teachers, staff, and all visitors
- Pride and care for our school
- Respectful and appropriate behavior

- Respect for others' physical space
- Focus on learning
- Active listening and cooperation with teachers and classmates
- Encouragement among peers to do their best
- Appropriate group actions that reflect positively to the outside community. Bus rides and field trips are extensions of the school day.

We expect students to:

- Be active and respectful participants in all aspects of the school day
- Behave in a respectful and appropriate manner in school and on the bus
- Store hats, coats, binders, Chromebooks, and lunch boxes in the appropriate places during the school day

In the Classroom

- Arrive to class on time
- Follow the classroom rules
- Be prepared with all the necessary materials
- Be respectful to all students, adults, and property
- Give best effort each and every day
- Treat others the way you wish to be treated

Hall Transitions

- Stay to the right side of the hallway
- Leave space in the hall so that others can pass
- Respect others' personal space
- Pick up trash or anything else that you drop
- Walk at all times

During Dismissal

- Walk in the hallways, and walk out of the building
- Listen to staff and follow their directions
- Board your bus or parent/guardian car in a safe and orderly manner
- Use the crosswalks and sidewalks

Behavior Rubric

Hopkinton Middle School students have the privilege of making decisions. However, all students must understand the rules and possible consequences for violating them. The Behavior Rubric is to serve as a guide for respectful behavior. The following will be considered when determining consequences:

- Age and grade level of the student
- Frequency of misconduct by the student
- Level of seriousness of the particular misconduct
- Attitude evidenced by the student
- Any other relevant factor, including but not limited to, students with disabilities who are educated under a 504 Plan or an IEP.

Any behavior that is outrageous, disrespectful, dangerous, or not specifically stated in the rubric is subject to administrator review, immediate office referral, and/or assignment of

consequences. We strive to make discipline a private learning experience and opportunity for reflection and growth. All students are asked in conversation with adults (teachers, administrators, or counseling staff) to reflect, in writing and in conversation, in behaviors that result in consequences. If you have a concern or would like an opportunity to appeal a consequence, please explain your thoughts respectfully. Make arrangements to discuss this with the teacher privately at the appropriate time and place. The final decision will be made by the teacher, administrator, or counseling staff.

The Behavior Rubric is not meant to exhaust all possible areas of misbehavior. If students behave in a way that is considered inappropriate, they will receive a consequence that is in keeping with their actions. Even if not specifically cited here, behavior, which is disruptive to the school, malicious towards others, destructive of property, or intentionally damaging to the reputation of fellow students or staff members will be considered deserving of a consequence. These rules apply at school, on school buses, and at school sponsored events, field trips, athletic events or other extra-curricular activities regardless of where the event(s) take(s) place.

| Behavior | Possible Consequence |
|---|---|
| 1 Gum chewing, soda, or caffeinated drinks | Warning Teacher consequence Call/notify home Office detention Community service |
| 2 Violation of dress code | Warning Made to change Call/notify home Office detention(s) Parent conference Loss of school privileges |
| 3 Late to class; Traveling without a pass | Teacher consequence Call/notify home Classroom detention Office detention(s) Lunch detention(s) Before/after school detention(s) Parent conference Suspension Loss of school privileges |
| 4 Refusal to follow school procedures | Teacher consequence Call/notify home In-class separate seating or removal Office or classroom detention(s) Lunch detention(s) Before/after school detention(s) |

| | |
|--|---|
| | Parent conference Suspension Loss of school privileges |
| 5 Disruptive behavior in the cafeteria, corridor or school grounds | Staff consequence Call/notify home Office detention(s) Before/after school detention(s) Parent conference Suspension Loss of school privileges |
| 6 Refusal to follow directions regarding technology | Teacher consequence Call/notify home Two week computer restriction Computer restriction for up to one term Loss of computer and/or computer restriction for duration of school year Before/after school detention(s) Parent conference Suspension Loss of school privileges |
| 7 Interfering with student learning (includes: disrupting teacher instruction, group work or student learning) | Teacher consequence Call/notify home In-class separate seating or removal Office or classroom detention(s) Lunch detention(s) Before/after school detention(s) Parent conference Suspension Loss of school privileges |
| 8 Hands on another student's property or area | Teacher consequence Call/notify home Office or classroom detention(s) Lunch detention(s) Before/after school detention(s) Parent conference Suspension Loss of school privileges |
| 9 Reckless Behavior in school or at least a school event (including: horseplay, running in halls, throwing things, etc) | Teacher consequence Call/notify home Office or classroom detention(s) Lunch detention(s) Before/after school detention(s) Parent conference Suspension |

| | |
|--|--|
| | Loss of school privilege |
| 10 Use of nuisance item, cell phone, headphones, electronics (ex: laser pointers, silly string, rubber bands, ball, toys, MP3 players, video games) | Item confiscated and returned at end of day Item confiscated and parent notified to pick up item Call/notify home Office or classroom detention(s) Lunch detention(s) Before/after school detention(s) Parent conference Suspension Loss of school privilege |
| 11 Failure to serve classroom detention | Teacher notifies home Make up teacher detention Office detention(s) Saturday school Parent conference Suspension Loss of school privilege |
| 12 Statements, gestures, actions of disrespect (includes: swearing, rumor-spreading, some name-calling) | Apology letter Call/notify home Office consequence Office detentions Saturday school |
| 13 Plagiarism/Cheating/Forgery/Lying | Teacher consequence Teacher/family discussion on topic Made to redo assignment Call/notify home No credit for assignment Saturday school Parent conference Suspension Loss of school privilege |
| 14 Hands on other students (includes pushing) | Teacher consequence Call/notify home Office consequence Parent conference Suspension Loss of school privilege |
| 15 Hands on teacher's property, space, belongings | Teacher consequence Call/notify home Office consequence Office detention(s) Saturday school Parent conference Suspension Possible police notification |

| | |
|--|--|
| 16 Skipping class or leaving school without permission | Lunch detention(s) Office detention(s) Office call/notify home Saturday school Parent conference Suspension(s) Loss of school privilege Notify SRO Court involvement |
| 17 Violation of Internet Acceptable Use Policy (includes, but not limited to use of computer, phone, electronic device, etc.) | Internet access revoked/limited Office call/notify home Office detention(s) Before/after school detention(s) Parent conference Saturday school Suspension Loss of school privilege |
| 18 Stealing/Vandalism/Graffiti | Item replaced or damage restitution made Office call/notify home Office consequence Saturday school Parent conference Suspension(s) Loss of school privilege Possible police notification |
| 19 Threat of violence; Extortion | Office call/notify home Parent Conference Suspension(s) Review by Threat Assessment Team/Behavioral Support Team Police notification Out of school suspension(s) |
| 20 Verbal abuse or profanity directed at school personnel | Call/notify home Parent conference Suspension(s) Out of school suspension(s) Loss of privileges |
| 21 Fighting or Instigating a Fight; pushing a student or staff member intentionally | Call/notify home Parent conference Suspension(s) Out of school suspension(s) Loss of privileges Police notification |
| 22 Causing False Alarms or Emergencies | Suspension(s) Loss of school privileges Exclusion hearing |

| | |
|---|---|
| | Police notification |
| 23 Violence or Threat of Violence towards a Staff Member | Suspension(s) Loss of school privileges Exclusion hearing Police notification |
| 24 Bullying and Harassment *Documentation of prior acts required *Guidance referral required | Call/notify home Formal complaint documented Parent conference Suspension(s) Out of school suspension(s) Loss of privileges Police notification Possible court involvement |
| 25 Racial/Ethnic/Religious/Homophobic Slur | Call/notify home Detention(s) Parent conference Saturday school Suspension(s) Out of school suspension(s) Loss of privileges Police notification Possible court involvement |
| 26 Possession of drugs, alcohol, cigarettes, e-cigarette or vapes | Suspension(s) Completion of Vaping Diversion Program Parent conference Loss of school privileges Exclusion hearing Police notification |
| 27 Possession of weapon or item perceived as a weapon/dangerous or illegal device | Suspension(s) Parent conference Loss of school privileges Exclusion hearing Police notification |

Dress Code

Students are expected to arrive at school and to school-sponsored extra-curricular activities dressed in a fashion that is appropriate for a school setting. Appropriate dress is required to maintain safety and to ensure that there is no disruption to the educational process. The basic guidelines of decency, modesty, good taste, cleanliness, and practicality should prevail. The appropriateness of clothing may, at times, be a question to students. The Assistant Principal or the Principal will make the final decision in this matter.

Inappropriate dress includes, but is not limited to, clothing that is uncomfortably revealing or causes embarrassment or a distraction to others. In addition to these basic guidelines, students must adhere to the following:

- a) See-through clothing, swimwear, sunglasses, are not permitted.
- b) Dress that is intended for outside, such as outdoor coats and parkas/hoods may not be worn during the day.
- c) Clothing that displays language or pictures that are considered vulgar, rude, offensive, or deemed inappropriate, is not permitted.
- d) Clothing that promotes violence, tobacco, drug, or alcohol use, as well as sexually suggestive clothing is not appropriate school wear.
- e) Hats are not to be worn when inside the classroom.

These conversations can be some of the most difficult that occur at school; they are awkward or embarrassing – often for both parties – at best. Please help the school by not putting staff in a position where they must act.

Eligibility to Participate in School Activities and Events

Extra-curricular activities and events are an important part of the educational experience for our students, but participation in these activities is a privilege, not a right. The variety of clubs, activities and events is extensive and students are encouraged to become involved in one or more of these opportunities.

Participation in clubs and activities at Hopkinton Public Schools and attending school-sponsored, school-related events is a privilege afforded to students who remain in good standing. To participate in school activities, events and clubs, students are expected to maintain good attendance and demonstrate good behavior and citizenship during school and at school-sponsored events. Eligibility for participation in activities, events, clubs, awards, scholarships and honorary positions at Hopkinton Public Schools is limited to students who are currently enrolled in and attending Hopkinton Public Schools in good standing. Students not meeting these expectations may be excluded at the discretion of the Principal or his/her/their /their /their designee. A student's removal from extracurricular activities and attendance at school sponsored events is not subject to the procedural requirements of Massachusetts Laws Chapter 37H ¾ (Principal's Hearing). The removal is not a suspension for the purpose of counting the school days that a student is suspended. Parents will be notified when a student is removed or excluded from extracurricular activities.

DISCIPLINE PROCEDURES

DISCIPLINE GUIDELINES - GENERAL

Any student whose behavior interferes with classroom instruction or the smooth operation of the school may be denied participation in co-curricular and extra-curricular activities including but not limited to assemblies, field trips (including Grade 8 Class Trip and Nature's Classroom), field days, concerts, school trips, intramurals and dances. Any incident that endangers the well-being or safety of a student, faculty member, or the school plant will be dealt with on an

individual basis at the discretion of the Assistant Principal or the Principal, regardless of the student's prior record.

Generally, teachers and students settle all classroom discipline matters in a cooperative fashion. However, more difficult matters may be resolved with the help of the team, the team leader, the school counselor, the parents, the Assistant Principal, or the Principal. Sometimes a student may be asked to leave a particular class where, in the teacher's judgment, the student's presence is a disruption to the academic process or where, in the teacher's judgment, the student is creating a hostile learning environment.

DISCIPLINE GUIDELINES – STUDENTS WITH DISABILITIES

All students are expected to meet the requirements for behavior as set forth in the student handbook. In accordance with M.G.L. c. 76 Section 5, The Hopkinton Public Schools adheres to nondiscrimination in the student disciplinary process. Federal and state laws require that additional provisions be made for students who have been found by an evaluation team to have a disability and whose program is implemented under an Individual Education Program (IEP) or a 504 Plan or who are protected under IDEA of Section 504 of the Rehabilitation Act of 1973. Hopkinton will conduct all discipline proceedings involving students entitled to protections under special education statutes or Section 504 according to pertinent statutes and regulations. A child who has not yet been determined to be eligible for special education and related services may assert the disciplinary protections under IDEA if the school had a basis of knowledge that the child is a child with a disability before the behavior that precipitated the disciplinary action occurred. 34CFR § 300.534. The following requirements apply to the discipline of students with disabilities:

1. The Assistant Principal will notify the Special Education Office of the suspendable offense of a special needs student and a record will be kept of such notices.
2. When suspensions are for fewer than 10 consecutive school days and all school year removals total fewer than 10 cumulative days, Hopkinton may exclude the student from school without obligation to provide services.
3. A suspension of 11 or more consecutive days represents a change in placement. Suspensions for fewer than 10 consecutive days may constitute a change in placement if Hopkinton determines that the removals represent a pattern. When disciplinary removal is determined to constitute a change in placement, a manifestation determination meeting is held.
4. A student's conduct is a manifestation of his/her/their /their disability if the conduct in question has a direct and substantial relationship to the student's documented disability, or if the conduct in question was the direct result of the district's failure to implement the student's IEP or 504 plan.
5. If the Team determines that the student's conduct IS a manifestation of his/her/their /their disability and/or if the student's conduct was found to be a direct result of Hopkinton's failure to implement the IEP, Hopkinton must take immediate steps to remedy those deficiencies and/or Hopkinton will conduct a functional behavioral assessment and develop a behavioral implementation plan, or review and modify an existing plan as needed.
6. If it is determined that the student's misconduct is NOT a manifestation of his/her/their /their disability, then the district may suspend or expel the student consistent with

policies applied to any student without disabilities, except that the district must still offer an appropriate education program to the student eligible for special education services, which may be in an interim alternative setting (for example: tutoring). Students covered only by Section 504 are not entitled to continued educational services as a matter of right, if their conduct is not a manifestation of their disabilities.

7. Regardless of the manifestation determination, the district may unilaterally place the student in an interim alternative education setting (as determined by the Team) for up to 45 school days under the following circumstances: 1) if the student carries or possesses a weapon to or at school, on school premises, or at a school function; 2) a student knowingly possess or uses illegal drugs, or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function; or 3) a student has inflicted serious bodily injury upon a person while at school, on school premises, or at a school function.
8. Hopkinton Public Schools will provide written notice to the parent of all rights to appeal and to an expedited hearing. If the parent chooses to appeal, during the appeal the student stays put in the interim alternative placement, unless the parent and district agree otherwise.

POLICIES RELATED TO CODE OF CONDUCT

Alcohol/Drugs

It is the philosophy of Hopkinton Middle School, in both practice and policy, to be supportive in assisting students who have difficulties with substance abuse. In keeping with this philosophy, we work with students and their families to find assistance for these issues within the school and community. Our stated school discipline policies are aligned with state law and school committee mandates and are followed accordingly

*** ALCOHOL:** Use, possession, distribution, purchasing, having consumed, or being under the influence of alcohol are all strictly prohibited in school, on school grounds at any time, prior to or at any school-sponsored event or trip. Students in violation of any of the above may be suspended from school for up to five days. Being part of a group, in school or at school events, in which alcohol is present or being consumed, puts all students who are present at risk of school discipline; students involved are likely to receive the same punishment as all members of the group.

Alcohol “breathalyzers” may be used to determine whether a student is under the influence of alcohol. Any student who refuses to take a Breathalyzer will be subject to the same disciplinary consequences as if they were under the influence of alcohol. In addition to a suspension, or other consequences deemed appropriate by the school administration, students who are involved in an alcohol related incident at school, or a school-sponsored event, will be put on social probation for a period of time determined by administration.

If the student is determined to be under the influence at school, or a school sponsored event, parents will be notified and a recommendation will be made to have the student medically evaluated. If no parent or guardian is available the school reserves the right to transport the

student via ambulance to a local hospital for further evaluation and treatment if deemed necessary.

In the event of a second violation, the student may be suspended for up to 10 days or subject to other disciplinary consequences as deemed appropriate by school administrators. However, the administrator may defer a portion of a suspension if the student agrees to have a substance abuse evaluation. In the event school discipline is deferred pending evaluation and treatment, the school administration will expect the student to fully comply with the evaluation protocol and any treatment recommendations. The student will provide a release of information to permit the student's evaluators to communicate with school personnel, such as school counselors to disclose evaluation results and treatment recommendations to the school.

The duration of a suspension and the nature and duration of any additional consequences will be determined on the basis of the nature and seriousness of the infraction.

*** DRUGS:** Use, possession, distribution, purchasing, having used/consumed, or being under the influence of a controlled substance are strictly prohibited in school, on school grounds at any time, prior to or at any school sponsored event. Students in violation of any of the above may receive a suspension from school for five days. Being part of a group, in school or at a school sponsored event, in which drugs are present puts all students at risk of school discipline; students involved are likely to receive the same punishment as all members of the group. In addition, any students in possession of drug paraphernalia or substances which appear to be, or are represented as a controlled substance, may be subjected to disciplinary consequences. In addition to a suspension or other consequences deemed appropriate by school administration, students who are involved in a drug related incident at school, or a school-sponsored event, will be put on social probation for a period of time determined by administration. Any student identified as being under the influence of drugs for a second time may be subject to a suspension of up to ten days or the imposition of other consequences as deemed appropriate by school administrators.

If a student is deemed under the influence at school, or at a school sponsored event, by the school nurse or an administrator, the parents or guardians will be notified and a recommendation will be made to have the student immediately evaluated by a physician. If the parent or guardian is not available, the school reserves the right to transport the student to a local hospital for medical evaluation. In addition, any student that refuses to be evaluated by the nurse or administrative staff will receive that same consequence associated with a student deemed under the influence.

If a student is found in possession of a controlled substance, or found to be in possession of a controlled substance with the intent to distribute, the student will be subject to a suspension of a minimum of ten days, as well as further consequences as deemed appropriate by school administrators.

In the event a student is found in possession of marijuana, the police will be notified and students may be subject to a civil fine imposed by the Hopkinton Police Department. The

student must attend a 4-hour drug prevention program and do 10 hours of community service per M.G.L c.94C, s.32L. Possession or use of marijuana is prohibited by this policy and the rules and regulations of the Hopkinton Public Schools, a student in violation of this rule will be subject to school discipline as set forth above.

Harassment

The Hopkinton Public Schools prohibits all forms of harassment, discrimination and hate crimes based on race, color, religion, national origin, sex, age, sexual orientation, gender identity, ancestry, athletic performance, homelessness, socioeconomic status, pregnancy or pregnancy related condition, academic performance, proficiency in the English language, or disability. The civil rights of all school community members are guaranteed by law. The protection of those rights is of utmost importance and priority to our school district. Further, the Hopkinton Public Schools will also not tolerate retaliation against persons who take action consistent with this policy.

Physical harassment includes pushing, hitting, punching, or other unwanted contact between students. It also includes any case of one student not permitting another student freedom of movement by blocking the way or otherwise hampering passage.

Verbal harassment includes, but is not limited to: threats, negative remarks based on another's race, color, religion, national origin, sex, age, sexual orientation, gender identity, ancestry, athletic performance, homelessness, socioeconomic status, pregnancy or pregnancy related condition, academic performance, proficiency in the English language, or disability, verbal, written or drawn abuse of a student, teacher or staff member.

Sexual harassment includes, but is not limited to: display or circulation of written materials or pictures derogatory to a gender or sexual orientation, writings or drawings placed on school properties, uninvited remarks and gestures, unwanted sexual comments, unwanted physical contact such as touching, pinching, patting, rubbing, etc., spreading sexual gossip, pressure for sexual activity, homophobic behavior such as gay harassment.

Bullying Prevention and Intervention

It is the goal of the Hopkinton School Committee and the Hopkinton Public Schools to promote a learning atmosphere for students free from all forms of bullying. Because bullying affects not only students who are targets but also those who participate and witness such behavior, it is detrimental to student learning and achievement and will not be tolerated by the Hopkinton Public Schools.

The Hopkinton Public Schools prohibits all forms of harassment, discrimination and hate crimes based on race, color, religion, national origin, sex, age, sexual orientation, gender identity, ancestry, athletic performance, homelessness, socioeconomic status, pregnancy or pregnancy related condition, academic performance, proficiency in the English language, or disability. The civil rights of all school community members are guaranteed by law. The protection of those rights is of utmost importance and priority to our school district. Further, the Hopkinton Public Schools will also not tolerate retaliation against persons who take action consistent with this policy.

“Bullying” is the repeated use by one or more students or school staff members of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target that:

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

“Aggressor/Perpetrator” is a student or staff member of a school, including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity, or paraprofessional who engages in behavior defined as bullying, cyber-bullying, or retaliation in M.G.L. c.71, S370. This person is sometimes referred to as the “bully.”

“Cyber-bullying” means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any 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, cell phone, electronic mail, internet communications, instant messages or facsimile communications.

Cyber-bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

Bullying and cyber-bullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyber-bullying are alleged, the full cooperation and assistance of parents/guardians and families are expected.

For the purposes of this handbook, whenever the term bullying is used it is to denote either bullying, or cyber-bullying.

Bullying is prohibited:

- On school grounds;
- On property immediately adjacent to school grounds;
- At school-sponsored or school-related activities;

- At functions or programs whether on or off school grounds
- At school bus stops;
- On school buses or other vehicles owned, leased or used by the school district; or,
- Through the use of technology or an electronic device owned, leased or used by the District;

Bullying and cyber-bullying are prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the District if the act or acts in question:

- create a hostile environment at school for the target;
- infringe on the rights of the target at school; and/or
- materially and substantially disrupt the education process or the orderly operation of a school.

Prevention and Intervention Plan

The Superintendent and/or his/her/their /their designee shall develop, adhere to, and update a plan to address bullying prevention and intervention, in consultation with all district stakeholders, which may include teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents/guardians, consistent with the requirements of this policy, as well as state and federal laws. The plan shall apply to students and members of school staff, including but not limited to, educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, coaches, advisors, and paraprofessionals. The bullying prevention and intervention plan shall be reviewed and updated at least biennially.

The Principal is responsible for the implementation and oversight of the bullying prevention and implementation plan within his or her school.

The bullying intervention plan school will recognize that certain students may be more vulnerable to become a target of bullying and harassment based on actual or perceived differentiating characteristics, including “race, color, religion, national origin, sex, age, sexual orientation, gender identity, ancestry, athletic performance, homelessness, socioeconomic status, pregnancy or pregnancy related condition, academic performance, proficiency in the English language, or disability, or by association with a person who has or is perceived to have 1 or more of these characteristics.” The District’s bullying intervention plan includes the specific steps that each school will take to support these vulnerable students and to provide all students with the skills, knowledge and strategies needed to prevent or respond to bullying or harassment.

Reporting

Students, who believe that they are a target of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, are obligated to report incidents to a member of the school staff. The target shall, however, not be subject to discipline for failing to report bullying.

Each school shall have a means for anonymous reporting by students of incidents of bullying. No formal disciplinary action shall be taken solely on the basis of an anonymous report. Please refer to the [Bullying Report Form](#) on the school and district website.

Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action.

Parents or guardians, or members of the community, are encouraged to report an incident of bullying as soon as possible.

A member of a school staff shall immediately report any instance of bullying the staff member has witnessed or become aware of to the school principal or their designee.

On an annual basis, the District will report bullying incident data to the Department of Elementary and Secondary Education (DESE).

Investigation Procedures

The Principal or their designee, upon receipt of a viable report, shall promptly contact the parents or guardians of a student who has been the alleged target or alleged aggressor/perpetrator of bullying. The actions being taken to prevent further acts of bullying shall be discussed.

The school principal or a designee shall promptly investigate the report of bullying, using a Bullying/Cyber-bullying Report form which may include interviewing the alleged target, alleged aggressor/perpetrator, staff members, students and/or witnesses.

Support staff shall assess an alleged target's needs for protection and create and implement a safety plan that shall restore a sense of safety for that student.

Confidentiality shall be used to protect a person who reports bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying.

If the school Principal or a designee determines that bullying has occurred he/she/they shall take appropriate disciplinary action and if it is believed that criminal charges may be pursued against the aggressor/perpetrator, the principal shall consult with the school's resource officer and the Superintendent to determine if criminal charges are warranted. If it is determined that criminal charges are warranted, the local law enforcement agency shall be notified.

The investigation shall be completed within fourteen school days from the date of the report. The parents or guardians of the aggressor(s)/perpetrator(s) and the victim(s), shall be contacted upon completion of the investigation and informed of the results, including whether the allegations were found to be factual, whether a violation of this policy was found, and whether disciplinary action has or shall be taken, and to the extent consistent with state and federal law, notified of the action taken to prevent any further act of bullying or retaliation. At a minimum the Principal or his/her/their /their designee shall contact the parents or guardians as to the status of the investigation on a weekly basis.

When a determination is made that bullying has occurred, the school Principal will inform the parents/guardians of the victim about DESE's problem resolution system (administered through PQA) and the process for seeking assistance or filing a claim.

Disciplinary actions for students who have committed an act of bullying or retaliation shall be in accordance with district disciplinary policies.

Each school shall document any incident of bullying that is reported per this policy and a file shall be maintained by the Principal or designee. A monthly report shall be provided to the Superintendent.

Confidentiality shall be maintained to the extent consistent with the school's obligations under law.

Retaliation

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying, shall be prohibited. Protections are extended to students who are bullied by a member of the staff when the staff member is named as an aggressor/perpetrator in a bullying report.

Target Assistance

The District shall provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to students, both targets and aggressor(s)/perpetrator(s), affected by bullying, as necessary.

Training and Assessment

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

Age-appropriate, evidence-based instruction on bullying prevention shall be incorporated into the curriculum for all students.

The District's plan will include provisions for informing parents/guardians about the bullying prevention curriculum as well as ways that parents/guardians can reinforce the curriculum at home. Parents/guardians will also be informed about the dynamics of bullying and online safety and cyber-bullying.

Publication and Notice

Annual written notice of the relevant sections of the bullying prevention and intervention plan shall be provided to students and their parents or guardians.

Annual written notice of the bullying prevention and intervention plan shall be provided to all school staff. The faculty and staff at each school shall be trained annually on the bullying prevention and intervention plan applicable to the school.

Relevant sections of the bullying prevention and intervention plan relating to the duties of faculty and staff are included in the school employee handbook.

Hopkinton Public Schools' [Bullying Prevention and Intervention Plan](#) is posted on the school and district website along with the [Bullying Report Form](#).

Nothing in this policy is designed or intended to limit the school's authority to discipline or take action under General Laws Chapter 71, §37H or other statutes or regulations, or in response to violent, harmful, or disruptive behavior, regardless of whether this policy covers the conduct.

Cheating/Plagiarism

Cheating is intolerable in an academic institution and it will be dealt with seriously.

Cheating involves the intentional attempt to pass off the work of others as one's own. If a student is unprepared or under-prepared for an assessment s/he should bring that to the attention of the classroom teacher. Aiding or abetting an individual in cheating is also considered cheating. Cheating includes (but is not limited to):

- Getting or giving your assignments to another person
- Using assignments submitted by others in previous terms or other courses
- Doing someone else's assignments for them
- Submitting work that is not completely created by you without proper citation
- Looking at someone else's test or quiz or asking another student for help during on the test/quiz

Consequences are cumulative from year to year:

First Offense:

- The teacher who observes the cheating will notify the parents and the assistant principal who will keep a record of the event.
- The student will likely receive no credit for the work in question.

Second Offense (In addition to the above):

- The student will be assigned to Saturday School.
- The student will be ineligible for any awards during that year.
- A conference with the student, teachers, parents/guardians, and assistant principal will be held.

Third Offense (In addition to the above):

- The student will receive a suspension. The amount of suspension days will be at the discretion of the administration.
- The principal will meet with the student and parents/guardians to explain the consequences of additional offenses.

Forgery/Misrepresentation

Signing a name other than your own is considered forgery. This includes, but is not limited to, the names of parents, teachers, staff members, and friends. Misrepresentation electronically or over the phone is also considered a serious infraction. Consequences for forgery/misrepresentation may range from office detentions to suspension at the discretion of the administrator.

Harassment

Hopkinton Middle School is committed to safeguarding the right of all students to learn in an environment that is free from all forms of harassment. Therefore, the administration condemns and prohibits all unwelcome behavior that interferes with school performance and creates an intimidating, hostile and/or offensive educational environment. The consequences for physical, verbal or sexual harassment may include anything from a warning to suspension for up to ten days, depending on the severity of the offense.

1. Physical Harassment includes pushing, hitting, punching, or other unwanted contact between students. It also includes any case of one student not permitting another student freedom of movement by blocking the way or otherwise hampering passage.
2. Verbal Harassment includes, but is not limited to:
 - Threats
 - Negative remarks based on another's race, color, religion, national origin, sex, age, sexual orientation, gender identity, ancestry, athletic performance, homelessness, socioeconomic status, pregnancy or pregnancy related condition, academic performance, proficiency in the English language, or disability
 - Verbal, written or drawn abuse of a student, teacher or staff member
3. Sexual Harassment: Hopkinton Middle School is committed to safeguarding the right of all students to learn in an environment that is free from all forms of sexual harassment. Therefore, the administration condemns and prohibits all unwelcome behavior of a sexual nature because such conduct interferes with school performance and creates an intimidating, hostile and/or offensive educational environment. The range of behaviors includes, but is not limited to:
 - Display or circulation of written materials or pictures derogatory to a gender or sexual orientation.
 - Writings or drawings
 - Uninvited remarks and gestures.
 - Unwanted sexual comments.
 - Spreading sexual gossip.
 - Pressure for sexual activity.
 - Unwanted physical contact such as touching, pinching, patting, rubbing, etc.
 - Homophobic behavior, e.g., gay harassment.

Procedures in cases of harassment based upon race, color, religion, national origin, sex, age, sexual orientation, gender identity, ancestry, athletic performance, homelessness, socioeconomic status, pregnancy or pregnancy related condition, academic performance, proficiency in the English language, or disability:

- a) Any student subjected to harassment may, if she/he/they chooses, confront the harasser informally in order to resolve the complaint on a personal level.
- b) If the complainant does not want to deal directly with the harasser, or if the matter is not resolved informally, the complainant should immediately report the

conduct to a teacher, counselor, or the assistant principal in person or in writing. The staff member becomes the student's advocate.

- c) The advocate must always take every report of harassment seriously, and respond immediately. In appropriate circumstances, the advocate may choose to sit down with the harasser and complainant together to work out an informal resolution.
- d) Complaints will be documented and pursued even if a written statement is not provided. Also, parental/guardian contact will be made to encourage the identification of the aggressor/perpetrator when there is a reluctance to do so. All complaints will be thoroughly investigated within a reasonable time. Both the complainant and the subject of the complaint will be interviewed and given an opportunity to state their case. Witnesses, if any, will also be interviewed. A record will be kept of each investigation.
- e) Both the complainant and the subject of the complaint (and their parents) will be informed of the results of the investigation in writing. If the complaint is substantiated, the investigator will refer the matter to the proper administrator for appropriate disciplinary action. For students, discipline may include a range of disciplinary consequences from warning or reprimand to exclusion from school. Discipline of school staff will be consistent with collective bargaining procedures and may include reprimand, suspension from employment, or discharge.

Complaints of harassment will be promptly investigated and immediate action will be taken to resolve complaints. Depending on the circumstances, the consequences for harassment may include anything from a warning to expulsion. The Administration reserves the right to contact law enforcement officials when and where appropriate.

No individual will suffer reprisals for reporting incidents of harassment or making complaints in good faith. The Hopkinton Middle School administration does not tolerate retaliation by an employee or student against a person who has made complaints about harassment in good faith. Full and complete copies of the School Committee's Harassment/Discrimination Policies are available for review on the district's website ([AC](#), [ACAB](#), [ACE](#)).

Hazing

Chapter 269 of the General Laws of Massachusetts strictly prohibits any conduct or method of initiation into any student organization, whether public or private, which willfully or recklessly endangers the physical or mental health of any student or person. Students violating this law will be removed from the organization and suspended from school as determined by the administration. They are also subject to legal prosecution.

Because the Hopkinton Middle School takes allegations of any type of hazing seriously, we will respond promptly to complaints, and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is

necessary, including disciplinary action where appropriate. Trained counselors are available to serve as advocates for students who believe that they have been, or are being harassed.

Search Policy

Student lockers, assigned for the period of the academic year, are school property and the Hopkinton Public Schools reserve the right to search lockers for discipline and safety reasons. However, lockers are provided only for uses consistent with legitimate school or social purposes. Storage of contraband (e.g. weapons, narcotics, drug paraphernalia, alcohol, stolen property) in school lockers is not permissible, and lockers are subject to periodic inspections to ensure compliance with these policies. Possession of contraband is illegal and inconsistent with school policy; therefore, students may also be searched if they are suspected of having such contraband on their persons. Random searches may be conducted by contraband-seeking dogs. These searches may occur at any time and students are expected to remain in their classrooms for the duration of the search. Students should have no expectation of privacy concerning their student lockers.

Law enforcement officials or other agencies may be notified as appropriate. Upon returning from suspension, a reentry meeting in which the student and his/her/their /their parent(s) meet with members of the Administrative Team is required.

Tobacco

Smoking and the use of tobacco products of any type are prohibited on school property (building and grounds), at school related events and in school vehicles.

- The use or possession of tobacco products of any type and/or smoking-related materials by students is prohibited on school property (school buildings and grounds) and at school-related events twenty-four hours a day, seven days a week.
- The use of tobacco products of any type on school property by school employees and visitors is prohibited twenty-four hours a day, seven days a week.
- The use of tobacco products of any type by students, staff, or visitors is prohibited for use within school owned/contracted/leased vehicles, twenty-four hours a day, seven days a week.

Students found smoking or in possession of tobacco products may be suspended from school for up to 5 days. Additionally:

- **FIRST VIOLATION:** The student will be fined \$100.00 per M.G.L. c.40, 21D and Article II, Sections 1-4 of the Bylaws of the Town of Hopkinton. The student will be issued a written warning that a school policy has been violated and the parents/guardian will be notified. The student will be required to attend two tobacco education sessions with the school nurse within two weeks of the infraction. Community service may be assigned in lieu of a fine.
- **SECOND VIOLATION:** The student will be fined \$200.00 per M.G.L. c.40, 21D and Article II, Sections 1-4 of the Bylaws of the Town of Hopkinton. The student will be issued a written warning that a school policy has been violated for a second time and

parents/guardian is notified. The student will be required to participate in and successfully complete an educational program provided by the school or an alternative cessation program within the next school calendar term. Community service may be assigned in lieu of a fine. A school-provided tobacco education program, which will not be a cessation model, will be offered on a regular basis. The school program is intended to help bring a pre-contemplative tobacco user to the point where he, she or they may be ready to consider quitting. The school program will offer the participant the opportunity to teach peer groups.

- **THIRD VIOLATION:** The student will be fined \$300.00 per M.G.L. c.40, 21D and Article II, Sections 1-4 of the Bylaws of the Town of Hopkinton. The parents or guardian will be notified in writing and will be required, along with the student, to meet with a school administrator. Community service may be assigned in lieu of a fine.

Electronic Cigarettes

Possession of vapor-related paraphernalia such as Electronic cigarettes, Hookah pens, Advanced Personal Vaporizers (APVs) or “Mods” (a design or variation of a commonly used electronic cigarette) are prohibited on school property (building and grounds), at school-related events and in school vehicles. Students found using or in possession will be subject to the following consequences:

- **FIRST VIOLATION:** Two days of Out-of-School suspension. Students will have the opportunity to participate in an educational program as an alternative to suspension. Upon completion of a mandatory vaping diversion program, students will be required to attend follow-up sessions for the purpose of relapse prevention and ongoing support.
- **SUBSEQUENT VIOLATIONS:** Up to 5 days Out-of-School suspensions.

SUSPENSIONS

The Hopkinton Public Schools adheres to the Student Discipline Laws and Regulations as set forth in Massachusetts General Laws Chapter 37H, 37 H1/2 and 37 H ¾ and 603 CMR 53.00 et seq.

IN-SCHOOL SUSPENSION PROCEDURES:

In-house suspension may be used as an alternative to short-term out-of school suspension. A student may be removed from regular classroom activities, but not from the school premises, for up to ten (10) consecutive school days or up to ten (10) school days cumulatively for multiple infractions during the school year. Students who are placed in in-school suspension shall have the opportunity to earn credits, make up assignments, tests, papers, and other school work as needed to make academic progress during the in-school suspension.

A student who is unable to consistently adhere to acceptable classroom standards in a particular class may be removed from the class permanently and assigned to a different class at the discretion of the principal and/or his/her/their /their designee.

Notice of In-School Suspension:

The principal or his/her/their /their designee shall inform the student of the disciplinary offense charged and the basis for the charge, and provide the student with an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident. If the principal or his/her/their /their designee determines that the student committed the disciplinary offense, the principal or his/her/their /their designee shall inform the student of the length of the student's in-school suspension, which shall not exceed ten (10) days, cumulatively or consecutively, in a school year.

On the same day as the in-school suspension decision, the principal or his/her/their /their designee shall make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension.

On the day of the suspension, the principal or his/her/their /their designee shall send written notice (by hand-delivery, certified mail, first class mail or email) to the student and parent including the reason and the length of the in-school suspension, and inviting the parent to a meeting if the meeting has not already occurred. The notice shall be in English and the primary language of the home if another language is identified in the home language survey, or by other means, as appropriate.

Parent Meeting:

The principal or his designee shall also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting shall be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the principal or his/her/their /their designee is unable to reach the parent after making and documenting at least (2) attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.

No Right to Appeal:

The decision of the Principal or his/her/their /their designee is the final decision for in-school suspensions not exceeding ten (10) days, consecutively or cumulatively during a school year.

OUT-OF-SCHOOL SUSPENSION PROCEDURES**Due Process Procedures for Out-of-School Suspensions:**

There are two types of out-of-school suspensions, Short-Term Suspensions and Long-Term Suspensions. The principal or his/her/their /their designee shall determine the extent of the rights to be afforded the student at a disciplinary hearing based on the anticipated consequences for the disciplinary offense. If the consequence may be long-term suspension from school, the principal or his/her/their /their designee shall afford the student additional rights as described below, in addition to those rights afforded to students who may face a short-term suspension from school. All students facing out-of-school suspension shall have the right to oral and written notice, as described below.

Notice of Out-of-School Suspension:

Prior to suspending a student, the Principal or his/her/their /their designee will provide the student and the Parent oral and written notice of the possible suspension, an opportunity for the student to have a hearing and the opportunity of the Parent(s) to participate in the hearing. The notice will be in English and in the primary language of the home if other than English as identified in the home language survey, or by other means of communication where appropriate. The notice will set forth in plain language:

- the disciplinary offense;
- the basis for the charge;
- the potential consequences, including the potential length of the student's suspension;
- the opportunity for the student to have a hearing with the principal or his designee concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing;
- the date, time, and location of the hearing;
- the right of the student and the student's parent to interpreter services at the hearing if needed to participate;
- if the student may be placed on long-term suspension following the hearing with the principal:
 1. the rights set forth in 603 CMR 53.08(3)(b) ; and
 2. the right to appeal the principal's decision to the superintendent.

The principal or his/her/their /their designee shall make reasonable efforts to notify the parent orally of the opportunity to attend the hearing. Prior to conducting a hearing without the parent present, the principal or his/her/their /their designee will document reasonable efforts to include the parent. The principal or his/her/their /their designee is presumed to have made reasonable efforts if the principal or his/her/their /their designee has sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.

Written notice to the parent may be made by hand delivery, first-class mail, certified mail, or email to an address provided by the parent for school communications, or any other method of delivery agreed to by the principal and parent.

Emergency Removal of a Student:

Under certain emergency circumstances, it may not be practical for the principal or his/her/their /their designee to provide prior oral and written notice before removing a student from school.

The principal or his/her/their /their designee may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the principal's (or his/her/their /their designee's) judgment, there is no alternative available to alleviate the danger or disruption. The principal or his/her/their /their designee will immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger presented by the student. The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the principal shall:

- Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, the disciplinary offense, the basis for the charge, the potential consequences, including

potential length of suspension, the opportunity for a hearing including the date/time/location of the hearing, the right to interpreter services, and other rights permitted for students who may be placed on long-term suspension as set forth in 603 CMR. 53.08(3)(b);

- Provide written notice to the student and parent, including the information described in 603 CMR 53.06(2);
- Provide the student an opportunity for a hearing with the principal or his/her/their /their designee that complies with 603 CMR 53.08(2) or 53.08(3), as applicable, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the principal, student, and parent.
- Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of 603 CMR 53.08(2)(c) and 53.08(2)(d) or 603 CMR 53.08(3)(c) and 53.08(3)(d), as applicable.

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

SHORT-TERM SUSPENSION PROCEDURES:

A Short-Term Suspension is the removal of a student from the school premises and regular classroom activities for ten (10) consecutive school days or less. The principal, or his/her/their /their designee, may, in his or her discretion, allow a student to serve a short-term suspension in school. Any student facing a potential short-term suspension is entitled to a hearing with the Principal or his/her/their /their designee with the following process:

Principal - Short-term Suspension Hearing:

- The purpose of the hearing with the principal or his/her/their /their designee is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction. At a minimum, the principal or his/her/their /their designee shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also shall have an opportunity to present information, including mitigating facts that the principal or his/her/their /their designee should consider in determining whether other remedies and consequences may be appropriate as alternatives to suspension. The principal or his/her/their /their designee shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.
- Based on the available information, including mitigating circumstances, the principal or his/her/their /their designee shall determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.
- The principal or his/her/their /their designee shall notify the student and parent of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal, as

provided in 603 CMR 53.13(1). The determination shall be in writing and may be in the form of an update to the original written notice.

No Right to Appeal:

The decision of the Principal or his/her/their /their designee is the final decision for short-term out-of-school suspensions not exceeding ten (10) days, consecutively or cumulatively during a school year.

LONG-TERM SUSPENSION PROCEDURES:

A Long-Term Suspension is the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. The principal or his/her/their /their designee, may, in his or her discretion, may allow a student to serve a long-term suspension in school. Except for students who are charged with a disciplinary offense set forth in Massachusetts General Laws Chapter 71, §37 H, or in Massachusetts General laws Chapter 71 § 37H ½, no student may be placed on long-term suspension for one or more disciplinary offenses for more than ninety (90) school days in a school year beginning with the first day that the student is removed from school. No long-term suspension shall extend beyond the end of the school year in which such suspension is imposed. Any student facing a potential long-term suspension is entitled to a hearing with the Principal or his/her/their /their designee with the following process:

Principal Hearing - Long-term Suspension:

(a) The purpose of the hearing with the principal or his/her/their /their designee is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction. At a minimum, the principal or his/her/their /their designee shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also shall have an opportunity to present information, including mitigating facts, that the principal should consider in determining whether other remedies and consequences may be appropriate as alternatives to suspension. The principal or his/her/their /their designee shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.

(b) In addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following additional rights:

1. In advance of the hearing, the opportunity to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student or not;
2. the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense;

3. the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so;
4. the right to cross-examine witnesses presented by the school district;
5. the right to request that the hearing be recorded by the principal, and to receive a copy of the audio recording upon request. If the student or parent requests an audio recording, the principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

(c) The principal or his/her/their /their designee shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.

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

1. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
2. Set out the key facts and conclusions reached by the principal;
3. Identify the length and effective date of the suspension, as well as a date of return to school;
4. Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school;
5. Inform the student of the right to appeal the principal's decision to the superintendent or designee, but only if the principal has imposed a long-term suspension. Notice of the right of appeal shall be in English and the primary language of the home if other than English as determined by the home language survey, or other means of communication where appropriate, and shall include the following information stated in plain language:
 - a) the process for appealing the decision, including that the student or parent must file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that the long-term suspension will remain in effect unless and until the superintendent decides to reverse the principal's determination on appeal.

Superintendent's Appeal Hearing – Long-Term- Suspension:

(1) A student who is placed on long-term suspension following a hearing with the principal shall have the right to appeal the principal's decision to the superintendent.

(2) The student or parent shall file a notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days. If the appeal is not timely filed, the superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

(3) The superintendent shall hold the hearing within three (3) school days of the student's request, unless the student or parent requests an extension of up to seven (7) additional calendar days, in which case the superintendent shall grant the extension.

(4) The superintendent or designee may proceed with a hearing without a parent or guardian of the student, if the superintendent or designee makes a good faith effort to include the parent or guardian. The superintendent shall be presumed to have made a good faith effort if he, she or they have made efforts to find a day and time for the hearing that would allow the parent and superintendent to participate. The superintendent shall send written notice to the parent of the date, time, and location of the hearing.

(5) The superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent upon request. The superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request.

(6) The student shall have the right to present oral and written testimony, cross-examine witnesses, and shall have the right to counsel.

(7) The superintendent shall issue a written decision within five (5) calendar days of the hearing which meets the requirements of 603 CMR 53.08(3)(c)1 through 5. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the principal, but shall not impose a suspension greater than that imposed by the principal's decision.

(8) The decision of the superintendent shall be the final decision of the school district, with regard to the suspension.

A parent conference (re-entry meeting) with the Principal or his/her/their /their designee is strongly encouraged before students who are suspended return to school. This conference will be used to promote the engagement of the parents or guardians in discussions of the student's misconduct and to assist the student in re-engaging with the school community.

EXCLUSION/EXPULSION:

The exclusion or expulsion of a student from school will be in accordance with Massachusetts General Laws, Chapter 71, Section, 37H. The grounds for exclusion or expulsion include but are not limited to the following:

- a. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun, a knife, or their facsimile, or anything used in the commission of assault and battery; or a controlled substance as defined in Chapter 94 C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
- b. Any student who assaults a principal, assistant principal, teacher, teacher's aide, or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- c. Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at a hearing before the principal. After said hearing, a principal may, in his/her/their /their discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).
- d. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his/her/their /their appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
- e. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan.
- f. Any student who is suspended or expelled pursuant to this section shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal.
- g. Any student who is suspended or expelled pursuant to this statute for more than ten (10) consecutive days shall have the opportunity to receive education services and made academic progress toward meeting state and local requirements, through the school-wide education service plan.

FELONY COMPLAINT OR CONVICTION

Pursuant to Massachusetts General Laws Chapter 37 H ½, the following procedures shall be implemented for students charged with or convicted of a felony:

- a. Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of this right to appeal and the reasons for such suspension taking effect. Upon expulsion of such student, no school or school district shall be required to provide educational services to the student shall also receive written notification of this right to appeal and the process for appealing such suspension; provided however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.
- b. The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town, or regional school district with regard to the suspension.
- c. Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a detrimental effect of the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.
- d. The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or

headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town, or regional school district with regard to the expulsion.

- e. Any student who is suspended or expelled pursuant to this section shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal.
- f. Any student who is suspended or expelled pursuant to this statute for more than ten (10) consecutive days shall have the opportunity to receive education services and made academic progress toward meeting state and local requirements, through the school-wide education service plan.

STUDENT RIGHTS DURING SUSPENSION OR EXPULSION:

Any student who is serving an in-school suspension, short-term suspension, long-term suspension, or expulsion shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. The principal shall inform the student and parent of this opportunity in writing when such suspension or expulsion is imposed.

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

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

Acceptable Use Policy

Internet Use

Just as students are responsible for proper behavior in a classroom or in the hallway, they are expected to be respectful and responsible while utilizing the school computer networks. Communications on computer networks are often public in nature and general school rules for behavior and communications apply. Network access is provided for students and staff to conduct research and to communicate with others. Access to network services will be provided to students who agree to act in a considerate and responsible manner. It is the policy of the Hopkinton Public School System to maintain an environment that promotes ethical and

responsible conduct in all network activities by staff and students. It shall therefore be a violation of this policy for any employee or student to engage in any computer activity that does not conform to the established purpose and general rules and policies of the Hopkinton Public School System. The School Administration reserves the right to place reasonable limits on materials posted or accessed through its computer network. Hopkinton Public Schools reserves the right to monitor its computer network and individual computers, including but not limited to e-mail accounts. These rules include but are not limited to:

- a) No student will be allowed independent access/use (not under the supervision of a professional staff member who is actively engaged in the supervision of students' Internet activity) of the Internet, or e-mail system unless a parent/guardian permission slip is on file.
- b) All use of a school's local area network (LAN), Internet connection, or e-mail system must be in support of education and research and consistent with the purposes of Hopkinton Public Schools.
- c) Students shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
- d) Users shall not download any executable files without the expressed permission of a professional staff member.
- e) Hate mail, harassment, cyber-bullying, discriminatory remarks and other antisocial behaviors are prohibited on the LAN or on school computers or school grounds or activities.
- f) Malicious use of the LAN/Internet to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
- g) Use of the LAN/Internet to access or process pornographic material or files dangerous to the integrity of the local area network is prohibited.
- h) LAN/Internet accounts are to be used only by the authorized owner of the account for the authorized purpose.
- i) All information accessed via the Internet should be assumed to be the private property of the information provider unless otherwise stated and is not to be used without permission.

Hopkinton Public Schools assumes no responsibility for:

- a. Any financial obligations arising out of unauthorized use of the system.
- b. Any cost, liability or damages caused by a user's violation of these guidelines.
- c. Any information or materials that are transferred through the network.
- d. The reliability of the data connection. Hopkinton Public Schools shall not be liable for any loss or corruption of data resulting while using the network.
- e. A student's illegal distribution (pirating) of software.

From time to time, the Hopkinton Public Schools' Director of Technology will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

Students must learn proper codes of conduct in electronic communication. Giving out personal information is inappropriate. Giving out personal information about another person including home address or phone number is strictly prohibited. Students must notify a parent/guardian, a teacher, or a school administrator immediately if any individual is trying to contact them for illicit or suspicious activities.

Internet use is governed by Hopkinton School Committee policy, school rules and codes of conduct and applicable law and regulation. The School Committee recognizes that Internet resources and various electronic tools including, but not limited to, laptop and tablet computers, "smart" phones, and digital cameras change how information may be created, accessed, communicated, and transferred. The School Committee supports the use of the district's network and electronic tools by both students and staff for educational purposes and it recognizes that the District must assure that students develop the skills that are necessary to appropriately and safely analyze, evaluate, and utilize such resources. The School Committee expects that staff will blend thoughtful use of such information and tools throughout the curriculum and provide guidance and instruction to students in the appropriate use of both, including adherence to copyright and cyber-bullying laws.

The Hopkinton Public Schools shall not be liable for the individual user's inappropriate use of electronic resources or violations of copyright restrictions, users' mistakes, or negligence or costs incurred by users.

As electronic tools and the Internet are constantly changing and the rate of change is increasing, this policy will be regularly reviewed to assure currency with new tools or Internet services.

The district's network or electronic tools may not be used for the following:

- **Harassment, discrimination, or bullying.** This includes, but is not limited to, the use of obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images that harass and discriminate against a protected class or constitute cyber-bullying.
- **Posting of personal information.** No student or staff member may use the network to post personal addresses, telephone numbers, or personal email addresses or oneself or others without express prior consent of the principal and parents.
- **Sharing of email accounts.** Staff and students will take reasonable precautions to maintain the security of email or other accounts provided by the district by keeping passwords confidential.
- **Plagiarism.** Text, graphics, video, or other content must be used in accordance with copyright law and properly cited.
- **Copying district-purchased and/or copyrighted software.**
- **Accessing confidential information.** No one may gain unauthorized access or intentionally seek information on, obtain copies of, or modify files, other data, or

passwords for which the person has not been given access, or misrepresent other users on the network.

- **Illegal activity of any type.**

The following uses are generally prohibited, with limited exceptions:

- **Commercial or for-profit purposes, including advertising.** Students may not use the district network to offer, provide, or purchase products or services. However, a staff member may use the network for these purposes as their job requires.
- **Accessing inappropriate material.** Although the district network is filtered in accordance with the Children's Internet Protection Act, it may be possible to access material that is profane, obscene, or pornographic, that advocates illegal acts, or that advocates violence or discrimination towards other people. Such use is prohibited unless a teacher approves a specific, special exception for a student to conduct research.
- **Political lobbying for candidates.** The network may be used, however, within the rights of free speech to communicate with elected representatives and to express opinions on political issues.
- **Uploading or downloading unauthorized software on any district electronic device.** The Director of Technology may authorize downloading of software for district devices.

Use of District Devices and Electronic Network

All data stored or transmitted on any district electronic device or transmitted from any device on the district network may be monitored, retrieved, downloaded, printed, copied at any time and without notice, as staff and students have no right to privacy with regard to such data. This information may be disclosed to others, including law enforcement agencies.

The use of the district's network and electronic tools is a privilege, not a right. Access to network services will be provided to students and staff who demonstrate continual adherence to this policy. In addition, no student will be allowed to independently use the network unless parents or guardians provide Acceptable Network Use Permission (IJNDB – R1). Such permission may be provided on a paper copy or electronically in whatever format the district may provide.

Parents and students may obtain a copy of the School Committee policy and additional information regarding use of computers in school from the Principal and are urged to review

School Committee Policy IJNDB on [Acceptable Internet Use](#) ■

Misuse of Technology

The following are considered theft or vandalism:

- a) Unauthorized use of or entry into the computer networks. This includes giving out your login name and password or using another student's login name & password.
- b) Purposeful transfer of a computer virus to any school disk or computer.
- c) Unauthorized use of any computer system in the building including loading or removal of software and/or tampering with computer files.

- d) Unauthorized use of any telecommunication device in the building.
- e) Unauthorized removal of any computer equipment.

A student's commission of any of these acts shall be deemed a major violation and he/she/they shall be subject to the appropriate action taken as described in the General School Discipline section of this Handbook. The Principal or his/her/their /their designee may contact the Hopkinton Police Department or other law enforcement agencies as appropriate.

SECTION 4: GENERAL POLICIES & PROCEDURES

HOMELESS STUDENT

The McKinney Homeless Assistance Act is a federal law that requires all homeless youth to have access to the same free and appropriate public education that is provided to all other children. McKinney states that homelessness alone is not sufficient reason to separate students from the mainstream school environment.

The Massachusetts Educational Plan provides services aimed at preventing homeless children from experiencing further instability in their lives.

Students who actually reside in Hopkinton and who qualify as homeless students under the federal McKinney-Vento Act will be immediately enrolled in Hopkinton Public Schools in accordance with federal law. Further information and assistance may be obtained from the Homeless Liaison for the Hopkinton Public School District.

NOTICE RE: NON-DISCRIMINATION AND CIVIL RIGHTS PROTECTIONS

It is the role of the Hopkinton Public Schools to provide a safe and secure learning environment for all its students without distinction based on race, color, religion, national origin, sex, age, sexual orientation, gender identity, ancestry, athletic performance, homelessness, socioeconomic status, pregnancy or pregnancy related condition, academic performance, or proficiency in the English language, or disability. Discrimination, sexual and bias-motivated harassment, and violations of civil rights disrupt the educational process and will not be tolerated.

Because of the importance of this issue, the Hopkinton School Committee has adopted policies that require zero tolerance for discriminatory behavior and policies that provide for specific responsibilities for school staff in ensuring a discrimination free learning environment (Policy AC) summarized below.

It shall be a violation for any pupil, teacher, administrator or other school personnel to engage in sexual or bias-related harassment (referred to as "wrongful harassment") or to violate the civil rights of any pupil, teacher, administrator, or other school personnel. A failure of such personnel to address conduct, which violates this policy, also constitutes a violation of civil rights. For students, discipline may include a range of disciplinary consequences from warning or reprimand to exclusion from school. Discipline of school staff will be consistent with collective

bargaining procedures and may include reprimand, suspension from employment, or discharge. Conduct amounting to a hate crime is a particularly serious infraction that will result in referral to law enforcement agencies.

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

If the complaint is not satisfactorily resolved, a written complaint may be forwarded to the Hopkinton Public Schools' Coordinator for Nondiscrimination Compliance. To be considered, the written complaint must fully set out the circumstances that gave rise to the alleged grievance and must be filed within seven calendar days of the receipt of a response from the school principal or designee.

The district's Coordinator for Nondiscrimination Compliance will conduct a hearing and respond in writing within fourteen calendar days.

If the parent, student, or employee disagrees with the decision or proposed resolution made by the Coordinator for Nondiscrimination Compliance, the grievant may appeal, in writing, to the Superintendent of Schools or to the Hopkinton School Committee. Such appeal must be received by the Superintendent or by the School Committee chairman within seven calendar days of the response from the Coordinator for Nondiscrimination Compliance. Complaints not originating from school-based programs, policies, or practices should be brought to the attention of the administrator in charge of the work or policy unit. This administrator will act as the principal does in school-based complaints and will adhere to the same timelines. As with school-based complaints, if the complaint is not satisfactorily resolved, a written complaint may be forwarded to the Hopkinton Public Schools' Coordinator for Nondiscrimination Compliance. The procedure from there is the same as with a school-based complaint.

Non-Discrimination Compliance Coordinator
Superintendent
Hopkinton Public Schools
89 Hayden Rowe Street
Hopkinton, MA 01748
Phone: 508-417-9360

A complaint may also be made to:
U.S. Department of Education
Office for Civil Rights
Edward McCormack Building, Room 701
Post Office Square
Boston, MA 02109

PHYSICAL RESTRAINT

Massachusetts General Laws provide for the adoption of a physical restraint policy by all public education programs. The purpose of this regulation (603 CMR 46.00) is to ensure that every student is free from the unreasonable use of physical restraint. Please see [Hopkinton Public Schools Physical Restraint Policy JKAA](#) for more information.

PUBLICATION OF NAMES

The school plans to publish the names of students in certain situations. Examples of this include: sports assemblies, term honor rolls, special awards and assemblies. If a student does not wish to have such information released to the news media or printed in school programs, the student must inform the Principal in writing. The No Child Left Behind Act of January 2002 requires schools to provide home addresses, and other student information to any representative of the military who requests it. You may notify the school if you do not want this information to be distributed.

PARENTS MAY RESTRICT PUBLICATION OF STUDENT PHOTOGRAPH OR IMAGE

The Hopkinton School Committee recognizes that parents and guardians have the right to restrict the public display of photographs and electronic images of their son/daughter. This includes images posted on bulletin boards or appearing in any form of print or electronic media. The School Committee also recognizes that students eighteen years old or older have the right to determine these restrictions for themselves. However, this policy shall not limit the right to publish photographs of any student participating in school sports, school plays or concerts or other activities in the public domain.

Students' addresses, email addresses, phone numbers, or any other personal information will not be included with any photos posted or posted or published in print or electronic media by the district or Hopkinton Parent Teacher Organization (HPTO).

If a photo is posted or published contrary to intent of this policy, the school principal shall be immediately notified. The Principal and/or Superintendent of Schools will immediately make every reasonable effort to cease publication or withdraw the photo(s) from display.

At the beginning of each school year, each school will provide a form to all parents or guardians and students who have reached the age of eighteen that they may sign to indicate that the publication of images is to be restricted. Parents, guardians, or eighteen year old students must return the form in order to request restriction. If the form is not signed and returned, the schools are free to post or publish images. This form may be submitted later in the school year if a reason for a photo restriction occurs after the start of school.

For more information on this School Committee policy, please see policy JDR at <http://www.hopkinton.k12.ma.us/Page/324> or obtain a copy of this policy from the Principal.

POLICY PERTAINING TO STUDENT RECORDS

Under both state and federal laws, parents and students have rights related to student records including rights to access records and rights to confidentiality of records. The Hopkinton Public Schools complies with all state and federal statutes and regulations regarding student records. Hopkinton will forward student records to schools in which a student seeks or intends to enroll without the prior written consent of the eligible student or parent pursuant to 603 CMR 23.07

See School Committee Policy [JRA Student Records](#) for further information or obtain a copy of this policy from the Principal. This policy will also direct you to original sources of law and regulation including M.G.L., c.71 §34E and 603 CMR 23.00.

Non-custodial parents may have access to student records unless the school district is informed that the non-custodial parent is denied access to the records for reasons stated in 603 CMR 23.07(5). Custodial parents will be informed of a request for records by a non-custodial parent. See School Committee Policy JRCA for further information: <http://www.hopkinton.k12.ma.us/Page/324> or obtain a copy of this policy from the Principal.

Student Records Forwarded Without Consent

The student record may be forwarded to a school to which the student is transferring without the student or parent's consent. When records are requested and transferred, parents will be notified. Regulations provide that the parent may request a copy of the records transferred and may ask for a hearing to challenge the content of the record. Such requests should be addressed in writing to the Principal.

Student Discipline Records Are Part of Student Record

Incidents resulting in student discipline are part of the student record and as such remains part of a student's record until graduation from high school, subject to the same provisions as described in School Committee policy JRA: <http://www.hopkinton.k12.ma.us/Page/324>

PARENT MAY EXEMPT STUDENT FROM INSTRUCTION IN HUMAN SEXUALITY

Human sexuality is a part of the established curriculum. It includes topics such as puberty (Grade 5), dating, relationships and communication (Grades 5-12), reproductive anatomy and physiology (Grades 6-12), responsible pregnancy prevention (Grades 6-12), communicable and non-communicable diseases including HIV/AIDS and universal precautions (Grades 5-12).

Material is presented in a balanced, age appropriate, factual way. During the course, students will be able to ask questions, which will be answered in an age appropriate manner.

Under Massachusetts law, you have a right to inspect and review program instruction materials and you may request an exemption for your child from any portion of the curriculum that primarily involves human sexuality education. To request an exemption, simply send a letter to the Principal requesting an exemption for your child.

No student who is exempted from this portion of the curriculum will be penalized. See School Committee Policy [IAHMB](#) for further information, or obtain a copy of this policy from the Principal.

COVID-19 PANDEMIC

COVID-19 protocols will be adjusted as needed during this school year. Face covering use, unless otherwise governed by DESE, will comply with masking decisions made by the Hopkinton School Committee at the local level.

SECTION 5: FORMS & LINKS

SCHOOL COMMITTEE POLICIES AND FORMS

Policies can be found on the District website under [School Committee/Policies](#). Some of the more relevant policies and forms can be found below.

[Administering Medication](#)

[Bullying Prevention](#)

[Field Trip Consent Form](#)

[Financial Assistance Determination Application](#)

[Financial Assistance Policy](#)

[Financial Assistance Program](#)

[Gifts to Employees and School Committee](#)

[Internet Acceptable Use](#)

[Non-Discrimination](#)

[Photo Restriction Form](#)

[Physical Restraint of a Student](#)

[Publication of Student Photographs and Images](#)

[Religious Holiday Observance and Religious Expression Policy](#)

[Religious Observation Notification Form](#)

[School Attendance](#)

[School Councils Policy](#)

[School Related Problems and Concerns](#)

[Smoking and Use of Tobacco Products](#)

[Student Drug/Alcohol Abuse Prohibited](#)

[Student Conduct on Buses](#)

[Student Records](#)

[Student Transportation](#)

[Wellness](#)