

CYRIL D. LOCKE MIDDLE SCHOOL

110 Allen Road Billerica, MA 01821

Dear Students,

Welcome to Locke Middle School! We are very happy to have you join our school community where student learning is our top priority.

Over your three years of middle school, you will experience many changes. You will grow physically, intellectually, emotionally, and socially as you prepare for high school and beyond. It is our responsibility to help you through these new experiences and to help you be successful as a student and citizen.

In middle school, students earn new privileges that require responsibility. We have homework nightly, and this agenda will help keep you organized. It's completely normal to feel disorganized as a middle schooler, and this agenda will help you prioritize your thoughts to stay on track. Please learn the skills of using a personal calendar such as the agenda. Most responsible adults use a personal calendar, and the sooner you learn to organize, the better prepared for high school you will be...one step at a time.

At our school, we all work together to maintain a healthy school climate. We work hard to find the best in each other and celebrate uniqueness. We invite you to get involved in clubs and activities to help continue to build the great school spirit at the Locke. Let the days of learning begin ...

We are glad you're here!

Anthony Garas
Principal

CONTACT INFORMATION

School Office

Secretaries Ms. O'Brien
Ms. Brewster

Phone 978-528-8650

FAX 978-528-8659

Principal: Anthony Garas

Phone: 978-528-8655

Email: tgaras@billericak12.com

Assistant Principal: Phillip Peters

Phone: 978-528-8654

Email: ppeters@billericak12.com

Guidance Counselor: Nicole Papasso

Phone: 978-528-8666

Email: npapasso@billericak12.com

Guidance Counselor: Kevin Sharkey

Phone: 978-528-8667

Email: ksharkey@billericak12.com

School Nurse: Janice Roberts

Phone: 978-528-8660

Cafeteria Manager: Nancy Long

Phone: 978-528-8665



Locke Middle School Expectations

Be Respectful:

Follow all adult directions.

Use appropriate language and volume.

Use appropriate and *kind* words when speaking to others.

Respect each other's belongings and feelings.

Offer support to others.

Be Responsible:

Be on time to school and class.

Be prepared by bringing all supplies you need to class.

Follow directions the first time given.

Follow established procedures.

Strive for *excellence* in *learning*.

Be good *citizens*

Be Safe:

Keep your hands, feet, and objects to yourself.

Use classroom materials and equipment appropriately.

Walk to the right side in the hallways.

No running in school



LOCKE MIDDLE SCHOOL
Be Respectful, Be Responsible, Be Safe

	Hallways	Classrooms	Cafeteria	Restrooms
<u>L</u>earning	Quiet Voices	Be prepared	Raise your hand	Return to class quickly
<u>O</u>ffer support to others	Assist others when needed	Help others and yourself	Work together for clean area	Respect privacy
<u>G</u>ood <u>C</u>itizens	Stay to the right	Follow class rules	Be respectful to adults in the cafeteria	Report problems
<u>K</u>ind to all	Respect personal space	Be positive	Invite others to sit with you	Be aware of others waiting in line
Strive for <u>E</u>xcellence	Keep areas clean	Try your best	Keep voices low	Keeping area clean



At the Locke,
we...

are **Learners**

Offer support to

others

are good **Citizens**

are **Kind** to all, and

strive for **Excellence**



LOCKE MIDDLE SCHOOL STUDENT HANDBOOK

INTRODUCTION

This booklet is to help parents and students understand our school and its rules. It would be of great value if you would sit down with your child and go over the rules and regulations with him/her.

AFTER SCHOOL ACTIVITIES

We are continuing with an after school activity program consisting of a number of clubs and intramural sports on a three-day-per-week basis (M,W,Th) for approximately one hour each afternoon. Students are encouraged to participate in as many of these activities as possible. Late bus transportation will be provided by the district.

Students should be made aware that they must fulfill academic obligations such as extra help and make-up work first before any participation in an after school activity.

ATTENDANCE

Official district policy:

Statement of Purpose

According to Chapter 76, Section 1, of Massachusetts General Law, students are expected to attend class every day that school is in session. Billerica Public Schools believes that regular and punctual school attendance provides an essential foundation for educational progress and assists students in developing habits necessary for success in college and career. Students who are absent miss critical classroom instruction, opportunities for social interaction with teachers and peers, and clarification of assignments. Extended absences impair academic progress and undermine student grades. The goal of the Attendance Policy is to ensure that each student keeps his/her absences to a minimum so that he/she can take full advantage of the educational program and actively participate in the school community.

Attendance Policy

If a student is going to be absent from school, parents must call the school prior to school starting or within 30 minutes after school starts. If you are calling before 7:00 AM call 978-528-8650 and leave

a message. After 7:00 AM call 978-528-8650. If a phone call is not received within 30 minutes of the start of school, the school will call the household, informing the parent of the student absence. In order for absences to be considered excused, proper documentation must be provided.

If a student has **5 or more unexcused absences**, the school principal or a designee will make a reasonable effort to meet with the parent or guardian of the student to develop action steps for student attendance. At that time, the reasons for the absences will be reviewed and, if necessary, appropriate action will be taken which may include referral to the outreach social worker. The action steps shall be developed jointly and agreed upon by the school principal or a designee, the student, and the student's parent or guardian, and with input from other relevant school personnel and officials from relevant public safety, health and human service, housing and nonprofit agencies.

Absences incurred due to non-school related events will count as absences, and the make-up work policy will be applied. Good attendance is one step toward academic success. Teachers are not expected to provide assignments in advance of an absence.

Our overall attendance policy is as follows:

Students are expected to attend school daily. Students who develop a positive pattern of school attendance are more likely to meet with academic success.

Absences

- A student who is recorded as absent for the day may not participate in after-school programs or evening school activities.
- Students with chronic attendance problems will be referred to the school administration.
- The school will send formal written notification to parents of those students who are chronically absent or late to school.
- When a student accumulates five or more absences, parents will be invited to meet with administration, guidance staff, and the district outreach social worker. In cases where attendance does not improve, students may be referred to Lowell Juvenile Court and a CRA (child requiring assistance) petition will be filed.



Excused Absences

Absences from school, which are recorded as excused absences, are determined by the school administration. These include absences represented by the following explanations.

- a. An extended illness or hospitalization that is accompanied by a signed doctor's note detailing the illness and recuperation period.*
- b. Absences due to the exercise of religious obligations on those days of religious observance as authorized by the Commissioner of Education.*
- c. Absences due to a funeral leave in the case of a death in the immediate family. The term "immediate family shall include the student's parents, siblings, grandparents, aunt, uncle, or relative living in the student's home.*
- d. Absences due to a mandatory court date. Official written proof must be produced before the absence can be excused.*
- e. If a student is absent for other reasons, the principal will use his discretion to determine if the absence is excused after consultation with the parent or guardian.*

Unexcused Absences

When students are absent from school for a family vacation, these absences will be recorded as unexcused. Make-up work will be given to students upon their return to school. We encourage parents to schedule vacations during time that school is not in session. Parents should be aware that Massachusetts General Law sets limits on the number of allowable absences.

If a student arrives to school after 10:35 AM, he/she will be considered absent. If a student is dismissed before 10:35 AM, he/she will be considered absent.

TARDINESS

Punctuality is a fine trait to develop. Being on time for school and for class is very necessary to prevent constant disruption. Students who are tardy to school should bring a note with them explaining their tardiness. A student is considered tardy if they arrive to homeroom after the 7:30 AM bell. After 9:00 a.m., students must have a note or be accompanied by a parent to be admitted to school.

Habitual Tardiness- If a student is tardy

(unexcused) five times in a trimester, an office detention will be assigned. An attendance meeting with parents will be scheduled if tardiness continues. Continued habitual tardiness will be referred to the district outreach social worker.

Excused Tardies:

Tardies will be excused if a student has a morning appointment that cannot be scheduled at another time. Please provide the office with a documentation stating that your child was seen that morning.

BACKPACKS/LOCKERS

Students may wish to carry books to and from school in a backpack. Students are assigned lockers, and lockers are the primary storage area for schoolbooks and supplies. Students are encouraged keep pencils and other supplies in a zipper-pouch for their binder. Students are allowed to carry backpacks in school.

All electronic devices are to be kept in lockers, including phones. We encourage students to not bring in expensive ipods, electronic games, etc.

BUS DISCIPLINARY PROCEDURE

Each student will receive part 2 of the student handbook delineating school department policies and procedures for bus transportation. All rules concerning the bus ride and bus stop are clearly outlined.

Students must ride assigned buses. Permission to ride a different bus for one-day will be granted based on seat availability. This is only done on an emergency basis and parents must contact the administration to make arrangements. These arrangements must be made before the school day begins.

CAFETERIA RULES

Hot lunch is provided each day for the students. If assistance for purchasing a breakfast or lunch is needed, have your child pickup a Free/Reduced Lunch Form in the school office and complete on-line. All students may continue to receive free lunch this year.

Students will immediately take a seat in their assigned areas. They will quietly await the teacher's directions to enter the lunch lines. There will be no



line-cutting or reserving spaces in line for friends. Rules of etiquette will be observed during lunches (no throwing of food, utensils, napkins, straws, milk cartons, no excessive noise). When students have completed their lunch, the teacher on duty will give permission to take trash, trays and utensils to the appropriate places in the wash area. After cleaning away trays or lunch bags, students will return to their seats immediately. When the bell rings they remain at their seats until the table has been inspected by the teacher on duty. Do not take food, milk, ice cream, etc. from the cafeteria.

Students who have difficulty with behavior in the cafeteria may be provided with an alternate setting for lunch or may be assigned lunch detention during which they will eat in a separate area of the school.

CHEATING

The school has adopted the following definition of cheating to be used by all members of the Locke community:

Cheating is the act of submitting homework or academic work whole or in part copied from another person or source. Cheating is also presenting another person's work or ideas as though they were your own. Plagiarism is also considered cheating. Consequences range from loss of academic credit, to suspension.

Any student wearing an Apple Watch during an exam will be ask to give it to the teacher until the end of the period or exam.

CHROMEBOOKS

All students are issued Chromebooks to use for school work. Chromebooks should be charged overnight and brought to school each day. All student assignments will be posted in google classroom. Improper use of Chromebooks will result in disciplinary action.

CLASSROOM OFFENSES

Classroom rules and regulations will be defined by each teacher and explained to the student. Teachers will notify parents regarding classroom offenses as they occur. Discipline referrals are the result of several classroom offenses and/or severe violations of school rules.

COATS

Students will leave heavy coats in lockers during the day but may choose to wear a sweater, sweatshirt or fleece jacket to class.

CLUBS AND ACTIVITIES ELIGIBILITY

The student's eligibility to participate in clubs or activities is based on his/her conforming to the regulations of the club or activity. Students who are absent on the day of an activity shall not attend that activity. In addition, a student's academic performance and/or disciplinary record may limit a student's participation in activities.

CORRIDOR TRAFFIC

Students are to walk in an orderly manner in either direction in the corridors keeping to the right and observing the "traffic pattern". Students are prohibited from running, pushing, yelling, etc.

DETENTIONS (assigned by the teacher)

Detentions may be assigned by the teachers because of missing assignments or inappropriate behavior. The student will be given twenty-four hours written notice to inform his parents or guardian and arrange for transportation. Detention time and day are determined by the individual teacher. If the student does not attend the assigned detention, the student is assigned an office detention and is assigned 3 discipline points. Detention may be postponed due to inclement weather.

If it is necessary to have a student released from detention, the parent or guardian must send a note in advance to the teacher. Failure to attend assigned detention will result in additional detention time or discipline referral.

The student is to bring suitable work with him/her. Misbehavior in detention will result in repeating the detention and/or suspension.

OFFICE DETENTION

After-school office detention may be assigned at the discretion of the Assistant Principal. A twenty-four hour notice will be given to inform parents and arrange transportation if necessary. If a student absents himself from office detention, an additional detention will be assigned in addition to the original detention to be served. If either of these detentions is missed, it will result in suspension.



The student is to bring suitable work with him/her. Misbehavior in detention will result in repeating the detention and/or suspension.

DISMISSAL

If you wish to have a student dismissed from school, please send a note to the office in the morning stating the time of the dismissal and the specific person who will come for the student. **DISMISSAL MAY ONLY BE AUTHORIZED BY A PARENT OR GUARDIAN.** If your child is ill, we will advise you if it is necessary to dismiss the student. Students who leave school without the permission of the office are subject to disciplinary action. Also, on your emergency form indicate who is permitted to dismiss your child.

Students must not text or call parents from cell phones to request dismissal. Students who are not feeling well will be permitted to see the school nurse. If students have personal issues or emergencies, they may request to see a guidance counselor or school administrator for assistance.

DRESS CODE

One of the purposes of the Locke Middle School is to provide an appropriate environment for the education of all students. Therefore, students attending Locke Middle School shall wear clothing that is appropriate for all school activities. Student clothing should not distract from the school's everyday practices and procedures.

The Locke Administration respects the right of students to determine their mode of dress providing this mode meets the following criteria at school and all school functions.

1. Outer clothing such as heavy jackets, hats, or hoods may not be worn during the school day.
2. Clothing or wristbands that displays or advertises alcohol, drugs and/or tobacco products; clothing or wristbands displaying profanity; and clothing that displays sexually suggestive material and/or depicts violence in lettering or art design is prohibited.
3. Students are to wear supportive sneakers and clothing that permits freedom of movement during physical education class. (flip-flops/jeans are not appropriate for PE.)
4. As a general rule of thumb, clothes must be neat, clean and in good condition.
5. Pants, shirts, and shorts should NOT be worn in a way as to reveal undergarments or the area normally

covered by undergarments. Shirts should meet the waist line and cover the midriff.

6. Student dress is to conform to a presentable style suitable for school and learning.

7. If a student is not dressed appropriately, he/she may be asked to change. If needed, alternate clothing may be provided to the student. Students should keep a change of clothes in their locker in the event that they have to change.

FIRE DRILLS/ALICE SAFETY DRILLS

We would encourage you to impress on your child the seriousness of fire drills/ALICE safety drills and help us to make them aware of the need to know what to do in case of emergency. Students who pull the alarm boxes as a prank are subject to arrest and prosecution by the Police Department as well as suspension from school.

GUIDANCE SERVICES

The guidance counselor's role is to ensure that each student's social, emotional and academic experience at the middle school is a successful one. Students may seek out their guidance counselor for different reasons. Some of these include academic difficulties, social pressures with peers, questions concerning future educational plans, and/or difficulties they may be having outside of school which affect academic performance.

1. Office Appointments – Students may see their guidance counselor at any time during the day provided that they have a pass from the teacher. If the counselor is unavailable or not in his/her office, the student should fill out a form, go back to class, and return at a later time. The counselor will attempt to meet the needs of students during non-core classes. However, it may be necessary for a student to miss part or all of a class when this cannot be avoided.

2. Failing Grades – The guidance counselors will monitor the student's progress throughout the year. Students, who are having serious academic difficulty, will be contacted by their guidance counselor and teacher to determine what can be done to improve their academic performance.

3. Honor Roll and Presidential Academic Excellence Award – the guidance counselor identifies outstanding academic achievement to make certain that such efforts are rewarded. At the close of each trimester, students who qualify for the



honor roll will receive a certificate and their names will appear in the local newspaper. The high honors and honors policy implemented for the middle school is:

High Honors – A student must maintain a 90 average or above in **all** subjects listed on the report card.

Honors – A student must maintain an 80 average or above in **all** subjects listed on the report card.

The Presidential Academic Excellence Award is presented to qualifying seventh graders upon leaving the middle school. Any student who has attained A- average or higher in grades 5, 6, and 7 will receive a certificate of merit upon completion of middle school.

4. Parental Conferences – Parents who are concerned about the social, emotional, and/or academic progress of their child should feel free to contact the guidance department for consultation. Parents sometimes feel that they would like to speak to all of their child's teachers at the same time in order to receive a complete educational assessment of their child. This is best accomplished at a team meeting because all teachers are available at that time. A telephone call to the guidance counselor will ensure that an appointment is made as quickly as possible. The middle school experience is a time of transition for most students. It is the interest of the guidance department to assist students in any way that they can.

Back to school night is our first opportunity for teachers and parents to be introduced. Two additional conference nights will be held. In addition, email is an effective method to communicate with staff and a simple email or phone conference may suit your communication needs best.

HARASSMENT POLICY

The Billerica School Committee affirms the policy of maintaining within the Billerica Public Schools learning and working environment free of harassment, discrimination and intimidation for all persons, faculty, staff and students in accordance with Federal and State laws. This includes all forms of electronic harassment such as email and instant messaging as defined in CML Chap. 265, Sec. 43A. Students are subject to disciplinary consequences for harassment. See Code of Conduct.

HOME INSTRUCTION

If you become aware during the school year that your child will be absent for an extended period of time (14 days or more) please contact the guidance counselor at once so that alternate education may be arranged.

HOMEWORK POLICY

Homework is an important extension of class work. Parental cooperation and supervision are an essential part of establishing good homework habits. Parents should expect students to have some homework everyday. If you do not see books or evidence of work at home, please contact teachers.

Homework assignments are designed by each teacher to be appropriate for the grade level and subject matter being taught. The length and type of assignments will vary from class to class.

Long-range assignments, papers and projects become more prevalent at this level and require more careful budgeting of the student's time. When no specific written assignment is due, students are expected to review their material and/or read independently. Missed homework may be given a zero. We feel this coincides with high expectations for all students. As a rule of thumb, Locke students should expect to complete 2 hours of home study per night.

The Locke Middle School believes that class time is invaluable to academic success. When students are absent, it is their responsibility to make up missing assignments and tests. For extended absences, please contact your child's guidance counselor. We discourage vacations that do not coincide with regular scheduled school vacations and holidays. Any missed homework, due to unscheduled vacations, **may be requested upon return.**

HOMEWORK, MAKE-UP ASSIGNMENTS

When a child is absent for **three or more days**, homework may be obtained by contacting the teachers by email or telephone by 7:30 a.m. on the third day of absence. All assignments will be left in the main office within 48-hours of the request. **As a general rule, if a student is absent 1 day, he/she will have 1 day to make up the work, if he/she is**



absent 2 days, 2 days will be given to complete the work, etc.

LIBRARY

Students will be given opportunities to go to the library during homeroom and with their classes. Parents are encouraged to remind students to return books when they are due.

LOCKERS

Each student will be assigned his/her own locker. Each student will be given a lock by his/her homeroom teacher. Students that do not turn in locks at the end of the year will be charged \$5. Students may go to their lockers before school, after period 3, and at the end of the day. A pass is required at any other time.

Since lockers are school property, and are loaned to students each year. The administration reserves the right to conduct a search of lockers to protect the health, safety or welfare of all. This action will be taken if there is reasonable cause to think a student is in possession of something that should not be in school or is illegal – drugs, alcohol, a dangerous weapon, stolen property, etc.

MEDICAL INFORMATION

The Billerica School Department recognizes that parents/guardians have the primary responsibility for the health of their children. The school health office is for first aid and emergency situations. Parents are expected to address other medical situations at home. If follow-up treatments are necessary, please speak with the school nurse prior to the student returning to school.

MEDICAL REQUIREMENTS MANDATED BY STATE

Parents are asked to supply the nurse with criteria obtained by private physicians regarding exams, immunization and medical issues. **If students do not complete these requirements, they will need to be excluded from school.**

MEDICAL INFORMATION

Only a physician is legally authorized to prescribe medication (including non-prescription medication, i.e., aspirin, Tylenol, cold remedies, etc.). Parents should confer with the child's physician to arrange medication time intervals to avoid school hours whenever possible.

When medication absolutely must be given during school hours, all requests are to be referred to the school nurse. Parents must provide all of the following:

1. Written directive from the physician, including diagnosis, medication, dosage, time and possible side effects. If the student must keep the medication on their person, this must be authorized in writing by the physician.
2. A written note from the parent authorizing the nurse or designated person to administer the medication.
3. Medication in a container with the prescription labeled by the pharmacist with the student's name, date, medication, dosage and physician's name. Pharmacists will provide additional containers for school use.
4. Medication should be delivered to the school by a parent or responsible adult.
5. Notification of changes or discontinuation.

All requests for medication must be renewed (as above) at the beginning of each school year.

NOTICES

The School has adopted the following communication policy in regards to written notices:

Written communication (notices) is an effective means of keeping the parent/guardian informed as to what is happening at school. It is vital that all students regard the written communication policy with importance. All notices distributed to students will be expected to be brought home by the student and made available to an adult at home. The following procedures will be implemented in dealing with written notices:

- Students should place all notices in their Agenda books or communication folder. (this only applies to students requesting paper copies)
- All notices will be sent via email in the weekly newsletter.

CODE OF CONDUCT:

All students at the Locke are expected to demonstrate appropriate behavior at all times. We realize that students will make mistakes and must learn from those mistakes in order to improve behavior. We will assign logical consequences to



students in the hopes that students will understand the ramifications of their actions and work towards improvement. The following is a tiered list of the most common offenses that occur. It is by no means a complete list of the offenses that may occur during the school day. **All school rules apply at all school events and field trips.**

LEVEL 1 OFFENSES:

Minor misbehavior, which impedes orderly classroom procedures or interferes with the orderly operation of the school: These infractions are typically handled by the individual staff member, but may require the intervention of other school support personnel.

- Classroom disturbance which disrupts instruction
- Use of fidget spinner in classroom
- Inappropriate/abusive language
- Defiance of authority
- Excessive horseplay (classroom, hallways, Café)
- Inappropriate public displays of affection
- Late to class without an excuse
- Failure to follow school rules and/or staff member directives
- Eating or drinking outside of lunch area (with the exception of bottled water.)
- Gum chewing
- Violation of electronic device policy (cell phone, Ipod, camera, Iwatch, etc.)
- Refusal to work

Possible Consequences of a LEVEL 1 OFFENSE:

- a. Warning (oral/written)
- b. teacher detention
- c. lunch detention
- d. Parent Notification

LEVEL 2 OFFENSES:

Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school or classroom: These infractions can be a continuation of level 1 offenses and require intervention of the assistant principal.

- Continued **LEVEL 1** offenses
- Throwing objects in class, lunch, etc.
- Forgery of notes or fraud
- Cheating (includes plagiarism)
- Skipping class

- Skipping detention
- Repeatedly disrupting the classroom which results in being sent to the office
- Bullying
- Insubordination (refusing to follow directions from a staff member)
- Intimidation, extortion, or coercion
- Indecent gestures at students or staff
- Inappropriate dress
- Possession or passing out obscene materials
- Gambling
- Use of laser pointers
- Use/possession of lighters or matches
- Obscene, profane, abusive and disrespectful language
- Spitting

Possible Consequences of a LEVEL 2 OFFENSE:

- a. written warning
- b. teacher detention(s)
- c. lunch detention(s)
- d. 1 – 3 office detentions
- e. 1 – 3 days suspension
- f. parent notification

LEVEL 3 OFFENSES:

Any acts that may endanger or be harmful to staff or students: These offenses are serious in nature and will result in serious consequences.

- Continued **LEVEL 2** offenses
- Throwing objects that result in injury or damage
- Inappropriate touching
- Threats to students (verbal or through electronic means)
- Truancy, Unauthorized absence from school
- *Fighting between students (regardless of who started the fight)
- Vandalism to school property
- *Use of cell phone or camera for an inappropriate purpose (Such as filming a fight and posting it on social media, etc.)
- Theft of school, staff, or student property
- Leaving school without permission
- Harassment of any type (sexual, racial, etc.)
- Graffiti of any type
- Failure to report to the office when referred
- False identification to a staff member
- Extortion
- Violation of a student's or staff's civil rights



- Making racial comments or slurs toward a student or staff

Possible Consequences of a LEVEL 3 OFFENSE:

- a. teacher detention(s)
 - b. lunch detention(s)
 - c. 1 – 3 office detentions
 - d. 1 – 5 days suspension
 - e. parent/student conference with administration
 - f. implementation of a behavior plan
 - g. Referral to Billerica police and school resource officer
- *1-3 days suspension

LEVEL 4 OFFENSES

Level 4 offenses are the most serious in nature that negatively impact the safety and well-being of staff and students.

- Continued **LEVEL 3** offenses
- Assault of student or staff
- Threat to staff
- Sexual assault
- A fight involving the use or threatened use of a weapon
- Possession or use of a dangerous or deadly weapon
- Possession of illegal drugs or drug paraphernalia
- Possession or use of tobacco products, including e-cigarettes or vapor pens.
- Possession of alcohol
- Consumption of alcohol or drugs during school or a school function
- Smoking or vaping during school
- Sale of illegal drugs or alcohol
- Possession or use of fireworks (including poppers, firecrackers, etc)
- Arson
- Creating a hit list
- Activation of a false fire alarm
- Bomb threat
- Chronic Bullying
- Possession or use of disruptive/offensive materials

Possible Consequences of a LEVEL 4 OFFENSE:

- a. office detention(s)
- b. 1 – 10 days suspension
- c. expulsion
- d. parent/student conference

- e. implementation of a behavior plan
- f. Referral to Billerica Police and school resource officer

CAUSES FOR SUSPENSION:

Referral may result in suspension as follows:

1. **Accumulation of referrals** – incurring a series of repeated infractions of major or minor rules.
2. **Any action**, which tends to endanger the health and safety of the offender, other students or staff member; impedes the teacher-learning process or disrupts the orderly operation of the school.

OFFICE REFERRAL

When a student is referred to the office, a copy of the teacher's referral will be sent home with the student to be signed and returned the next day. If the referral notice is not returned within 3 days, a copy will be mailed home. This copy should be signed by a parent and returned by the student to the Asst. Principal. If the notice is not returned, the Asst. Principal will call home to discuss the incident. We enlist the aid of the parents in discussing the referral with their child and in correcting inappropriate behavior. If the parents feel that a conference with the teacher would be helpful, they should call the school and we will make the necessary arrangements.

CONDITIONS OF SUSPENSION

Students who are suspended at home are to remain at home during the hours school is in session. The student is to take his/her books home and use the suspension as a day of study. A student on suspension is not allowed on the school premises nor allowed to participate in or be a spectator or attend any at school functions, ceremonies and extra-curricular activities.

STUDENT DISCIPLINE POINT SYSTEM:

Locke Middle School employs a policy of progressive discipline. The assigning of student points is at the discretion of the Administration.



1. If a student is sent to the office for disruption and the teacher does not write a referral, the student will be assigned **1 point**.
2. If a student referral is written and the student receives a formal warning, the student will be assigned **2 points**.
3. If a student receives office detention, the student is assigned **3 points**.
4. For each day of bus suspension, a student will receive **1 point**.
5. For each day of school suspension, student will be assigned **5 points**. (1 day, 5 points – 2 days, 10 points, etc.)

SOCIAL PROBATION

1. If a student receives **10 points** in one term, the student will be placed on social probation. Students on probation are excluded from participation in school dances, functions, extra-curricular activities, etc. Parents may request a meeting with administration to review the case. ***The final decision regarding students placed on social probation will be made by the administration and the administration will contact parents regarding the status of their children.***
2. Students will have a fresh start each quarter.
3. Students who accumulate **25 points** throughout the school year will be placed on social probation for the remainder of the school year.

Upon receiving the 25th discipline point, an administrative conference will be held with the parent, student, assistant principal, and principal. Upon accumulation of 25 points, students forfeit their right to participate in any school trip, event, activity, or function. This includes, but is not limited to removal from the Washington, D.C. field trip, Canobie Lake, the Grad dance, Nature's Classroom, field day, or other end of the year activities and field trips. Parents have the right to review their child's record with administration and discuss the results. **However, the administration reserves the right to take any action deemed necessary to safely carry out a school function or field trip.** ***The final decision on students attending end of the year functions and trips will be made by administration and the administration will contact parents regarding the status of their children.***

PLEASE NOTE:

Students sign contracts that describe the requirements for major field trips. Students are held accountable to the standards listed in the contracts even if they exceed the disciplinary rules above. In addition, students who are removed from a trip for disciplinary reasons may lose money that has been put toward attending the trip.

ACADEMIC PROBATION

Students that receive a failing grade in one or more of the core academic subjects (English, math, social studies, science) on a progress report or report card will be considered on **academic probation**. If a student receives all passing grades on the next progress report or report card, the student will be removed from probation. Students on academic probation will be expected to stay after school in homework club at least twice a week. Students will be asked to sign academic contracts with their counselor and teachers in an effort to improve academic performance. Similar to social probation, students that do not improve academic performance may forfeit their right to participate in any school trip, event, activity, or function. This includes, but is not limited to removal from the Washington, D.C. field trip, Canobie Lake, the Grad dance, Nature's Classroom, field day, or other end of the year activities and field trips. Parents have the right to review their child's academic record with administration and discuss the results. ***The final decision on students attending end of the year functions and trips will be made by administration and the administration will contact parents regarding the status of their children.***

ANTI – BULLYING POLICY

The Billerica Public Schools has a strict zero tolerance policy on bullying. If any type of bullying behavior that occurs on school grounds or off of school grounds creates a **hostile environment** in school for any student, immediate disciplinary action will be taken. Bullying can take on many forms. Listed below, you will find the Billerica Public Schools definitions of bullying.

“A person is bullied when he/she is exposed, repeatedly and over time to negative actions on the



part of one or more other persons, and he/she has difficulty defending himself or herself.”

Bullying can occur in many forms:

- 1. Physical:** hitting, kicking, shoving, spitting, or any type of threatening physical acts, gestures, or body language against a student to make them feel threatened, intimidated, or unsafe.
- 2. Verbal:** derogatory comments, bad names, swears, spreading rumors, lying, teasing, taunting, gossip, etc.
- 3. Social Exclusion:** purposely excluding a student from their social circle of peers.
- 4. Racial:** targeting a student in a hurtful, mean-spirited way based on their ethnic background.
- 5. Sexual:** targeting a student in a hurtful, mean-spirited way based on their gender or sexuality.
- 6. Cyber Bullying:** Use of any electronic or technological device to target a student in a hurtful, mean-spirited way via:
 - Cell phone text messaging or sexting (sending pictures that are explicit)
 - Internet – facebook, MySpace, Formspring, and other social networking sites. Also, AIM and AOL.

WORDS YOU SHOULD KNOW:

Aggressor – the student doing the bullying (the bully)

Target or Victim – the student who is bullied

Witness – someone who takes the appropriate action by intervening or reporting a bullying event to the office

Bystander – someone who “just watches” as the bullying occurs

Hostile Environment – any actions by a student(s) which causes a fellow student to feel unsafe at school or outside of school

Retaliation – “Getting back” at someone after being the target of the bully, verbally or physically. Also, “getting back” at a student for reporting a bullying incident.

Staff – everyone who works at the school

All staff and students are directed to report any incident that they believe to be bullying. Students who feel uncomfortable with another student should seek out an adult for support. Incidents of bullying are investigated carefully and privately. Hearsay and parent concerns cannot solely validate the investigation. After a complete investigation into the

claim, the assistant principal will determine whether or not a bullying incident occurred. **If bullying has occurred, all parties will be notified in writing and consequences will be assigned to the aggressor. Consequences can range from formal warning to suspension.**

Please refer to section 2 of the handbook for a more comprehensive reading of the district’s anti-bullying policy.

HAZING

As defined by the 1985 Act Prohibiting the Practice of Hazing, hazing is a serious crime punishable under state law. Students found responsible for planning or initiating hazing will also be subject to punishments as severe as expulsion following a disciplinary hearing before the School Committee. Students who participate in or are in the willful presence of hazing will also be subject to suspension for up to five days. They will not be allowed to return without a mandatory hearing with the Principal, at which the student and parent/guardian are present. Students who are aware of hazing but fail to report the offense to the appropriate school authorities will also be subject to a one-day suspension from school.

CELL PHONE--NON SCHOOL RELATED PERSONAL ITEMS POLICY

Locke Middle School strictly enforces a “**see it, hear it, take it**” policy in regards to electronic devices. Any device that interrupts the learning process may be taken at the request of the teacher or other adult in the school.

Possession or use of items not used in the educational process will result in confiscation (e.g. cell phones, IPODS, cards, toys, cameras, I-watches, spinners, etc.) and will be released to the parent/guardian of the student. **In addition, after a 2nd offense of this policy, an office detention will be issued to students who disregard this rule. Repeated violation of this policy will result in suspension.** Students who refuse to surrender such items will be disciplined based on insubordination and disrespect. **Video-taping in school and/or after school, without permission by school staff, is**



strictly prohibited and could result in a detention and/or suspension. Cell phones and other personal electronics are to be turned off and kept in students' lockers. If a student's locker does not work properly, the student should notify the homeroom teacher or the office. **The use of cell phones for any reason in school is prohibited.** If a student is staying after school for any reason, phone use is also prohibited until they are dismissed from school (Outside of the building). We also ask parents to refrain from texting or calling students during the school day.

The school is not responsible for lost or stolen items.

Possession in school, or on the bus, of any item or material, which may be injurious to the student or anyone else, is cause for suspension and/or expulsion (i.e. fireworks, party snappers, knives, chains, weapons, drugs or alcoholic beverages) or facsimile thereof. The Police Department will be notified in cases of possession of alcohol, drugs, weapons or explosives/firearms.

SUSPENSION AND/OR EXPULSION – DRUG AND ALCOHOL POLICY

The sale or transfer of narcotics, sedatives, tranquilizers, stimulants, alcoholic beverages, vaping materials, and/or hallucinogenic materials and substances on school premises or at any school activity is prohibited.

It is prohibited to be in the state of intoxication or be under the influence of narcotics, sedatives, tranquilizers, stimulants, alcoholic beverages, and/or hallucinogenic substances not prescribed by a physician while on school premises or at any school activity.

It is prohibited to be in possession or in the presence of narcotics, sedatives, tranquilizers, stimulants, alcoholic beverages, vaping materials, and/or hallucinogenic substances not prescribed by a physician while on school premises. This prohibition applies to possession of these drugs and substances whether carried on the person, stored in a locker, or elsewhere. If reasonable suspicion exists, a student and his/her locker may be searched by school administration to determine if illegal substances are in the student's possession.

Any student in violation of this policy will be subject to a long-term suspension or expulsion. A mandatory hearing with the Principal will be required at which the student and his/her parent or guardian must be present.

Any infraction of this policy (use or possession or in the presence of) will result in immediate notification to the police by the school administration. This policy is subject to modification, where appropriate, in keeping with the State Department of Education's policy on suspension and expulsion.

SECURITY

In cases where words or deeds threaten violence to a student or staff member, the Principal may determine that those responsible for such threats remain out of school pending an assessment that they do not represent a danger to themselves or to others. Such an assessment will be conducted by a licensed professional outside the school system.

CHAPTER 71-37H1/2 OF THE MASS GENERAL LAWS

The Locke Middle School subscribes to the provisions of Chapter 71-37H1/2 of the Massachusetts General Laws. "Upon issuance of a felony delinquency complaint against a student, the principal may suspend that student from school if it is determined that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school."

PASSES

Students who are in the corridors or lavatories after a class period has begun must have a properly filled out agenda book or corridor pass, one name per pass, signed by the teacher. Passes for library and guidance should be obtained in the morning during homeroom.

PHONE CALLS

Students will be unable to receive phone calls during the school day. Parental messages may be given to the student through the office. Students must receive permission from a staff member to use the office phone.

Students are not permitted to receive or send phone calls or texts during the school day. This includes to and from parents.



PARENTS DROPPING OFF STUDENT MATERIALS

The secretaries will make two announcements during the day for students to pick up materials left by parents. The 1st announcement will be made after period 1 and the 2nd after period 3. In order to protect instructional time, no other announcements will be made for students to pick up materials. We encourage students to become independent and bring the appropriate materials to school every day.

PHYSICAL EDUCATION CLASS

Physical Education class is a required area of instruction. If it is necessary to have a student dismissed from physical education, a doctor's notice is required. Students may be dismissed from class by parental request for urgent reasons for duration of no more than two (2) consecutive classes. Extended dismissal from gym class requires a doctor's note. Every student should have an appropriate change of clothes (example: a pair of shorts, T-shirt, sweatshirt or sweatpants). This is a requirement of class. If this provides a financial hardship, please send a note to the gym instructor and we will attempt to assist you. Gym lockers/baskets, which are left unattended or unlocked, are an open invitation to less than honest persons. If something is missing, the student should notify the gym instructor immediately. A student's personal belongings should be locked up to prevent theft.

PICTURES

Pictures will be taken this year on a prepaid basis at a date to be announced. Parents are under no obligation to purchase pictures. All students are required to take a photo for school records.

PROMOTION

The three-tier policy will require the following standards for each grade level:

Grade 5 – Students are required to pass 3 out of the 4 core {English (Reading and Writing), Math, Science, Social Studies} subjects to be promoted.

Grade 6 – Students are required to pass 3 out of the 4 core subjects to be promoted. However, a second

failing grade in the same failed subject as grade 5 would necessitate retention in grade 6.

Grade 7 – Students must pass all 4 core subjects to be promoted.

The Principal retains the final discretionary authority to promote or retain any student when extenuating circumstances prevail. Students that do not meet promotional requirements will be required to go to summer school in order to receive passing grades.

SCHOOL PROPERTY

Unauthorized persons are not to be in the school building or on school grounds. Any such persons refusing to leave school property will be removed by the police and may be charged with trespassing. At the close of the school day, students are not to be in the building or on school grounds unless participating in an organized activity supervised by a faculty member.

SCHOOL RECORDS

As of 1998 Massachusetts Law (General Laws Chapter 71, Section 34H) specifies detailed procedures that govern access to student records by parents who do not have physical custody of their children. For more information, please contact the school principal.

SMOKE-FREE POLICY (VAPE-FREE)

The Billerica School Committee set a goal to create a smoke free environment for all Billerica schools by September 1994 and to prohibit the use of tobacco products at all time by students, staff and visitors in all school buildings and grounds and at all school sponsored activities. This includes e-cigarettes and vapor pens.

TEXTBOOKS

All textbooks are loaned to students. Students are responsible for their care and maintenance. Covers should be put on all texts. Students should write their names and homeroom and/or team on all texts in a place designated by the subject matter teachers. The student, parent or guardian will pay a fee for all lost or damaged books.



VISITORS / GUESTS

Anyone entering the building is required to report to the main office. Students are not allowed to bring relatives or friends to school with them.

PARENT ACKNOWLEDGMENT

Dear Parent,

Please review this booklet with your child, to assist us in reinforcing what we are teaching your child about school regulations and procedures.

Please sign this section indicating you have gone over this handbook with your son or daughter and agree to the rules and regulations of the Locke Middle School. Have your child return it to his/her teacher. Thank you.

Parent's Signature

Date

Student's Name (please print)

Homeroom

