

**WAREHAM MIDDLE SCHOOL
HANDBOOK FOR
STAFF, STUDENTS and PARENTS
2021-2022**



Vision of Wareham Public Schools

Wareham Public Schools will provide challenging, innovative, and engaging educational experiences that create a global understanding, and a competitive advantage for our students, our schools, and our community creating a better world.

INTRODUCTION

The Wareham Public Schools has a tradition of care and respect for the individual student. Each student is encouraged to grow intellectually, emotionally, physically, and socially. Our mission is to educate all students for life's responsibilities, challenges, and opportunities. This Middle School Handbook of Policies and Procedures for Students, Staff, and Parents/Guardians is intended for all parties so that each will know their responsibilities to the school community. All members of the school community may expect to feel safe and may expect that their person, property and opinions will be respected. Each member of the school community is expected to contribute to creating an atmosphere of trust. School should be a setting in which respect for rules and common decency are accepted by all as the necessary structure for both learning and community, and where those in authority try always to strike a balance between individual rights and the general good.

Intended as a guideline for parents/guardians and teachers, as well as for the students in our schools, this handbook is based on recognition of the responsibility that each person has to foster the physical, moral, and intellectual growth of each child. Parents/guardians must be accountable for the care, welfare, and behavior of their children; teachers must be concerned for the intellectual and behavioral standards of the students in their classrooms; students must grow in understanding of their responsibility for themselves.

Therefore, it is the responsibility of the teacher to report all violations of these regulations in this handbook to the parents/guardians and if warranted, the administration. Every parent/guardian should, therefore, reinforce the need for appropriate behavior from their child.

A child's experience at school is among the most important of his/her life. We work hard to be sure that school is a challenging, engaging, and a happy place for children to learn and make friends. To help in making these school experiences as productive as possible, we are providing this booklet, to supplement the district handbook, which further explains our district policies and school procedures. Please keep these documents as a reference to use throughout the year.

We ask that parents/guardians will become active participants in school affairs. This is your school. Your help and cooperation contribute towards making school a successful and productive learning experience.

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School Contact Information

School Phone Number 508-291-3550
School Fax number 508-291-3580
Website: www.warehamps.org

Inclement Weather – SwiftReach Communications will notify you of school closings. Please make sure your numbers are updated in the office.

ADMINISTRATION

Mrs. Tracie Cote	Principal	508-291-3550 x 6102
Mr. Daniel LeFavor	Assistant Principal	508-291-3550 x 6105
Mrs. Sandi Ponte	Assistant Principal	508-291-3550 x 6106

CAFETERIA MANAGER

Mrs. Merle Parker	Cafeteria Manager	508-291-3550 x 6115
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STUDENT SERVICES

Mrs. Kristen Gorman	Guidance 5&6	508-291-3550 x 6122
Mrs. Melissa Hokanson	Guidance 6&7	508-291-3550 x 6200
Ms. Melissa Jaspon	Social Worker	508-291-3550 x 6127
Ms. Stephanie Branch	School Psychologist	508-291-3550 x 6118
Jesse Aleixo	Team Chair/School Psychologist	508-291-3550 x 6110

SECRETARIES

Mrs. Brenda Parsons	Receptionist/Secretary	508-291-3550 x 6101
Mrs. Elaine Johnson	Principal's Secretary	508-291-3550 x 6103
Mrs. Marilyn Hackett	Assist. Principal's Secretary	508-291-3550 x 6104
Mrs. Deborah Peckham	Special Ed. Secretary	508-291-3550 x 6109

NURSE

Mrs. Susan Akins	508-291-3550 x 6108
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SCHOOL RESOURCE OFFICER

Based out of WHS	508-291-3510 x 701
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SCHOOL CALENDAR 2021-2022



WAREHAM MIDDLE SCHOOL
508-291-3550
JOHN W. DE CAS ELEMENTARY SCHOOL
508-291-3530
MINOT FOREST ELEMENTARY SCHOOL
508-291-3555

WAREHAM PUBLIC SCHOOLS
Central Administration Offices
48 Marion Road
Wareham, Massachusetts 02571
508-291-3500

WAREHAM HIGH SCHOOL
508-291-3510
WAREHAM COOPERATIVE
ALTERNATIVE SCHOOL
508-291-3500 Ext. 3551

SCHOOL CALENDAR

2021-2022

August 23 & August 24, 2021
August 25, 26, 2021
August 30, 2021 - First Day Grades 1-12 (Day 1 of 180 student days)

NEW Staff Orientation
STAFF INSERVICE
August 2 Days

HOLIDAYS AND VACATIONS:

NO SCHOOL – Friday, September 3, 2021
Labor Day – September 6, 2021
September 8, 2021 – First Day Grades PreK/Kindergarten
Early Release Day – Wednesday, September 15, 2021
STAFF INSERVICE – Thursday October 7, 2021 and Friday, October 8, 2021
Holiday Observed – October 11, 2021
Veterans Day - November 11, 2021
Thanksgiving Recess - Schools Close November 24, 2021 at the end of the **Half-day**
Schools Open November 29, 2021
Early Release Day – Wednesday, December 8, 2021
December Vacation - Schools Close December 22, 2021 at the end of the **Half-day**

September 20 Days
STAFF INSERVICE
October 18 Days

November 19 Days
December 16 Days
75 Days

Schools Open January 3, 2022
STAFF INSERVICE – Friday, January 14, 2022
Martin Luther King's Birthday - January 17, 2022
Early Release Day – Wednesday, February 2, 2022
February Vacation-Schools Close February 18, 2022 at the end of the school day
Schools Open February 28, 2022
Early Release Day – Wednesday, March 9, 2022
Early Release Day – Wednesday, April 6, 2022
April Vacation-Schools Close April 14, 2022 at the end of the school day
Good Friday – April 15, 2022
Schools Open April 25, 2022
Memorial Day - May 30, 2022
Graduation Day - June 3, 2022 (rain date June 4, 2022)
Juneteenth Observed – June 20, 2022
Schools Close June 24, 2022; Half day for all schools
***5 snow days are included (June 17-24), deduct for each day not used**

STAFF INSERVICE

January 19 Days
February 15 Days
March 23 Days

April 15 Days
May 21 Days

June 17 Days
185 Days

MCAS Retests High School – TBD
MCAS Test High School Biology – TBD
MCAS Retests ELA & Math – TBD
MCAS ELA Grade 10 – TBD
MCAS Test Gr. 3-8 –March 30 – TBD
MCAS Test Math Gr.10 – TBD
MCAS Tests STE High School – TBD
MCAS Biology and Physics High School – TBD

Vacations may be cancelled or shortened if multiple school days have to be made up. Approved by School Committee: 8/5/2021

**Wareham Middle School
Term Schedule
2021-2022**

Term 1

September 30 - Term 1 Progress Reports Issued

November 4 - Term 1 Ends

November 10 - Term 1 Report Cards Issued

Term 2

December 9 - Term 2 Progress Reports Issued

January 24 - Term 2 Ends

January 28 - Term 2 Report Cards Issued

Term 3

March 2 - Term 3 Progress Reports Issued

April 4 - Term 3 Ends

April 8 - Term 3 Report Cards Issued

Term 4

May 12 - Term 4 Progress Reports Issued

June 15 - Term 4 Ends and Report Cards Issued

GENERAL INFORMATION

School Structure and Philosophy

Organizational Structure of the Wareham Middle School

Wareham Middle School serves students in Grades 5 - 7 across the entire town of Wareham.

Student's Rights and Responsibilities

Students have the right to freedom of expression, petition and assembly through speech, symbols, and the dissemination of written viewpoints as well as the right to assemble peaceably on school property, provided that no disruption or disorder is caused within the school or its programs. (Any expression made by the student will not be deemed to be the expression of school policy or school officials.) All postings and flyers whether print or electronic, must be approved by school administration.

Students are responsible for behaving in a respectful, cooperative manner as members of the school community.

The Right to an Equal Education

June 2005

Discrimination

State and Federal laws prohibit discrimination in education. Wareham Public Schools does not discriminate on the basis of race, color, sex, religion, national origin, disability, gender identity, or sexual orientation with regard to admission, access to programs, activities or employment opportunities. In the Wareham Public Schools:

1. No student shall be excluded from participation in, denied the benefit of, or subjected to discrimination in any academic, extracurricular, research, or other school-sponsored activity because of such student's race, color, sex, religion, national origin, disability, gender identity, sexual orientation, age, ancestry, ethnicity, military or veteran status, pregnancy, pregnancy-related conditions or participation in discrimination-complaint related activities.
2. No student shall be excluded from any school program or school-sponsored activity because of pregnancy, except where required by

health considerations, or because of marital or parent/guardian status, except where the educational process would be disrupted.

Chapter 76, Section 5

Place of Attendance; Discrimination

Every person shall have a right to attend the public schools of the town where he actually resides, subject to the following section. No school committee is required to enroll a person who does not actually reside in the town unless said enrollment is authorized by law or by the school committee. Any person who violates or assists in the violation of this provision may be required to remit full restitution to the town of the improperly attended public schools. No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, religion, national origin, disability, gender identity, or sexual orientation. Amended by St. 1971, c.622, c.1; St. 1973, c925, s9A; St. 1993, c282; St 2004, c.352, s.33.

Educational Services for Students Identified as Homeless or Unaccompanied Youth Amended, May 9, 2019

Section 725 (2) of the McKinney-Vento Homeless Assistance Act, which applies to the Wareham Public Schools, defines:

- Homelessness as individuals who lack a fixed, regular and adequate nighttime residence or have a primary nighttime residence in a supervised, publicly or privately operated shelter for temporary accommodations;
- Unaccompanied youth as youth who are homeless; not in the physical custody of a parent/guardian; and not in the custody of a state agency.

This definition includes:

- Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
- Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations; or similar settings; and
- Migratory children (as defined in section 1309 of the Elementary and Secondary Education Act of 1965, as amended) who qualify as

homeless because they are living in circumstances described above.

The McKinney-Vento Homeless Education Assistance Act requires that school districts immediately enroll a homeless or unaccompanied student, even if they do not have the documents usually required for enrollment, such as school records, record of immunizations, medical records or proof of residency. Homeless and unaccompanied youth covered by the Act are also entitled to other services or program benefits in the general categories of enrollment in school of origin, transportation, access to comparable services, access to preschool programming, access to the reduced/free lunch program and Title I services.

The Wareham Public Schools will implement all statutes and regulations and assist students and families designated as homeless.

The Wareham Public Schools will designate a Homeless Education Liaison who will coordinate activities between the family and school officials.

Homeless

If you live in a shelter, motel, vehicle, campground, on the street, in an abandoned building, trailer, or other inadequate accommodations, or with friends or relatives because you cannot find or afford housing, then your child has certain rights and protections under the McKinney-Vento Homeless Education Assistance Act.

Your child has a right to: access the same free and appropriate public education as provided to all other children; remain in the school he/she attended before becoming homeless; receive transportation to the last school attended, if requested; enroll in a school without providing proof of residency, if such proof would delay enrollment; enroll without proof of immunizations, if such proof would delay enrollment; receive the same special programs and services, if needed, as provided to all other children. If you require assistance, please contact the Homeless Liaison through the Superintendent's Office, 508-291-3500.

Communications Between Home and School

The effective education of any child requires regular communication between the home and school over the course of the school year. This communication is a two-way process and requires the effort on both the part of the school as well as from the parent/guardian of a child. We realize that information is vital in ensuring that each child is able to reach his/her potential in the classroom and as a result it is this line of communication which is necessary to ensure that the child is supported to the best extent possible.

There are a variety of avenues of communication which are in place at the middle school: PowerSchool, Parent Teacher Conferences, School Council, Parent Teacher Association, Teacher Student Support Council, the Middle School website, SwiftReach Communications and Teacher websites.

PowerSchool

The Wareham Middle School uses the online student information system known as PowerSchool. This system is also used by the staff and provides an integrative source of information for each child in the building. It also provides information regarding a child's academic standing in his/her classes. This information is updated by teachers.

Parent Teacher Conferences

A meeting may be requested by a parent by contacting the school office. After student dismissal there will be opportunities for the parent/guardian of a child to meet with teacher (s) to discuss a child's progress. All teachers will have time available each week to meet with parents for this purpose. In addition, teachers are encouraged to communicate with parents/guardians on a regular basis. Parents can and should feel free to communicate with teachers by phone, through emails, with written notes, or by using Power School.

School Council

The School Council is a committee which represents parents, members of the community and staff. Each public school in Massachusetts is required to have in place such a body as established by the Education Reform Act of 1993.

The function of the School Council is to serve as an advisory body to the principal in the following areas:

- To adopt goals which are consistent with local educational policies and statewide student performance standards.
- To identify the educational needs of students.
- To review the annual school building budget.
- To formulate a school improvement plan.
- To review and update the school handbook.

The council meets regularly. All meetings are open to the public.

Parent Teacher Association (PTA)

The PTA is a collaborative group of parents and community members that meets monthly to plan school activities, develop ways to support our students through such endeavors as fundraising activities, and encourage parent participation. Its success is by way of the widespread involvement of parents who have children in our school. Information regarding ongoing PTA activities will be sent home throughout the school year.

Student Support Council (SSC)

Student Support Council (SSC) is a district-wide regular education initiative included at every school. The process is designed to allow teachers to receive support from professional peers when they have questions about a student's progress. Any teacher can fill out SSC paperwork. An Action Plan will be put into place to best support the student and teacher. Grade Level Assistant Principals will be responsible for communicating the Action Plan back to the teacher. Parents may be invited to participate in the process. Any questions regarding the SSC should be directed towards your child's Assistant Principal.

Middle School Website - www.warehamps.org

The Middle School website contains necessary information about the school, its procedures and activities. Please check the website to learn about important Middle School information and events. Information from the Middle School may be available on Instagram and/or Twitter.

School Schedule

- **All students must report to homeroom by 7:40 A.M.**
Any student not in homeroom by this time will be officially tardy/late for school.
- Students have twenty (20) minutes to enter the building, visit their locker and eat breakfast in homeroom.
- All classes will end at 2:02 P.M. at which time students will be dismissed for bus pick up.

Student Drop Off and Pick-Up

Between 7:30 A.M. and 7:40 A.M., all parents/guardians who are dropping off their child must do so near the Auditorium/Gymnasium entrance to the middle school (door # 9). This entrance is located close to the Town Hall parking lot. Doors open at 7:00 A.M. Students arriving before 7:30 A.M. must report to the auditorium via door #9.

Parents dropping off their children should use the driveway between the basketball courts and the Multi Service Center which directly leads to the student drop off area. Parents should then exit via the driveway near the Multi Service Center. Staff will continue to monitor Viking Drive and the student drop off area to ensure student/parent safety.

All buses will unload at the front entrance to the middle school except for Special Education buses which will unload near the student drop-off area at the rear of the building outside Door # 9.

Please Note: Any student being dropped off after 7:40 A.M., must use the main entrance to the school. For parent pick-up, Viking Drive will not be accessible between 1:55 P.M. and 2:15 P.M. each day to ensure a safe and orderly student dismissal.

Attendance

Attendance at school is required by law for children under the age of 16, and students are to be accounted for at all times during the school day. Students have the responsibility to be in school and in their classes on time and are to attend all classes and participate in all assigned activities.

Attending school every day is very important in order for each student to learn the skills, knowledge and dispositions necessary to be successful in today's world.

The only absences that are considered excused are those for personal illness (doctor's note required), religious holidays, court appearances and bereavement. While visits to a physician or other medical professionals may also be excused, we expect parents to schedule such visits outside of the school day or during school vacations whenever possible.

- Teachers will take daily attendance in each class period and maintain attendance records. The Wareham Public School District has a software program called SwiftK12 that will call home the same day and notify you when your child is absent.

- A student returning from an absence must bring a note from his/her parent/guardian the day he/she returns to school. The student will give the note to the homeroom teacher, who will send it to the office.
- A student returning to school after five (5) consecutive days of absence due to illness must see the school nurse before returning to class. If deemed necessary, the student will be referred to a physician. State statute requires a physician's certificate after recovery from any communicable disease and this must be presented upon return to school.
- Students are **not** permitted to take part in intramurals, after school or evening activities if they are absent from school that day.
- A student with an excused absence will be given an opportunity to make up missed work. The time limit for completion is generally the length of the absence, plus one day, with the understanding that the teacher may extend the time based upon extenuating circumstances. Requests for homework when absent should be called into your child's school before classes start in the morning, and picked up after classes end in the afternoon.

Planned Absences

School vacations and state mandated testing are planned well in advance at appropriate intervals during the school year and parents/guardians should make family plans accordingly. It should be noted that teachers can't realistically provide work in advance of planned absences that will adequately make up for missed instruction; therefore, teachers shall not be required to provide work for any student prior to planned absences. Parents/guardians, who allow their children to be out of school for vacations, are assuming responsibility for their children's educational program. When a student returns to school, he/she shall obtain work not available to him/her during his/her absence. The time limit for completion is the length of the absence, plus one day.

Excessive Absences

The Massachusetts General Laws (Chapter 76, Section 2) specify that a student under sixteen years of age may not be absent more than seven (7) unexcused day sessions in any six (6) month period. Parents/guardians are required under the law to ensure regular school attendance of their children and are subject to a fine for failure to comply with the law.

Parent(s) or Guardians will be notified when a student has at least five days in which the student has missed two or more classes/periods (unexcused) or who has five or more unexcused absences in the school year, and a meeting will be scheduled with the building Principal (or his/her designee), the

Parent(s)/Guardian and the student to develop an action plan to improve the student's attendance. In all circumstances Parents/Guardians are encouraged to contact school staff and work collaboratively with them to correct the reasons that the student is missing school.

Excessive absences may result in any of the following actions: retention, legal action, or referral to the Department of Children and Families.

Excessive Tardies

Excessive tardies will result in the following actions:

- Students with 3 tardies in one term will be given a warning.
- Students with 4 tardies in one term will be assigned an office detention.
- Students with 5 or more tardies in one term will serve a Friday detention.

Perfect Attendance

A student shall be considered to have perfect attendance if he/she has not missed any days in a school year other than for school activities. ***To qualify for this award you must be in attendance from 7:40 AM to 2:02 PM every day school's in session. You may not have any tardies or dismissals. Appeals may be made to the Principal due to an absence based on extenuating circumstances.***

Child Abuse/Neglect Reporting

REQUIREMENTS

Following is the law on reporting child abuse/neglect and the procedures for reporting the same in the Wareham Public Schools:

Section 51A. Injured children, reports, immunity, privileged communications, penalties, notice of determination.

Any physician, medical intern, hospital personnel engaged in examination, care or treatment of persons, medical examiner, dentist, nurse, chiropractor, podiatrist, osteopath, public or private school teacher, probation officer, social worker, foster parents or policemen who, in his professional capacity shall have reasonable cause to believe that a child under the age of eighteen years is suffering serious physical or emotional injury resulting from abuse inflicted upon him, including sexual abuse...shall immediately report such condition to the department by oral communication and by making a written report within forty-eight hours after such oral communication; provided, however, that whenever such person so required to report is a member of the staff of a medical or other public or private institution, school or facility, or that person's designated

agent, whereupon such person is in charge or his said agent shall then become responsible to make the report in the manner required by this section. Any such person so required to make such oral and written reports who fails to do so shall be punished by a fine of not more than one thousand dollars.

Said report shall contain the names and addresses of the child and his parents or other persons responsible for his care, if known; the child's sex; the nature and extent of the child's injuries, abuse, maltreatment, or neglect, including any evidence of prior injuries, abuse, maltreatment, or neglect, the circumstances under which the person required to report first became aware of the child's injuries, abuse, maltreatment or neglect; whatever action, if any, was taken to treat, shelter, or otherwise assist the child; the name of the person or persons making such report; and any other information which the person reporting believes might be helpful in establishing the cause of the injuries; the identity of the person or persons responsible therefore; and such other information as shall be required by the department.

WAREHAM PUBLIC SCHOOL'S PROCEDURES

1. When a teacher suspects child abuse/neglect, he/she shall notify the Principal or Assistant Principal.
2. The guidance counselor and/or school psychologist shall be notified of the concern.
3. The Principal, Assistant Principal or designee shall meet with the reporter to discuss the reasons for the suspicion. Information given to the Principal shall include:
 - a) Name of child.
 - b) Nature and extent of current injuries, abuse, or neglect.
 - c) The circumstances under which the reporter first became aware of the child's injuries, abuse, or neglect.
 - d) Action taken, if any to treat, shelter, or otherwise assist the child.
 - e) Any other pertinent information.
4. The Guidance Counselor or Principal/Assistant Principal may interview the child. The Principal/Assistant Principal or Guidance Counselor may choose to have the child examined by the school nurse in the presence of a corroborator.
5. The reporter and counselor will consult with the Principal/Assistant Principal for determination whether a report (Form 51A) should be filed with the Department of Children and Families.
6. If a report is to be filed, the Principal/Assistant Principal or designee may, at his/her discretion, notify the parent or guardian.

7. The Principal/Assistant Principal, or designee, shall make the report by phone to the Department of Children and Families and complete a written report within 48 hours.
 8. The Principal/Assistant Principal or designee shall determine whether other staff should be involved in or notified of the report (e.g. school nurse).
 9. If, because of the Department of Children and Families investigation, a social worker is assigned to the family for further services, the guidance counselor (or school psychologist) shall serve as the liaison person for the school.
 10. In the event that the Department of Children and Families does not report the results of the investigation to the school within a week, the Principal or his/her designee shall call the caseworker for information.
- Cases of reported abuse or neglect are to remain CONFIDENTIAL. Discussion of these cases shall be limited to meetings with appropriate school staff who have need to know or other authorized personnel.

Morning Arrival and Early Dismissal

At 7:30 A.M., all students may enter the building, buses will begin unloading, and all students will proceed to their lockers. It is expected that all students will be in their homeroom period by 7:40 A.M. **Any student who has not reported to homeroom by 7:40 A.M. will be marked absent.** *If a student arrives after 7:40 A.M. for school he/she must sign-in at the Main Office before going to class.*

Early Dismissal: From time to time it is understood that a student might have to be dismissed from school prior to the end of the official school day.

Please note that dismissal of a child to an individual other than a parent/guardian will not be permitted unless a written notice of permission is provided by a parent/guardian having legal custody.

Please adhere to the following:

1. Students must provide a note at the beginning of the day to their homeroom teacher. The note must include the student's first and last name, reason for dismissal and the name and signature of the parent/guardian. The note must also include a telephone number where a parent/guardian can be reached prior to the time of dismissal. Students will be called to the office when the parent/guardian arrives and not before.

2. **No telephone dismissals will be accepted.**
3. If it is determined that a student furnished a forged note and left school, the immediate consequence will be two (2) days suspension and parental notification.

Internet Usage

The use of the Internet is a privilege, not a right. This privilege may be revoked at any time for abusive conduct. Below are examples of behavior resulting in loss of Internet privileges and/or disciplinary action.

1. Sending hate mail, making discriminatory remarks, and other antisocial language or behavior.
2. Creating web sites that contain inappropriate content.
3. Using the Internet for illegal activities such as accessing or processing pornographic materials.
4. Using the Internet for financial or commercial gain (ex. Gambling).
5. Giving out personal information, including, but not limited to, name, address, age, sex, telephone number and email address.
6. Playing unassigned games on the Internet.
7. Using the Internet for personal email, instant messenger or chat rooms.
8. Using the Internet to harm other people.
9. Interfering with other people's computer work.
10. Trespassing in other people's files.
11. Using someone's name without his or her permission.
12. Not conforming with copyright laws.
13. Plagiarism.
14. Using other people's computer resources without authorization.
15. Accessing inappropriate test files, or any files dangerous to the integrity of the local network.
16. Vandalism – Vandalism includes willful destruction or abuse of hardware, software, data and network integrity of the school network and Internet, and spreading harmful programs such as viruses.
17. Attempting or aiding others in attempting to exceed authorized access to restricted or protected programs, files, data, computers, or network resources.
18. Downloading and using software for which you have not paid.
19. Using internet for purpose of Bullying/Cyber Bullying.
20. Creating false or alias accounts.

Students are reminded that the making of threats on the Internet from home or school is a crime.

Social Media

Negative posting to social media about school, classmates, and/or staff members is prohibited as it may disrupt the good order of the school. Refer to the Student Code of Conduct on page 37.

Additional notes:

1. Any student photographing/filming/recording a physical or verbal altercation will be suspended.
2. Any student photographing/filming/recording within a classroom, changing room, locker room, or restroom will be suspended and/or expelled.
3. Any student photographing/filming/recording anyone without that person's prior permission will be suspended and/or expelled.
4. A confiscated cell phone or electronic device is subject to search.

Internet Safety

Adopted, January 25, 2012

Introduction

It is the policy of Wareham Public Schools to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children's Internet Protection Act.

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block access to inappropriate images and/or information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Wareham Public Schools online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the Wareham Public Schools staff to educate, supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Coordinator of Technology or designated representatives.

CIPA definitions of terms:

TECHNOLOGY PROTECTION MEASURE. The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. **OBSCENE**, as that term is defined in section 1460 of title 18, United States Code;
2. **CHILD PORNOGRAPHY**, as that term is defined in section 2256 of title 18, United States Code; or
3. **HARMFUL TO MINORS**. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
 - a. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
 - b. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - c. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
4. **SEXUAL ACT; SEXUAL CONTACT**. The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

After Regular School Hours

Teachers are available for extra help and make up work on Thursday each week. It is the child's responsibility to make up work missed due to absence or other reasons.

If a student is told to report after school for disciplinary reasons, a parent must be notified and the student will be given a twenty-four hour notice. Failure to report will result in further disciplinary action by the teacher and/or the Assistant Principal.

Students are not allowed to roam the corridors after school. They are to leave the building at dismissal unless they have a legitimate reason for being in the building. Students found loitering after school hours are subject to the rules outlined in the school's code of conduct.

Appearance - Dress Code

In the interest of maintaining the required school climate essential to meaningful teaching and learning, the Principal may ban dress that is inappropriate due to health, safety, and/or disruption to the educational process. The Principal is authorized to send offending students home to change their clothing if such clothing is determined by the Principal or designee to be inappropriate for educational purposes.

Standard of Dress for students shall comply with the following guidelines:

- Dress must not interfere with the educational process or the rights of others to secure an appropriate education.
- Dress must not be destructive of school property nor pose a threat or a safety issue (i.e. slippers, shoes with cleats, oversized clothing, or wallet chains).
- Clothing that is transparent or exposes the midriff, back, navel, or cleavage is not allowed.
- Headgear or head coverings (hats, bandanas, hoods, sweatbands, sunglasses, scarves, combs, picks, curlers, rakes) are not allowed. Tank tops, tube tops, halter tops, one shoulder tops, spaghetti straps, strapless or backless tops are not allowed. The shoulder straps of sleeveless tops must be at least two (2) inches wide.
- Dresses, skirts or shorts that do not reach at least mid-thigh or have slits above mid-thigh are not allowed. No garment should be worn too tight and or higher than mid-thigh.
- Under NO circumstance should undergarments of any kind be visible.
- Pants, skirts or shorts are to be worn and fastened at the waistline. No pajamas/sleepwear of any kind are allowed. Cut-up shorts or pants with slits, rips or holes above the mid-thigh are not allowed.
- Clothing or jewelry with obscenities, profanity, pictures or references regarding drugs, alcohol, weapons, sexual innuendo or tobacco are not allowed.
- Coats, jackets, gloves, and hats, are not to be worn in school during the school day. Exceptions to this policy will be made by the administration should heating or weather conditions warrant.
- Appropriate footwear must be worn at all times.

Any student who violates the dress code will be subject to the disciplinary action identified below. Students in violation of the dress code will be required to cover or change into appropriate clothing as needed. Inappropriate items may be confiscated.

Appropriate Action:

- First Offense: Assigned Detention
- Second Offense: Administrative referral, parent contact, conference with administration and detention
- Third Offense: Formal conference (involving administration, student and parent) and possible suspension

Lockers

Lockers are available for student use and on the first day of school, students will be supplied with a locker number and the combination for the lock. Lockers are for the storage of student books, outerwear, lunches and any other materials which students might need for classroom and school related activities. *No drinks from outside school are allowed in the building with students unless it is a clear bottle containing water only.* Because the Wareham Middle School cannot be responsible for lost or stolen items, students should not bring expensive personal property (such as large amounts of money, electronic devices) to school.

As a result of the availability of lockers for student use, and in an effort to avoid congestion in the corridors and classrooms, **all backpacks, book bags, string bags etc. may not be carried during the school day.** Upon entering the building, backpacks, book bags, string bags and gym bags must be placed in student lockers. Appropriate times throughout the day will be provided for students to access their personal belongings in their lockers. A protective laptop case with a handle may be brought to class in order to protect the student's Chromebook. Lockers must be kept neat and clean at all times and students must use only the locker assigned to them.

A student cannot expect his/her locker to be free of inspection if the administration considers a search necessary to maintain the integrity of the school environment and to protect other students.

Homework

The staff and administration recognize that student achievement is directly related to the amount of time and effort a student spends learning to master a subject or skill. Homework is given to reinforce concepts taught during the school day. It is also one way of helping students to become more self-directed and independent learners.

Students should expect regular homework assignments. If parents have specific concerns regarding the homework assigned from a particular class, they are encouraged to contact the teacher directly. Students are expected to pass neatly completed homework in on time and turn in make-up work due to absences.

Parents are encouraged to:

- Provide a quiet place in which their child may complete their homework.
- Supervise their child's homework so that good study habits will develop.
- Insist that their child assumes responsibility for the completion of homework.

Make-Up Work

It is the student's responsibility to make arrangements for make-up work upon return to school following an absence. Teachers are not required to provide assignments before absences. In the case of absences of more than two (2) days teachers require at least 24 hour notice in advance to prepare assignments.

Generally, students get one (1) day for every day absent plus one (1) extra day to make up the missed work. Extended absences will be considered on an individual basis. If the student is absent for an extended time due to illness or injury, it is the responsibility of the parent/guardian to notify the school nurse.

Field Trips

Field Trips: Academic field trips may be held during the school year. These trips are considered to be an extension of the regular academic program and consequently all students are expected to attend.

Notification, appropriate information, expectations for behavior, and permission forms will be sent to parents well in advance of these trips. Parent chaperones are subject to CORI review; attending parents, without active an active CORI, must pass in the CORI forms to the main office at least 1 month before the field trip. Also, parent chaperones may not bring younger children or drive their own cars with children in their car to the field trip. All school rules are in effect during field trips and the discipline code applies.

Students who do not attend a field trip are expected to report to school on the day of the trip and follow the schedule that has been established for students not attending or participating, including completing assignments left by teachers and attending classes not affected by the trip.

Health Services

A full-time nurse is on duty from 7:30 A.M. through the end of the school day. The Health Center is located just off the main lobby. All accidents are to be reported to the school nurse. While all staff will assist if and when an accident occurs, it is the responsibility of the student to report minor accidents or injuries. Accident reports are filed for all incidents.

Students are not admitted to the Health Center without a pass from a teacher unless it is an emergency. If a student is to be dismissed from school due to illness or injury, the school nurse will contact a parent/guardian to make the necessary arrangements. **Students are not allowed to call home for dismissal. They must go through the nurse.**

If an accident or sudden illness occurs, first aid will be administered by the school nurse and the parent will be notified.

The emergency health form that you received at the beginning of school year must be completed by a parent/guardian and returned to school where it is kept in the Health Office.

It is very important that emergency telephone numbers are updated so that we may reach you when necessary!

Please feel free to consult the school nurse concerning health problems or questions you may have regarding your child's health.

Health & Physical Education

A well-planned Health and Physical Education program is offered at the school. It is mandatory that students participate in Health and Physical Education and the only exception is a medical exemption authorized by a physician.

Co-Curricular and Intramural Activities - Eligibility Policy

Participation in school sponsored intramural and co-curricular activities is considered a privilege granted to students. Students participating in these activities must understand that their academic performance and behavior while in school or on school grounds will affect their right to participate.

In order to participate in intramural or other co-curricular activities, no grade below D in **any** subject and or a conduct grade below *Fair* in **any** subject may be received during the current or previous term. All school rules are in effect during these activities and the discipline code applies.

Please note:

Students must be present in school all day to participate in intramural or co-curricular activities that day. If an emergency situation occurs which requires a student to be absent from or tardy to school on the day of a co-curricular or intramural activity, the principal may grant permission for that student to participate in such activity.

A student serving a suspension, either in school or out of school, may not participate in any school sponsored intramural or co-curricular activity on that day.

Any student receiving a detention must fulfill his/her detention obligation before being able to participate in any school sponsored intramural or co-curricular activity on that day.

Special Education

Overview:

The Special Education Department offers a variety of services to any student who is on an Individual Educational Program (I.E.P.).

In Massachusetts, in order to be found eligible for special education services a student must demonstrate the presence of a disability (i.e. autism, developmental delay, intellectual, sensory, neurological, emotional, communication, physical, or health impairment) or a specific learning disability that prevents the student from making effective progress in education and requires specially designed instruction or related services in order to access the general curriculum. An initial evaluation to determine eligibility will seek evaluative information to make a fair determination that considers all of these factors. The law provides that the Team develop an Individual Educational Program (I.E.P.) in written form to describe the programs and services that are needed and that will be provided when a student has been determined to be eligible for special education.

Any Team questions regarding the Special Education process should be directed to the Team Chair.

Special Education Support Programs:

Based upon a child's Individualized Educational Program (IEP), the following services may be provided:

Inclusion: Students that have been formally identified to receive special education services will be placed on a regular teaching team and be supported by a special educator or related service provider. Each Inclusion Special Education teacher will collaboratively plan with the regular education teachers on the teaching team. The primary role of the Inclusion Special Education teacher is to ensure that the I.E.P. is fully and properly implemented through appropriate modification and accommodations to the student's program of studies.

Small Group Specialized Instruction: Students that have been formally identified to receive specialized instruction may receive these services by a special education teacher outside the regular educational setting.

Learning Centers: The middle school operates two (2) more intensive special needs classrooms which are identified as Learning Centers. These programs accommodate students with moderate to severe special needs. Where and when appropriate, students will be integrated and included, with support, in regular education classrooms.

Therapeutic Learning Center

The middle school operates a therapeutic program called the Therapeutic Learning Center (TLC). In order to qualify, a student must be diagnosed by a physician with social/emotional disabilities.

The programs are staffed with full-time teachers and paraprofessionals to provide service and instruction. Where and when appropriate, students will be integrated and included, with support, in regular education classrooms.

ASD Program: The middle school operates an intensive special needs classroom that serves those students who have been identified on the Autism Spectrum. The program is staffed with full-time teachers and paraprofessionals to provide service and instruction. Where and when appropriate, students will be integrated and included, with support, in regular education classrooms.

Bicycles, Rollerblades, Skateboards & Scooters

Please remember that the Commonwealth of Massachusetts requires that children under 16 years of age wear helmets. Bikes, rollerblades, scooters and skateboards are not to be ridden on school property, including driveways, parking lots and sidewalks.

The middle school has available a limited number of bike racks where students are able to safely secure their bicycles during school hours. For safety reasons, all students must walk their bikes when on school property.

Cellular Phones and Portable Electronic Devices

The security and protection of property is of great concern to the school, and with your cooperation, we can minimize personal loss. **Expensive or personal property of any value should not be brought to school. This includes electronic devices. It must be stressed that students bring these items at their own risk and the Wareham Middle School in no way assumes responsibility for lost, stolen or damaged property.** Should a student make the personal decision to bring such items to school, upon arrival, they must be secured and stored in the student's locker. Students who violate this policy and who are found in possession of using such devices during class may have the item confiscated and/or be subject to disciplinary action.

Cell phones are not permitted to be used during school hours.

Electronic equipment can also infringe on student safety and be a distraction to the school's learning environment. If a student brings such a device to school and uses it inappropriately and/or at inappropriate times, administrators and professional staff may take any of these devices from students, request that parents/guardians claim the devices at school, and take appropriate disciplinary action.

Electronic Archives

The Federal Rules of Civil Procedure require archiving of all email to, from, and within the Wareham Public School's community, therefore all Wareham Public School email communications to, from, and within the school community are archived as required by Law.

Restrooms

Restroom facilities are located within close proximity to each grade level. Restrooms are to be kept clean. Everyone appreciates an environment that is litter and graffiti free. In addition, the expectation is that all students will follow all of the established and communicated procedures in place, including signing out from the classroom they are in at the time of use, and using approved restroom passes. For the safety and protection of all students, each child must have permission from a staff member to use the restroom and students are not allowed to use restrooms between classes.

Telephones

All necessary arrangements regarding after school plans for students should be made before students arrive to school. We realize that from time to time, students must get in contact with their parents/guardians during the school day. Each classroom in the middle school is equipped with an outside phone line; the child's teacher may give permission for a child to use the classroom phone or main office phone to contact home.

The school realizes that cell phone possession by many of our students is now often the norm and is a preferred way for many parents to communicate with their child after school. Cell phones are allowed to be brought to school by students. However, from the time a student boards the school bus in the morning or arrives to school at 7:30 A.M., all cell phones **must be turned off** and stored until student dismissal.

Visitors

All visitors must report to the main office with a photo ID to sign in with the Wareham Public School's Raptor Security System. Visitors must sign out prior to leaving the building.

Surveillance/Security Cameras

Surveillance/Security cameras have been placed within and around the outside perimeters of the Wareham Middle School complex to ensure the safety and security of students and staff. These cameras are located in the hallways and common corridor areas, as well as common areas outside of the building.

The cameras are monitored and information is stored for 30 days. Such technology will be used where appropriate to assist in investigations involving suspected theft, vandalism, assault, abuse, tampering with safety equipment, weapon use, bomb threat and/or any act which violates the safe and orderly climate of the building.

Please note that there is considerable camera coverage of the building inside and out. Typically, these cameras are used for internal purposes in conjunction with the School Resource Officer.

Media Policy

There may be times during the school year when classroom activities and special events are publicized. The principal should be notified in writing if a parent objects to her/his child being publicized.

Student Records

State regulations governing student records are briefly summarized below. These regulations are available at the school for review.

A student's record consists of his/her school transcript and temporary record. The temporary record includes all information that is organized on the basis of the student's name, is relevant to the educational needs of the student and is kept by the school. A student's parent/guardian or an eligible student (who is at least 14 years old or has entered ninth grade), has the right to inspect all portions of the student's record upon request to the school principal. The record must be made available to the parent/guardian or eligible student not later than two consecutive workdays after the request is made in writing, unless the parent/guardian or eligible student consents to a delay.

The parent/guardian or eligible student may request copies of any part of the record. By state regulations, the school has 10 days to provide the copies. A fee may be charged for the cost of copying.

Non-Custodial Parent Information

In pursuant to Massachusetts General Laws, Chapter 71, Section 34H, is a law regarding student records access for non-custodial parents. In order for you to receive information via mail regarding progress reports, report cards, or other information, you must fill out a non-custodial parent form at the start of the academic year. This procedure may take up to twenty-one days to be completed.

Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

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

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

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

Or you may contact us at the following address:

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

Information retrieved from

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>, on 7-19-12

Notification of Rights Under The Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents/guardians and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- ☐ *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-
 1. Political affiliations or beliefs of the student or student’s parent/guardian;
 2. Mental or psychological problems of the student or student’s family;
 3. Sexual behavior or attitudes;
 4. Illegal, antisocial, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized, privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parent/guardian; or
 8. Income, other than as required by law to determine program eligibility.

- *Receive notice and an opportunity to opt a student out of-*
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect, upon request and before administration or use-*
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

Wareham has developed and adopted policies, in consultation with parents/guardians, regarding these rights, as well as arrangement to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Wareham will directly notify parents/guardians and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Wareham will also directly notify parents/guardians and eligible students, (such as) through either U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.

Any non-emergency, invasive physical examination or screening as described above.

Parents/guardians/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Search and Seizure
Wareham School Committee Policy, Amended, November 7, 2012

School Administrators maintain the right to seize items in a student's possession and to search school property (lockers, desks, etc.) assigned to a student and any vehicle parked on school property under the following guidelines:

1. There is reasonable cause to believe that the items in possession are illegal and/or in violation of school rules, and/or constitute a hazard to health and safety of the students or others.
2. Wareham Public Schools maintains the right to search a student's possessions at any time for inspection purposes. This may be done, if possible, in the presence of the student and shall be done under the direction of the School Administrator and whenever possible, in the presence of a second administrator or designee.
3. In cases of searches that include a dog team, the officer and dog team will be accompanied by a School Administrator. The contact between dogs and students will be strictly avoided.
4. All searches will be conducted with respect to all safety considerations and with the least disruption, intrusion and intimidation possible.
5. In the event that students are found in possession of an illegal item, the parent or guardian will be notified immediately.

Students who, in the opinion of the School Administrator, may be in possession of, or under the influence of, any controlled substance or may be in possession of any materials dangerous to the student or other students, may be asked to empty their pockets and/or possessions. Examples of items subject to this regulation include, but are not limited to, drugs, alcohol, weapons, pornography, stolen goods, fireworks and explosives.

In keeping with all applicable Federal and Massachusetts State Laws, the law requires that minors cannot be questioned by police without being read their Miranda Rights and without a parent/guardian present.

It is not the intention of the School District to violate individual liberties; however, the obligation of the school is to provide a safe environment conducive to learning for all students.

II. ACADEMIC POLICIES and PROCEDURES

Academic Program of Studies

The two (2) components which comprise the Program of Studies at the Wareham Middle School include the Regular Academic Program and the Integrated Arts Program. Both programs employ the Massachusetts Common Core Curriculum Frameworks as the basis for instruction, assessment and evaluation.

Regular Academic Program

The regular academic program of studies for students consists of the four (4) subjects listed below. Students in grades 5 - 7 are exposed to these classes as part of their regular class schedule.

English Language Arts Mathematics Science Social Studies

Unified Arts Program: The unified arts program of studies for students in grade 5 - 7 consists of Art, Band, Health, Intro to STEAM, Music, Physical Education and STEAM.

Grading

Grading Policy

Teachers create a class policy for the grading of students within their own classrooms. The grading policy accounts for the compilation of data for a student's performance over time and leads to the final assessment decision for the child. Such factors that are often taken into consideration as part of a grading policy include tests and quizzes, homework, projects and class participation. These policies are decided upon at the beginning of the year and should be displayed in each classroom and are available upon request by a parent/guardian at any time. This information is also available on the school's PowerSchool informational system.

Grading System

Average	Grade	Average	Grade
97-100	A+	77-79	C+
93-96	A	73-76	C
90-92	A-	70-72	C-
87-89	B+	65-69	D
83-86	B	60-64	F
80-82	B-		

Academic Achievement

In all grades, the honor roll exists to recognize academic achievement. ALL subjects count toward honor roll. This system reflects our belief that all aspects of your child's education and growth are worthy of recognition.

High Honors and Honor Roll will be announced at the end of each term.

In order for a child to be recognized for scholastic achievement the following must be obtained:

High Honors: A student receives all A's in all subject areas.

Honor Roll: A student receives all A's and B's in all subject areas.

Student Awards

The recognition of students and their achievement is of importance to our school. It's especially vital in the middle school setting where students are quickly developing their sense of self and look for validation for their achievements on a regular basis; to this end, the following student awards will be given for each grade level. Some of the awards might include:

1. **Perfect Attendance** - awarded to students who have perfect attendance for the quarter. While "excused" absences for medical reasons are accepted, a student is only eligible for this award if they have no absences. A separate award will be given to those students who have perfect attendance for the entire school year.
2. **Academic Achievement** - all students who qualify for High Honors and Honor Roll.
3. **Student of the Month** - awarded to one student in each grade level who has demonstrated throughout the quarter the qualities of a good citizen. These qualities include being respectful, responsible and cooperative.

In addition to the above awards, teachers may also recognize students in many other ways.

Promotion & Retention Policy

It is helpful for parents and students to be aware of the criteria for promotion to the next grade:

- Regular attendance, no more than 9 absences unless valid documentation is provided.
- Passing grades in all subjects.
- Age appropriate social development.
- Completion of all required coursework.

These criteria will be reviewed at the end of the first quarter and at the end of each quarter thereafter. Students not meeting these standards will be considered for non-promotion by the building principal and parents will be notified.

The final promotion decision, with input from parent, staff and student, will be made by the principal considering the individual student's accomplishment in relation to grade level expectations.

Placement of a student in a grade level, classroom or instructional group is the sole responsibility of the principal.

Progress Reports and Report Cards

There are two (2) official school forms which are used to report the academic progress of students throughout the school year.

Progress Report: Four (4) academic progress reports are issued directly to the students to bring home in the middle of each quarter. This report reflects the student's current grade/standing in each of their classes. This report requires a parent/guardian signature and is to be returned to the school.

Report Card: Report cards are issued four (4) times each year at the end of each quarter. The report card is given directly to the student to bring home. **Please note that report cards are not mailed home.**

Massachusetts Comprehensive Assessment System (MCAS)

The 1993 Massachusetts Education Reform Law mandates that **all** students who are educated with Massachusetts public funds participate in MCAS. In spring 2022, all students in grades 5 - 7 will participate in MCAS tests for the grade in which they are enrolled.

Grade 5 ELA Reading Comprehension, Mathematics, Science and Technology/Engineering

Grade 6 ELA Reading Comprehension, Mathematics

Grade 7 ELA Reading Comprehension, Mathematics

Please see school calendar (page 5) for dates of testing.

In September, parents will receive an individual report on their child's progress based on the assessments taken in the Spring of 2020.

The Massachusetts Department of Elementary and Secondary Education has clearly stated that **all** students are expected to score in the Proficient or Advanced category in each subject area tested.

III. SPECIAL EVENTS AND ACTIVITIES

Clubs

Clubs are sponsored by an advisor. Clubs are: Art Club, Band, Chorus, Drama, Global Education, Honor Society, Intramurals, JROTC Adventure Club, Multicultural Team, Safe Schools Alliance, Science Club, Student Council, and Yearbook Club.

Dances/Socials

Dance/Socials are a privilege for students who maintain satisfactory school attendance, have successfully passed all subjects for the previous term and have satisfactorily adhered to school behavior policies. Any student who has had an in school suspension or has been suspended out of school within 45 days prior to the dance/social will not be allowed to participate.

IV. Student Code of Conduct

Philosophy

Statement of Vision - The Wareham Middle School promotes a respectful, responsible, and cooperative community of high performing learners. **The Student Code of Conduct applies to any student who is on school property, the school bus, the bus stop, in attendance at school or at any school sponsored activity.**

The purpose of the code of conduct is to establish and maintain a safe, secure and orderly school environment.

The Wareham Middle School does not discriminate based on a student's race, color, sex, religion, national origin, disability or sexual orientation.

In order to maintain a safe school environment, the administration may perform:

- student searches
- locker/property searches
- canine searches (in conjunction with the Wareham Police Department)

The atmosphere of a school reflects the attitudes of its students and staff toward the school and one another. The school's atmosphere depends on the mutual caring, cooperation, and respect of its members on a day-to-day basis.

It is our goal that students will learn self-discipline, self-control, and an understanding of the consequences of their behavior so they will develop the maturity and good judgment necessary to become productive citizens of their school and their community.

Courtesy

Being courteous to teachers, school employees, other students, and visitors is expected at our school. Each of us should strive to be considerate of others at all times, and each student should respect a teacher's judgment.

Students are to treat all adult employees of the school, including secretaries, custodians, substitute teachers, bus drivers and cafeteria workers with courtesy and are to follow requests or directions given by them. Rudeness or insubordination will result in disciplinary action.

Remember: Please, Thank You, Excuse Me

Care of School Facilities

All students should take pride in our school so that no damage or destruction occurs. Students responsible for defacing lockers, desks or other school property will be referred to an assistant principal. Girls' and Boys' restrooms are to be kept clean. Everyone appreciates an environment that is litter and graffiti free. Students responsible for defacing or damaging the restroom facilities will be referred to an Assistant Principal.

Students will be held liable for school property which is damaged, defaced, or broken and parents/guardians will be billed for the repair of damaged property.

Care of Books and Chromebooks

Every effort should be made to keep books, materials, equipment and the building and grounds in good condition. Lost or damaged books must be paid for according to the following scale:

New	full cost
One to Two years old	75% of cost
Three to Four years old	50% of cost

The minimum collection for lost textbooks is \$10.00 and for workbooks, \$5.00. The minimum collection for book repair is \$8.00.

When issuing a book to a student, the teacher will record its number and condition, as well as the student's name. **All books should be covered.**

Chromebook repairs are performed by our experienced technology staff within five days of receipt of payment. Fees are as follows:

Chromebook with charger - \$200.00
Replacement Screen - \$32.00
Charger - \$40.00
Touchpad/Keyboard - \$50.00
Shell Casing - \$20.00

If a student misuses their Chromebook, disciplinary consequences may result at the discretion of administration. This may include confiscation, detention, and/or suspension.

Classroom Behavior

In addition to the school and district code of conduct, teachers will enforce fair, firm and consistent discipline within their classrooms. Each teacher has classroom rules that are posted in her/his room that are reviewed with students at the beginning of the school year.

Lunchroom

Lunch period is a time for relaxing as well as eating. **Students are expected to display good table manners and good behavior.** Once seated, students are to remain at the table. Students are responsible for the cleanup of papers, food and debris from under and around their tables.

The throwing of food will result in disciplinary action. Failure to abide by the above rules will result in students being assigned a seat, sent from the lunchroom or further disciplinary action per the school discipline code.

Discipline Code

ALL MEMBERS OF THE SCHOOL COMMUNITY HAVE THE RESPONSIBILITY TO CONDUCT THEMSELVES WITH RESPECT FOR INDIVIDUALS, THEIR RIGHTS, AND THEIR PROPERTY IN SCHOOL AND DURING ALL SCHOOL SPONSORED ACTIVITIES, BOTH ON AND OFF CAMPUS, INCLUDING THOSE TIMES WHEN RIDING SCHOOL BUSES OR OTHER SCHOOL-PROVIDED VEHICLES. Therefore, behavior of students shall be regulated during all of the aforementioned activities **as described in Groups A-D.** It is specifically noted that, for the purposes of these rules and regulations, buses and other school transportation vehicles are considered school property and bus drivers are considered school personnel. **Students must behave in compliance with the rules and regulations and to refrain from participating in situations which are contrary to the Discipline Code, including illegal activity.** Every effort will be made by school officials to help students solve problems without interruption to the daily program of studies. This may include the involvement of the parent/guardian.

Students must conduct themselves in a manner consistent with their responsibilities outlined above, and a failure to do so can result in disciplinary action. While examples of infractions are listed below, it is not possible to anticipate every circumstance that could result in discipline. Students should realize that if they engage in **any** behavior that is inconsistent with an appropriate educational environment, whether or not specifically listed below, they could be subjecting themselves to disciplinary action.

Some types of conduct are so serious that the Principal may expel or suspend a student on a long term basis under the provisions of M.G.L. c. 71, §37H and 37H ½. These include:

- Possession of a dangerous weapon while on school grounds or at a school-sponsored event.
- Possession of a controlled substance while on school grounds or at a school-sponsored event.
- An assault on a School Administrator, teacher, teacher's aide, or other staff person.
- A felony charge or conviction, regardless of the location of the underlying conduct, if the principal determines that the student's presence at school would be a substantial detriment to the welfare of the school.

Other violations of the code of conduct will subject a student to disciplinary action including but not limited to the following: review of rules; warnings; loss of privileges; detention; Friday detention; community service; school service; suspension in school or out of school. **The student may also be removed or prohibited from holding an office in or participating in a co-curricular activity or organization.**

Apart from any school discipline, conduct that violates the Student Code of Conduct may result in police notification pursuant to the Memorandum of Understanding between the Wareham Police Department and the Wareham Public Schools.

A memorandum of understanding exists between the Wareham Public Schools and the Wareham Police Department to maintain and enhance their established formal working relationship to provide a safe educational setting free of drugs and violence.

Through this memorandum Wareham Public Schools and the Wareham Police Department agree to develop, coordinate and implement their response to violent, delinquent, or criminal acts by students, including weapons reporting, alcohol and other drug use, which occur on school premises or at school related events.

For further information, please see the memorandum which is available on the District website.

Infractions

Following are lists of infractions that range from minor to major offenses.

Group A:

1. Behavior which disrupts the educational process (e.g. unwelcome physical contact of a minor nature, misuse of school equipment, disrespectful treatment of school property, dress code violations, using cellular phones or portable electronic devices etc.)
2. Being late to school without a legitimate excuse. Tardiness to class will be subject to teacher discipline.
3. Failure to report for a teacher detention.
4. Failure to sign in when tardy.
5. Possession of cigarettes, smokeless tobacco, e-cigarettes, matches, and/or lighters.
6. Cheating or plagiarism or forgery. **(WMS will adhere to school policy)**

7. Use of obscene, abusive or profane language or gestures, or rude or defiant behavior, either of which disrupts the educational process or school activity.
8. Possession of a gambling device.
9. Eating or drinking outside the cafeteria without staff authorization.
10. Electronic device in sight or in use.

Consequence: Counseling, Office detention, Friday Detention, suspension and Parent notification.

Group B:

1. Inappropriate class behavior.
2. Inappropriate physical contact.
3. Forging or willfully misusing a school related document, tampering with a school record, or misrepresentation of parent/guardian communication.
4. Being in an unauthorized or restricted area, especially areas affected by construction.
5. The use of racial, religious, ethnic, or sexual slurs that substantially disrupt the educational environment. [See also Harassment under Group E]
6. Non-compliance with any reasonable request from any member of the school staff. Students are to respond in a courteous and respectful manner. When doubt exists as to reasonableness from a staff member, students are encouraged to consult with a school administrator after compliance with the request.
7. Failure to identify oneself or giving false information upon request by a member of the school staff.
8. Cutting class(es). A loss of credit for all work will result for class(es) missed.
9. Truancy.
10. Failure to serve a Friday or any detention.
11. Smoking and/or using smokeless tobacco, or vaping devices of any kind are not allowed on school buses, school property before, during, or after school, or at co-curricular or athletic activities.
12. Use of a gambling device.
13. Buying, selling or trading of any merchandise on school property.

Consequence: Counseling, Office Detention, Friday Detention, up to three days' suspension and parent meeting with administration.

Group C:

1. Theft of school or personal property or receipt of such stolen items including, but not limited to, possession of an answer key, teacher manual, or test not yet taken.
2. Actions and/or comments that may threaten or incite others to disrupt the good order of the school and/or endanger a person(s) or property.
3. Fighting. "Self-defense" may be used as a defense in a hearing procedure. However, it is the responsibility of students claiming self-defense to prove that they had no route of escape. (See definition of self-defense in the glossary).
4. Leaving school or school grounds without permission.
5. Comments or conduct towards a student, staff member or other member of the school community that causes substantial disruption to the school environment. [See also bullying under Group D]
6. Electronic device in sight or in use during standardized testing.
7. Sexting/possession of pornography.
8. Photographing or recording any member of the school community without permission.

Consequence: Counseling, Up to five days' suspension, restitution for any damage, involvement of the Police and/or Fire Departments and Parent meeting with administration.

Group D:

1. Assault and/or battery on any member of the school community.
2. Threat or violence directed toward any member of the school community.
3. Obtaining money, material goods, or favors by threat of physical harm.
4. Willful destruction or damage to school or personal property.
5. Possessing, using or being under the effect following the use of an alcoholic beverage.
6. Possessing, using or being under the effect following the use of an illegal drug or in possession of any drug paraphernalia.
7. Selling, giving, or distributing an alcoholic beverage.
8. Selling, giving, or distributing an illegal drug.
9. Act of arson (i.e., ignition of an incendiary device, setting something on fire), or the use and/or possession of explosives (including fireworks).

10. Possession and/or use of a weapon including, but not limited to, a knife, club, slingshot, shod foot, bracelet, chain or other article that can be deemed dangerous or physically threatening to others.
11. False bomb threat or fire alarm.
12. Participation in the act of hazing, which is any conduct or method of initiation into any student organization or team that endangers the physical or mental health of a student (Chapter 269, Section 17 of Massachusetts General Law).
13. Photographing or recording any member of the school community and disseminating content without permission.
14. Tampering with Night Lock Devices.

Consequence: Minimum of five days out of school suspension with restitution for any damage, involvement of the Police and/or Fire Departments. Leadership roles in athletics, co-curricular, and student government will be terminated. Five additional days may be imposed by the Principal or designee with the possibility of an expulsion hearing being held. Some offenses are not subject to Massachusetts General Laws, Chapter 71, Section 37 H and 37H 3/4 , therefore, a final determination may be made by the School Committee.

Group E:

Discrimination, Harassment, and/or Bullying

The penalties for discrimination, harassment, and/or bullying of member(s) of our school community will reflect the severity of the offense. Penalties may include, but will not be limited to any one or combination of the following: verbal admonition, written reprimand, suspension, as well as counseling strategies to prevent recurrence. [Please refer to School Committee Policy on Harassment, and Wareham's Bullying Prevention and Intervention Plan]

Dangerous Weapons

Dangerous weapons include but are not limited to: guns, knives, toy guns, replica guns, paintball guns, water pistols, toy knives, slingshots, pea shooters, firecrackers, M-80's, stink bombs, snap caps, chains, brass knuckles, etc.

Principal's Discretion and Authority

The principal has the authority to exercise discretion in deciding the consequences for a student who has violated disciplinary rules. The principal shall consider ways to re-engage the student offender in the

learning process and, with the exception of offenses governed by M.G.L. c. 71, §37H and 37H ½, shall avoid using long-term suspension until other remedies and consequences have been employed.

With the exception of long-term suspension or expulsion under M.G.L. c. 71, §37H and 37H ½, the principal may delegate his authority for suspension and other disciplinary consequences to the assistant principal or other appropriate administrator. Thus, the term “principal” as used herein may refer to the principal or designee.

Suspension-Definitions

In-school suspension is the removal of a student from regular classroom activities, but not from school premises, for 10 days or fewer during a school year.

Short-term suspension is the removal of a student from regular classroom activities and school premises for 10 days or fewer (cumulatively) during a school year.

Long-term suspension means the removal of a student from regular classroom activities for more than 10 consecutive days, or for more than 10 days cumulatively for multiple disciplinary offenses in any school year. Such days may or may not involve removal from the premises.

Unless serving an in-school suspension, the suspended student is restricted from entering the school buildings, or coming onto school grounds.

A suspended student may not participate in any school sponsored activities or functions during the suspension period.

Prior to a suspension the principal or his/her designee will provide the student and/or parent with due process as described below. In addition, the principal will have the option of scheduling a parent conference prior to the student’s return to school.

In School Suspension

In-school suspension means the student is removed from regular classroom activities, but not from the school premises. A student who has received an in-school suspension will attend school during the regular school hours but will not be allowed to attend her/his regular classes. She/he will be assigned to the in-school suspension room with at least one staff member. Work will be provided by the classroom teachers. Students whose behavior is unsatisfactory in the in-school suspension room may be removed and given out-of- school suspension.

Prior to an in-school suspension, the assistant principal or principal shall inform the student of the disciplinary offense charged and the basis for the charge, and provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident. If the assistant principal or principal determines that the student committed the disciplinary offense and that in-school suspension is appropriate, the assistant principal or principal shall inform the student of the length of that in-school suspension.

On the same day as the in-school suspension decision, the assistant principal or principal will notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. ***The assistant principal or principal shall also hold a meeting with the parent to discuss the student's behavior, academic performance, strategies for student engagement, and possible responses to the behavior.*** The meeting shall be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the principal is unable to reach the parent after making and documenting at least (2) attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.

The principal shall also send written notice to the student and parent about the in-school suspension. The content of the letter will include the reason and the length of the in-school suspension as well as the meeting date and time the parent conference will occur, if such meeting has not already happened. The principal shall deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or by other method of delivery agreed to by the principal and the parent.

Opportunity for Academic Progress During Suspension/Expulsion

Any student receiving in-school suspension, short-term suspension, or a long-term suspension shall have the opportunity to make up assignments, tests, papers, and other school work as needed to make academic progress during the period of removal from the classroom or school.

Further, any student who is expelled or suspended from school for more than 10 consecutive days shall have an opportunity to receive educational services that will enable the student to make academic progress toward meeting state and local requirements through the school-wide educational services plan.

Students Due Process Rights

In administering discipline, school officials will be careful to observe the right to due process under the law for each student. The nature of the violation determines the due process that school officials follow.

1. DUE PROCESS RIGHTS FOR STUDENTS CHARGED WITH POSSESSION OF A DANGEROUS WEAPON, POSSESSION OF A CONTROLLED SUBSTANCE, ASSAULT ON SCHOOL STAFF (M.G.L. c. 71, §37H).

Short Term Disciplinary Sanctions: Prior to the imposition of any disciplinary sanction that might result in a student's suspension from school for ten (10) consecutive school days or less, the student will be given oral notice of the offense with which he/she is charged and an opportunity to respond. In the event that the principal's designee determines that the student will be suspended from school, the student's parent(s)/guardian(s) will be notified by telephone and in writing. The written notice will state whether the principal will schedule a formal hearing within the 10 day period to consider additional discipline.

Long Term Disciplinary Sanctions: Prior to the imposition of any disciplinary sanction that might result in the student's suspension from school for more than ten (10) consecutive school days or expulsion, the parents/guardians will be given written notice of a hearing at which they may be represented by an attorney at their expense and may examine and present witnesses and documentary evidence. Following this hearing, a written decision will be issued. The parent(s)/guardian(s) will have the right to appeal any decision imposing a long term suspension or expulsion from school to the Superintendent. Where the student is excluded on a long term basis in accordance with M.G.L. c. 71, §37H, the student shall have ten (10) days from the effective date of the exclusion to file a written appeal with the Superintendent of Schools. Pending the outcome of any such appeal, the disciplinary sanction imposed shall remain in effect.

2. STUDENTS WHO HAVE BEEN CHARGED WITH OR CONVICTED OF A FELONY (M.G.L. c. 71, §37H ½).

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

If the principal excludes the student, the student shall have five (5) days from the effective date of the exclusion to file a written appeal with the Superintendent. Pending the outcome of any such appeal, the exclusion shall remain in effect.

3. DUE PROCESS RIGHTS FOR STUDENTS CHARGED WITH OTHER VIOLATIONS (M.G.L. c. 71, §37H ¾)

Notice and Principal's Meeting prior to short and long-term suspensions

Except in the case of an emergency removal, prior to any short-term suspension (out-of- school) or long-term suspension (whether in school or out of school) the principal shall provide oral and written notice of the charges and the reason for the potential suspension to the student and parent(s)/guardian(s) in English and the primary language spoken in the student's home. The student shall have the opportunity to meet with the principal or designee to discuss charges and reasons for the suspension prior to suspension taking effect.

The principal shall make reasonable efforts to notify the parent of the opportunity to attend the hearing. The meeting may take place without the student's parent(s)/guardian(s) so long as if the principal 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.

The purpose of the principal's hearing 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. The extent of the rights to be afforded the student at a disciplinary hearing will be based on the anticipated consequences, as follows:

a. Short Term Suspension

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

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

The principal or 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. The determination shall be in writing and may be in the form of an update to the original written notice.

b. Long Term Suspension

In addition to the rights afforded a student in a short-term suspension hearing, the student and parent shall also have the opportunity to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student or not; the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense; the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; the right to cross-examine witnesses presented by the school district; the right to request that the hearing be recorded by the principal, and to receive a copy of the audio recording upon request. If the student or parent requests an audio recording, the principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

If present, the parent shall have 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 evidence, the principal 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 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 student is suspended for more than 10 days for a single infraction or for more than 10 days cumulatively for multiple infractions in any school year, the notice will include written notification of the right to appeal to the Superintendent and the process for appealing in English and the primary language spoken in the student's home. No student will be suspended for greater than 90 days in a school year.

Emergency Removal:

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

In the event of an emergency removal, the principal shall make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, and the reason for the need for emergency removal. The principal shall provide written notice to the student and parent as provided above, and provide the student an opportunity for a hearing with the principal as provided above, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for the hearing is otherwise agreed to by the principal, student, and parent.

The principal shall 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 as described above.

In the event of an emergency removal from school, the principal will not release the student until adequate provisions have been made for the student's safety and transportation.

Superintendent's Hearing:

The parent(s)/guardian(s) shall have 5 calendar days following the effective date of the suspension or expulsion to submit a written request for an appeal to the Superintendent but may be granted an extension of time of up to 7 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.

The Superintendent will hold a hearing with the student and the parent(s)/guardian(s) within 3 school days of the student's request for an appeal. The time may be extended up to 7 calendar days if requested by the parent(s)/guardian(s). The Superintendent's hearing may proceed without the parent(s)/guardian(s) if a good faith effort was made to include parent(s)/guardian(s). The superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and superintendent to participate. The superintendent shall send written notice to the parent of the date, time, and location of the hearing.

At the hearing, the superintendent shall determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. Students shall have all of the rights afforded to students at the principal's hearing for long-terms suspension. The Superintendent will issue a written decision within 5 calendar days of the hearing. If the Superintendent determines that the student committed the disciplinary offense, the Superintendent may impose the same or a lesser consequence than the principal, but shall not impose a suspension greater than that imposed by the principal's decision. The Superintendent's decision is the final decision of the district.

Discipline of Students with Disabilities [Includes students currently on 504 accommodation plans or Individual Educational Programs.]

(All students are expected to meet the requirements for behavior as set forth in this handbook.) In addition to those due process protections afforded to all students, the Individuals with Disabilities Education Act and related regulations require that additional provisions be made for students who have been found eligible for special education services or who the school district knows or has reason to know might be eligible for such services. Students who have been found to have a disability that impacts upon a major life activity, as defined under §504 of the Rehabilitation Act, are, generally, also entitled to increased procedural protections prior to imposing discipline that

will result in the student's removal for more than ten (10) consecutive school days or where there is a pattern of short term removals exceeding ten (10) school days in a given year. The following additional requirements apply to the discipline of students with disabilities:

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

involving weapons, drugs or resulting in serious bodily injury to others) until the IEP or 504 Team develops, and the parent/guardian consent to, a new placement, or unless the District obtains an order from a court or from the Bureau of Special Education Appeals (BSEA) authorizing a change in the student's placement. The Student's Team shall also review the student's IEP, and modify as appropriate, any existing behavioral intervention plan or arrange for a functional behavioral assessment.

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

Procedural requirements applied to students not yet determined to be eligible for special education.

- A. If prior to the disciplinary action, a district had knowledge that the student may be a student with disability, then the district provides all protections available to the student until and unless the student is subsequently determined not to be eligible. The district may be considered to have prior knowledge if:
 1. The parent/guardian had expressed concern in writing.
 2. The parent/guardian had requested an evaluation.
 3. School district staff had expressed concern that the student had a disability.
- B. If the district had no reason to consider the student disabled, and the parent/guardian requests an evaluation subsequent to the disciplinary action, the district must have procedures to conduct an expedited evaluation to determine eligibility. If the student is found eligible, then he/she receives all procedural protections subsequent to the finding of eligibility.
- C. The school district has developed procedures consistent with the federal requirements to expedite evaluations.

Suspension of Bus Privileges

A student's bus privileges may be suspended if the "Student Code of Conduct" violation occurs on a school bus or while waiting to board, boarding or exiting said school bus. Such suspensions shall be handled in the following manner:

1. Initial bus discipline report: principal, or designee, will follow both Due Process and the Code of Conduct for progressive discipline consequences.
2. For a 1 to 10 day suspension, school bus privileges may be suspended following oral notice from the school's principal or designee to the student and his/her parent/guardian, stating specific violation which occurred, and that school bus privileges are being suspended for a specific number of days.
3. For a suspension in excess of 10 days, school bus privileges may be suspended for a defined period of time as determined by the school's principal or designee following a written notice from the principal to the student and his/her parent/guardian stating that a specific violation has occurred, and that school bus privileges are being suspended for a specific number of days.

Bus Conduct Infractions

1st Misconduct - Principal or designee conferences with the child and a misconduct slip goes home to be returned, signed by the parent.

2nd Misconduct - A second misconduct slip goes home to be signed and returned, and the parent is contacted. The student is warned that suspension from the bus will occur upon future infractions.

3rd Misconduct - A third misconduct slip is issued and the child is suspended from riding the bus for up to three (3) days. A parent conference is required.

4th Misconduct - A misconduct slip goes home and the child is suspended for three (3) to five (5) days. A parent conference is required.

5th Misconduct - Bus riding privileges may be removed for five (5) to (10) days. Another parent conference is required.

After 5th Misconduct - Bus riding privileges may be removed for ten (10) to twenty (20) days.

PROHIBITING BULLYING

The Wareham Public Schools is committed to maintaining a school environment where students are free from bullying and cyber-bullying and the effects thereof. Acts of bullying and cyberbullying are prohibited:

- (i) on school grounds, property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the school district; or through the use of technology or an electronic device owned, leased or used by the school district and
- (ii) 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 school district, if the acts create a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of a school.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying also is prohibited.

Wareham strives to create safe school and classroom environments for all students and recognizes that certain students may be more vulnerable to becoming targets of bullying or harassment based on actual or perceived characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have one or more of these characteristics. In an effort to prevent bullying, Wareham will provide age-appropriate, evidence-based instruction on bullying prevention for students in each grade.

A. **Definitions**

Aggressor is a student or staff member 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 bullying, cyberbullying, or retaliation of a student.

Bullying, pursuant to M.G.L. c. 71, § 370, means the repeated use by one or more students or a school staff member of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

- (a) Causes physical or emotional harm to the target or damage to the target's property;
- (b) Places the target in reasonable fear of harm to himself or herself or damage to his or her property;
- (c) Creates a hostile environment at school for the target;
- (d) Infringes on the rights of the target at school; or
- (e) Materially and substantially disrupts the education process or the orderly operation of a school.

Bullying shall include cyberbullying.

Cyberbullying, pursuant to M.G.L c. 71, § 370, means bullying through the use of technology or any electronic communication, which shall include, but 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, electronic mail, internet communications, instant messages or facsimile communications. Cyberbullying shall also include:

- (a) The creation of a web page or blog in which the creator assumes the identity of another person, or
- (b) The knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (a) through (e) of the definition of bullying. Cyberbullying 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 clauses (a) through (e) of the definition of bullying.

Hostile environment, pursuant to M.G.L c. 71, § 370, means a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student's education.

Retaliation means any form of intimidation, reprisal or harassment directed against a person who reports bullying, provides information during an investigation about bullying, or witnesses or has reliable Information about bullying.

School grounds means property on which a school building or facility is located or property that is owned, leased or used by a school district, charter school, non-public school, approved private day or residential school, or collaborative school for a school-sponsored activity, function, program, instruction or training.

Target means a student victim of bullying or retaliation as defined in M.G.L. c. 71, § 370.

B. Bullying, Cyberbullying, and Retaliation Reporting Procedures

Students who witness, are the target of, or have credible information that an act bullying, cyberbullying or retaliation has taken place are strongly encouraged to report all incidents to a staff member, who will, in turn, report it to the principal or designee. **School staff** must report any instance of alleged bullying, cyberbullying or retaliation that the staff member has witnessed or become aware of to the principal or designee. **All other members of the school community**, including, parents/legal guardians, volunteers, and visitors, are strongly encouraged to report any act that may be a violation of the anti-bullying law to an administrator or professional staff member. If the principal is the alleged aggressor, the report should be made to the superintendent. In such circumstances, the superintendent or designee will be responsible for taking appropriate actions in accordance with this policy, the district's Bullying Prevention and Intervention Plan, and other applicable district policies and procedures, including providing for the safety of the alleged target. If the superintendent is the alleged aggressor, the report should be made to the school committee, which shall then be responsible for taking appropriate actions in accordance with this policy, the district's Bullying Prevention and Intervention Plan, and other applicable district policies and procedures, including providing for the safety of the alleged target.

Within each building, the principal or designee is responsible for receiving and investigating reports of bullying behavior. Written and oral reports shall be considered official reports, and oral reports will be reduced to writing. Anyone, except for a school staff member, may make an anonymous report. However, formal disciplinary action may not be based solely on an anonymous report. Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades, learning or working environment, or work assignments.

C. Investigating and Responding to Allegations of Student-on-Student Bullying

Investigation

Each school is required to investigate allegations of bullying, cyber-bullying or retaliation promptly and determine whether bullying, cyber-bullying or retaliation occurred. Before fully investigating the allegations, the principal or designee will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents. Responses to promote safety may include, but not be limited to, creating a personal action/safety plan; pre-determining seating arrangements for the alleged target and/or student aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a “safe person” for the target; and altering the student aggressor’s schedule and access to the target. The principal or designee will take additional steps to promote safety during the course of and after the investigation as necessary.

The principal or designee will implement appropriate strategies to protect from bullying or retaliation any student who has reported bullying or retaliation, witnessed bullying or retaliation, provided information during an investigation, or who has reliable information about a reported act of bullying or retaliation. The principal or designee may interview students, staff, witnesses, and others, as necessary, in order to investigate the allegation(s). The principal or designee will remind individuals (1) that retaliation is strictly prohibited and will result in disciplinary action and (2) of the importance of being truthful. To the extent practicable given the obligation to investigate and address the allegations at issue, the principal or designee will maintain confidentiality during the investigative process. The principal or designee will maintain a written record of the investigation.

Response

The principal or designee makes a determination based upon all of the facts and circumstances. If, after an investigation, bullying or retaliation is substantiated, the principal or designee takes steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or benefiting from school activities. The principal or designee: 1) determines what remedial action is required, if any, and 2) determines what corrective actions and/or disciplinary action are necessary. Disciplinary measures are left to the administrator’s discretion, within the guidelines of the school’s Code of Conduct and age appropriateness for students. Any discipline will reflect the severity of the offense, will balance the need for accountability with the need to teach appropriate behavior, and may include, but will not be limited to, verbal admonition, written reprimand, and/or suspension from school.

Upon investigation and determination that bullying or retaliation has occurred, the principal shall promptly notify the parents of the target and the student aggressor of the determination and the school district or school's procedures for responding to bullying or retaliation. The principal shall inform the target's parent of actions that school officials will take to prevent further acts of bullying or retaliation. Nothing prohibits the principal from contacting a parent of a target or student aggressor about a report of bullying or retaliation prior to a determination that bullying or retaliation has occurred.

Any required notice shall be provided in the primary language of the home. A principal's notification to a parent about an incident or a report of bullying or retaliation must comply with confidentiality requirements of the Massachusetts Student Records Regulations, 603 CMR 23.00, and the federal Family Educational Rights and Privacy Act regulations, 34 CFR Part 99, as set forth in 603 CMR 49.07. If the principal concludes that the conduct may constitute criminal activity, he/she will contact the School Resource Officer (SRO) to review the findings. Parent consent is not required for collaboration with the SRO to review the incident.

D. Investigating and Responding to Allegations of Staff-on-Student Bullying

Investigation

Upon receipt of a report of alleged bullying of a student by school staff, the principal/designee will be responsible for taking appropriate actions in accordance with this policy, the district's Bullying Prevention and Intervention Plan, and other applicable district policies and procedures, including providing for the safety of the alleged target where necessary. If the principal is the alleged aggressor, then the superintendent/designee shall be responsible for such actions. In the event the superintendent is the alleged aggressor, the school committee/designee shall be responsible for such actions.

A staff member who is the subject of a complaint of a serious nature will be informed promptly and will be afforded the opportunity to present the facts as he/she sees them, in accordance with district policies and procedures, including any applicable collective bargaining agreements. Procedures for investigating reports of bullying and retaliation by staff are consistent with district policies and procedures for investigations of other alleged misconduct by staff. If necessary, the designated school official will consult with legal counsel about such procedures. Investigations may include interviews of staff, students and others as deemed appropriate. School officials will remind individuals (1) that retaliation is strictly prohibited and will result in disciplinary action and (2) of the importance of being truthful.

To the extent practicable given their obligation to investigate and address the allegations at issue, school officials will maintain confidentiality during the investigative process.

Response

In the event a designated school official determines that the staff member has engaged in bullying of, or retaliation against, a student, the student's parent/guardian will be notified of what action is being taken to prevent further acts and to restore the student's sense of safety. All notice to parents must comply with applicable state and federal privacy laws and regulations. Because of the legal requirements regarding the confidentiality of personnel records, the school official will not report specific information to the target's parent or guardian about any disciplinary action taken unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations. In the event disciplinary action against an employee is under consideration, appropriate due process will be provided. Any disciplinary action imposed will be based upon facts found by the designated school official and appropriate standards and expectations in light of the employee's role and responsibilities. School officials will develop a method to record confirmed acts of bullying by staff.

E. Problem Resolution Procedure

When a parent disagrees with findings related to outcomes of investigations or response to reports of bullying, cyberbullying or retaliation, the parent should immediately identify the nature of the disagreement in writing and submit this written notification to the principal or designee. First level dispute response will be with the principal of the school. If not resolved at this level, the parent should contact the Director of Student Services, and the principal or designee will provide all documentation to the Director. The Director will complete any necessary additional investigation and meet with the parent. This meeting may include the participation of the principal or designee.

Any parent wishing to file a claim/concern or seeking assistance outside of the school district may do so with the MA Department of Elementary and Secondary Education Problem Resolution System (PRS). Information about the PRS can be found at <http://www.doe.mass.edu/pqa> or individuals may send emails to compliance@doe.mass.edu or may call 781-338-3700. In addition, the superintendent's office has hard copies of information about the PRS.

F. Confidentiality of Records

A principal may not disclose information from a student record of a target or student aggressor to a parent unless the information is about the parent's own child. A principal may disclose a determination of bullying or retaliation to a local law enforcement agency under 603 CMR 49.06 without the consent of a student or his or her parent. The principal shall communicate with law enforcement officials in a manner that protects the privacy of targets, student witnesses, and aggressors to the extent practicable under the circumstances. A principal may disclose student record information about a target or student aggressor to appropriate parties in addition to law enforcement in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals as provided in 603 CMR 23.07(4)(e) and 34 CFR 99.31(a)(10) and 99.36. 603 CMR 49.07(3) is limited to instances in which the principal has determined there is an immediate and significant threat to the health or safety of the student or other individuals. It is limited to the period of emergency and does not allow for blanket disclosure of student record information. The principal must document the disclosures and the reasons that the principal determined that a health or safety emergency exists.

G. Reporting Criminal Activity

Before the first day of each school year, the superintendent or designee shall communicate with the chief of police or designee of the local police department about the implementation of 603 CMR 49.06. At any point after receipt of a report of bullying or retaliation, including after an investigation, the principal shall notify the local law enforcement agency if the principal has a reasonable basis to believe that criminal charges may be pursued against the aggressor. Notice shall be consistent with the requirements of 603 CMR 49.00 and established agreements with the local law enforcement agency. The principal shall document the reasons for his or her decision to notify law enforcement. Nothing in 603 CMR 49.06 shall be interpreted to require reporting to a law enforcement agency in situations in which bullying and retaliation can be handled appropriately within the school district or school. In making the determination whether notification to law enforcement is appropriate, the principal may consult with the school resource officer and any other individuals the principal deems appropriate. Nothing in 603 CMR 49.06 shall prevent the principal from taking appropriate disciplinary or other action pursuant to school district or school policy and state law, provided that disciplinary actions for students balance the need for accountability with the need to teach appropriate behavior.

If an incident of bullying or retaliation occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in the school district or school, the principal of the school informed of the bullying or

retaliation shall notify the local law enforcement agency if the principal has a reasonable basis to believe that criminal charges may be pursued against the aggressor.

When involving local law enforcement, Wareham Public Schools will report incidents to the School Resource Officer as a first course of action. In absence of the SRO, the report will go to the Chief of Police or his/her designee.

H. Reporting to Administrator of Another School District of School

If an incident of bullying or retaliation involves students from more than one school district, charter school, non-public school, approved private day or residential school or collaborative school and the Wareham Public Schools is the first to be informed of the bullying or retaliation, then the Superintendent of the Wareham Public Schools or designee must, consistent with state and federal law, promptly notify the appropriate administrator of the other school district or school so that both may take appropriate action.

I. Discipline for False Reports

Any student who knowingly makes a false accusation of bullying, cyber-bullying, or retaliation will be subject to disciplinary action, which may include a warning, detention or suspension (in or out-of-school).

J. Relationship to Other Laws

Nothing in this policy prevents the district from taking action to remediate discrimination or harassment based upon a person's membership in a legally protected category under local, state, or federal law, or the district's policies.

Additionally, nothing in this policy is designed or intended to limit the authority of the school or district to take disciplinary action or other action under M.G.L., c.71, §§ 37H, 37H1/2, or 37H3/4, M.G.L. c. 71 §§ 41, 42, or 42D, other applicable laws, district policies, or collective bargaining agreements in response to violent, harmful, disruptive or other inappropriate behavior, regardless of whether the policy covers the behavior.

STUDENT EXCHANGE PROGRAM

It shall be the policy of the Wareham School District to encourage the participation of foreign exchange students in the Wareham Public Schools.

The Wareham School District openly accepts exchange students from various cultures and countries to their district provided that they are qualified academically and possess skills in English sufficient to function in regular classes without special assistance. Applicants should possess an above average academic record, be highly motivated, and socially and emotionally mature. The program is specifically designed for students with clearly defined goals, which would be advanced through a year of study in the Wareham Public Schools. Students entering the Wareham Public Schools on a student exchange program must hold an F-1 Student Visa.

Students Transferring from Commonwealth Charter School Adopted, June 8, 2011

The school district will enroll and place students who have left Commonwealth charter schools by adhering to the same policies and procedures in place for any other student enrolling in the school district including, but not limited to, examination of the course of study and level of academic attainment of the student when determining the student's appropriate grade placement or eligibility for high school graduation.

To the same extent provided for other students enrolling in the school district, students who enroll in the school district from a Commonwealth charter school shall be subject to the graduation requirements of the school district, may have certain graduation requirements waived, and may make-up certain graduation requirements.

2021-2022 WAREHAM MIDDLE SCHOOL
SCHOOL-HOME COMPACT

The following document represents the Wareham Middle School's 2021-2022 *School-Home Compact* as required by education law as a school receiving Title I funding. We would ask that you kindly read over the information below and have both your child and a parent/guardian sign the form and return it to the school.

Student Name: _____ **Date:** _____

Grade: _____ **Homeroom Teacher:** _____

Student Expectations:

I realize that my education is important. It will help me become a happy and productive person in society. I know that my parents and teachers want to assist me along in my educational journey but I know that ultimately I am responsible for my own learning and success. Therefore, I agree to the following:

- Come to school each day prepared and ready to learn with all materials needed
- Report to school each and every day and be on time
- Work hard to do my best in class and respect the teacher's right to teach
- Be responsible for my own behavior and own learning
- Regularly complete my homework and class assignments
- Follow the policies and procedures of the Wareham Public School District, the Wareham Middle School and those set by my teachers in my classroom at all times
- Bring homework, reports and written information from school to home
- Help to do what I can to keep my school safe and do my best to contribute to a *Caring, Cooperative and Respectful* learning environment
- Respect all adults in the school at all times and cooperate with other members of the School Community

Student Signature: _____ Date: _____

Parent/Guardian Expectations:

I realize that my child's middle school years are very important and that my participation in my child's education will help his/her overall achievement and success in school and in life. Therefore, I agree to carry out the following responsibilities to the best of my ability:

- Make sure my child is in attendance at school each day and on time, arrives ready to learn and with the desire to do their best
- Ensure that my child has the necessary and required materials, books, and homework assignments
- Regularly communicate and work with school staff to support and challenge my child to reach their personal best
- Ensure that my child recognizes and observes the district, class and school rules in place and support him/her in making right choices that are in line with these expectations
- Encourage my child to complete his/her homework and provide sufficient time and an appropriate place for him/her to do so each evening
- Encourage my child to become a part of extended day programs and participate in school sponsored events
- Support the school in its overall efforts to maintain a *Caring, Cooperative and Respectful* learning environment

Parent/Guardian Signature: _____ Date: _____

Please have your child return this sheet to their homeroom teacher as soon as possible.

**WAREHAM MIDDLE SCHOOL
4 VIKING DRIVE
WAREHAM, MA 02571**

August 30, 2021

Dear Parent/Guardian:

The Wareham Public School District has produced a common handbook for students, parents/guardians and staff. The handbook entitled "District Handbook of Policies and Procedures for Students and Staff" outlines policies and procedures which govern the operation of all schools in the district.

A separate and supplemental handbook has also been produced and distributed at each school with information specific to the daily activity and procedures within each building. Please ensure that you take the time to become familiar with the information contained within this document.

The District and Middle School Handbooks can be located at www.Warehamps.org for viewing online and you may request a hard copy if needed.

Please sign below to indicate that you have viewed and understand the rules, regulations and procedures contained in the Middle School Handbook for Staff, Students and Parents.

Please have your child return this form to their homeroom teacher as soon as possible.

Sincerely,
Mrs. Tracie Cote

Student Name: _____ Student Signature: _____

Homeroom Teacher: _____ Homeroom#: _____

Parent/Guardian Signature

Date