



Grades 6 - 8

CARVER MIDDLE HIGH SCHOOL STUDENT PARENT/GUARDIAN HANDBOOK

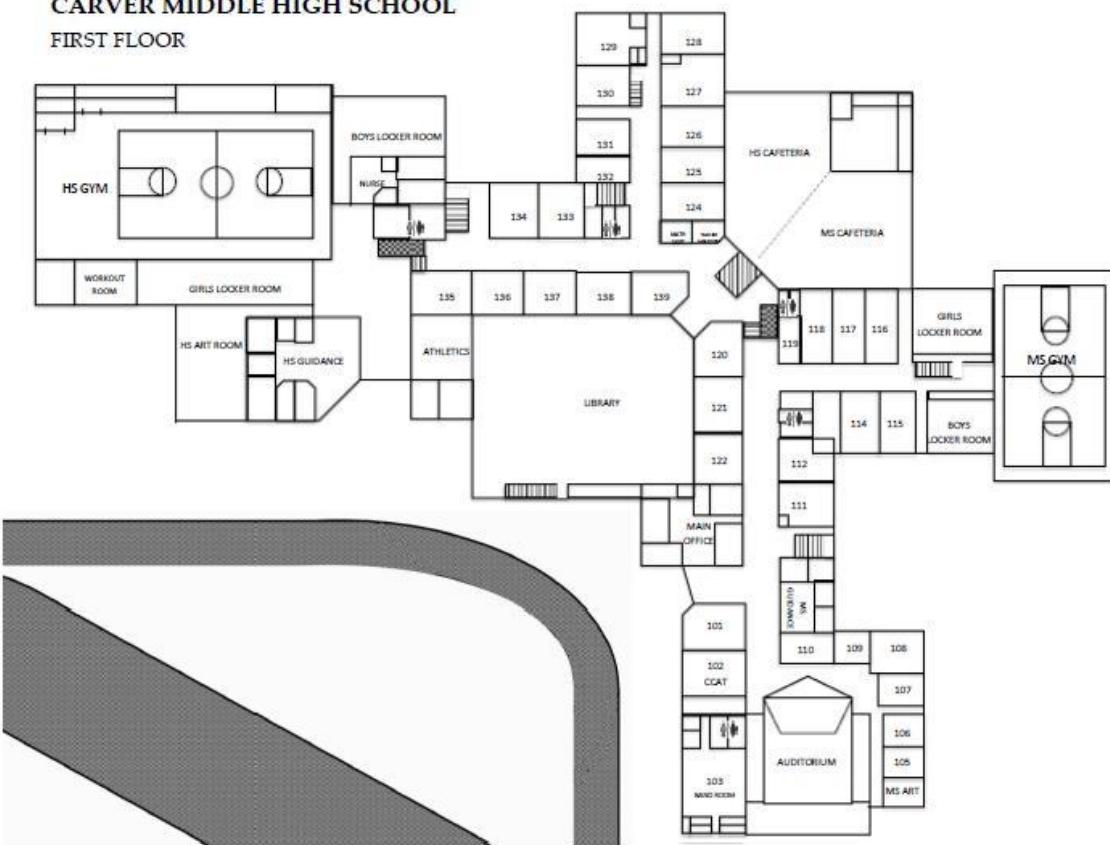
2021 - 2022

**Policies and procedures in this handbook may be modified as a result of the COVID-19 pandemic to ensure student and staff health and safety. Please refer to [CMHS COVID Website](#) for Updated Information **

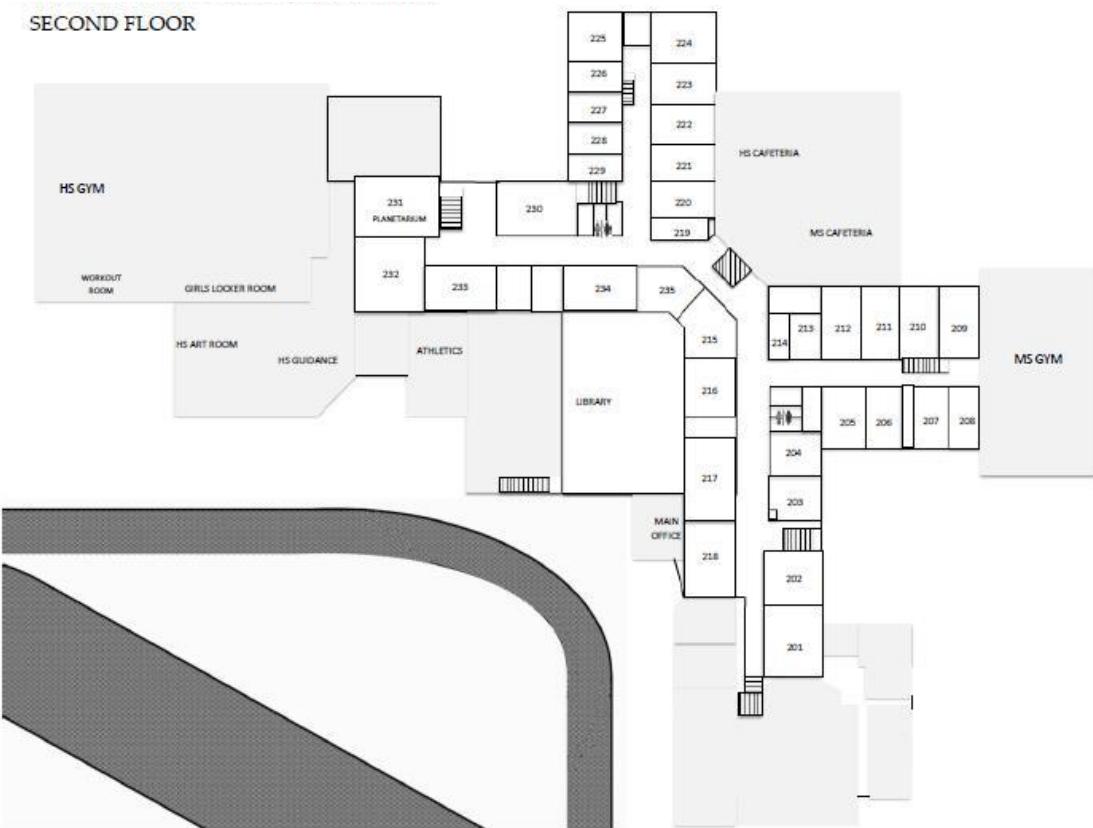
CARVER MIDDLE HIGH SCHOOL

Student and Parent|Guardian Handbook Grades 6-8 2021-2022

CARVER MIDDLE HIGH SCHOOL FIRST FLOOR



SECOND FLOOR



CARVER MIDDLE HIGH SCHOOL
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2021-2022

The information contained in this handbook has been approved by the Carver School Committee, and a copy is on file with the Massachusetts State Department of Education. Because this handbook outlines the Code of Conduct of Carver Middle High School and emphasizes student rights and responsibilities, it is important that it be read thoroughly by all students and parent/guardian(s) in the Carver Middle High School community.

All Programs, activities, and employment opportunities are offered without regard to race, color, sex, religion, national origin, sexual orientation, gender identity and disability.

Scott Krief, Superintendent of Schools, is the Title VI, Title IX, and Section 504 coordinator for the district. Meredith Erickson, Director of Curriculum, Instruction and Technology, is the Title I coordinator for the district. You can contact Mr. Krief, or Ms. Erickson, at 508-866-6160, 3 Carver Square Boulevard, Carver, MA 02330.

English:

“If you need this, or any other document translated into a different language, please notify the building principal.”

French

“Si vous avez besoin d'une traduction de ce document ou d'un autre document, veuillez le signaler à la directrice du lycée.”

Spanish:

“Si necesita una traducción de este documento u otros documentos, por favor notifique Ud. a la directora de la escuela.”

Portuguese

“Se necessita isto, ou qualquer outro documento traduzido numa linguagem diferente, por favor notifica o director de escola.”

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Carver Public Schools

VISION STATEMENT

All Carver Public School students will respect the rights and diversity of others, think creatively and critically, learn continually, and contribute to their community. The students will be challenged by a purposeful and relevant curriculum, one that is essential to the human experience. Staff, parents, community members and businesses will join in a partnership committed to high standards and dedicated to continuous improvement.

MISSION STATEMENT

The mission of the Carver Public Schools is to provide a challenging, comprehensive education in a safe environment where all students are respected as individuals.

BELIEFS

We believe:

- School, home, and community partnerships are vital for continuous learning and growth.
- Decisions should be made in the best interest of students.
- Every student is important and deserves to be treated with dignity and respect.
- All students can be successful learners in an appropriate setting that meets their learning style.
- Learning is ongoing and lifelong.
- Individual creativity is fostered by providing students access to athletics, arts and music.

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CORE VALUES AND BELIEFS

As partners with the community in the evolutionary process of education we believe in our students' importance as individuals and their capacity for future success. We will:

P

rovide a safe environment with challenging, diverse, and increasingly complex learning opportunities.

R

ecognize the unique intellectual, social and emotional needs of all of our students.

I

nspire our students to become respectful and responsible citizens.

D

evelop relationships with the community through service and by sharing our academic, athletic, and artistic accomplishments.

E

mpower our students to be life-long learners and successful in an ever-changing world.

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21ST CENTURY LEARNING SKILLS – est. APRIL 2010

Students Will:

1. Apply a variety of critical reading and comprehension skills to multiple formats.
2. Access and select information critically and ethically to construct knowledge, make decisions, solve problems, and create new ideas.
3. Use collaboration skills effectively in a variety of settings.
4. Write with clarity, purpose and understanding of audience.
5. Present with clarity, purpose and understanding of audience.

SOCIAL EXPECTATIONS - est. FALL 2010

Students will:

1. Treat all members of the school community with respect.
2. Participate in the school community beyond the classroom.

CIVIC EXPECTATIONS - est. FALL 2010

Students will:

- 1 Be respectful of the individual and cultural differences of all members of the global community.
- 2 Contribute to the community through service to others.
- 3 Use school equipment and facilities responsibly.

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Michael Schultz, PRINCIPAL
Christine Cabral, ASST PRINCIPAL



Michael Martin, ASST PRINCIPAL

60 South Meadow Road, Carver, Massachusetts. 02330
ph. (508) 866-6130 | fx. (508) 866-5639 | www.carver.org

A Message for Parents and Guardians

Welcome to Carver Middle High School **Grades 6-8!** Here at CMHS, we are dedicated to providing your adolescent child with a great education that not only includes rigorous academics, but social development and life skills as well. The success of your child has to do with several important factors. Parent involvement: Although we need to “step back” and let our adolescent take on more responsibility, they still need close supervision and interaction with you regarding their school and social life. If they understand that you plan to stay involved in their lives, they are more apt to make better choices. Teacher student relationships: Each teacher will provide a rich, healthy environment for your son/daughter. They will support your child and your child’s goal to achieve academic success. Student ownership: This is the time in a child’s life that they must start assuming responsibility for their own education. Their efforts are directly related to their outcome on assessment materials. Finally, administrative support: Please know that I will always be here to address your concerns.

We look forward to working with you and your children in the upcoming year!

Sincerely,

Michael Schultz Principal
The Faculty and Staff

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Our strategies for student success include, but are not limited to, the following:

- **Agenda Books** are given to all 6th and 7th grade students. The agenda book serves as an effective organizational tool to assist students in their transition from elementary school to middle school. It is an excellent resource to record homework and other important information. It is often used to ensure that students get information to parents and guardians.
- **Forecasts** of lessons are available to students and families online to provide weekly planning and help students see the “big picture” and connect lessons to eventual assessments.
- **Voicemail and email** is available for students and/or parents to leave a message for a teacher whenever necessary.
- **Chromebooks** are provided to all students. Chromebooks are an excellent resource for students to access resources such as; Google Classrooms, teacher websites, and online agendas. Chromebooks are issued for use at school and home. While we utilize filtering software that meets online child-safety guidelines, families assume responsibility to manage their child;s technology use at home. Our website includes online resources with tips for families on technology use at home:
<https://carver.org/parent-helps-for-technology-use/>

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DIRECTORY
COMMITTEES & COUNCILS

CARVER SCHOOL COMMITTEE

Andrew Cardarelli - Chair
19 Popes Point Rd

Jennifer Pratt, Secretary
38 Myles Standish Drive

Stephanie Clougherty - Vice Chair
26 Russell Trufant Rd

Jason Greenwood
11 Main Street

Colleen Zaniewski
71 Fosdick Rd

The Carver School Committee regularly meets on the second Thursday of each month.
Meetings are posted in the Superintendent's Office, Carver Town Hall and in all public school buildings.

SCHOOL COUNCIL 2020-2021

Michael Schultz, Principal
Nikki Simmons, Parent/Guardian

Dillon Antell, Faculty
Sue Vincent, Parent/Guardian

Jacqui Perkins, Faculty

CARVER SCHOOL DEPARTMENT

ADMINISTRATION

Scott Knief	Superintendent	866-6160
Ron Griffin	Chief Operations and Finance Officer	866-6110
Stephen Mahoney	Chief Technology Operator	866-6180
Meredith Erickson	Director of Curriculum, Instruction & Technology	866-6172
Maureen Siedentopf	Director of Transportation	866-9627
David Siedentopf	Director of Facilities	866-6106
Melissa Leary	Director of Special Education	866-6190

MIDDLE HIGH SCHOOL ADMINISTRATION

Michael Schultz	Principal	866-6141
Christine Cabral	Assistant Principal	866-6132
Michael Martin	Assistant Principal	866-6142

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COUNSELORS

Sean Vance	Director of Guidance Adjustment Counselor	866-6186
Christina McKenna	HS Guidance Counselor, A – K	866-6188
Christina Nolan	HS Guidance Counselor, L – Z	866-6187
Patricia Winslow	MS Guidance Counselor	866-6195
Jesse Aleixo	School Psychologist	866-6174
Sara Charbonneau	Adjustment Counselor	866-6353
Sean Sullivan	Adjustment Counselor	866-6196
Bonnie Moran	Adjustment Counselor	866-6342
Tammy Miller	Career Services Counselor	866-6189

MEDIA

Liza Bertram	Library Media Teacher	866-6156
Jean Wallace	Library Media Aide	866-6155

ATHLETICS

Phyllis Bowie	Director of Athletics	866-6136
Mike Santos	Asst Director of Athletics Comprehensive Health	866-6193
Phil Madore	Athletic Trainer	

HEALTH

Karen Showan, R.N.	School Nurse	866-6145
Jessica Foley, R.N.	School Nurse	866-6136
Lorraine Leahy	Health Assistant	866-6116

FOOD SERVICES

Theresa Vernazzaro	Director of Food Services	866-6137
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TECHNOLOGY

Candy Barrie	Technology Support	866-6242
Brian Mahoney	Technology Support	866-6242
Kim Feeley	Information Services Coordinator	866-6166

SECRETARIES

Amy Gould	Administrative Assistant; Guidance Office	866-6144
Ashley Doyle	Administrative Assistant; Main Office	866-6117
Lynne Galluzzo	Administrative Assistant; Main Office	866-6111
Michelle Nickerson	Administrative Assistant; Main Office	866-6112

FACILITIES / GROUNDS / MAINTENANCE

Christine Amaral	Raymond Amaral	Christine Amaral	Rose Driscoll
Donna Howard	Phillip Nickerson	Donna Howard	

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TEACHERS

ART		MATH		SOCIAL STUDIES	
Susan Wahle	866-6366	Stacey Carter	866-6390	Mark Alessandri	866-6253
Jennifer Genovese	866-6319	Jonathan Evans	866-6252	Brendan Cully	866-6351
		Teresa Fernandes-Payne	866-6298	Susan Hiller	866-6320
TECHNOLOGY		Douglas Fies	866-6340	Randall Kerwin	866-6337
Anthony Rota	866-6375	Jerome Ford	866-6217	Brian Lamoureux *	866-6128
David Arruda	866-6130	Tammy Johnson	866-6391	Jeff Mallon	866-6259
		Amelia Kusins	866-6394	Paul O'Brien	866-6365
COMPREHENSIVE HEALTH		Craig Lochiatto	866-6412	Christopher Tresca	866-6328
Leslie Ritz	866-6379	Jasvir MacIntosh	866-6309	David Wechter	866-6318
Sean Carey	866-6274	Erin Young *	866-6191		
Michael Fraccalossi	866-6306			SPECIAL EDUCATION	
Michielle Robidoux	866-6409	MUSIC		Dillon Antell	866-6372
Michael Santos	866-6364	Jillian Griffin	866-6125	Matthew Cartmill	866-6397
Jennifer Wilson	866-6360	Jeremy Teunis	866-6393	Elizabeth Gray-Guimaraes	866-6305
				Annemarie Gallagher	866-6317
CULINARY ARTS		SCIENCE		Michael Doyle	866-6297
Daniel Portelance	866-6264	Karen Booth	866-6261	Cathleen Laliberte	866-6284
		Tiffini Cornock	866-6363	Zach LeBlanc	866-6339
ENGLISH		Peter Jumper	866-6291	Virginia Machado	866-6383
Morgan Bardetti	866-6381	Michelle Littleton*	866-6118	Andrea Mooney	866-6354
Melissa Burridge	866-6355	Sean Lyman	866-6336	Paula Murphy	866-6312
Robert Ewell *	866-6148	Mary Guiney	866-6279	Meredith Peterson	866-6369
Rachael Kilnapp	866-6401	Molly Travers	866-6325	Dominique Picariello	866-6346
Francesca Madeiros	866-6273	Stacy Waitner	866-6324	Roger Tait	866-6285
KeAndra Markram	866-6344	Julia Whalen	866-6135	Mary Willett	866-6114
Jacqui Perkins	866-6329	Brian Witkowski	866-6402		
Elizabeth Reardon	866-6321			SPECIALISTS	
Dawna Vella	866-6380			Christine Reilly	866-6357
				Angela Townsend	866-6392
FOREIGN LANGUAGE				Danielle Mallory	866-6343
Maria Calvo	866-6411			Jennifer Thayer	866-6389
Christine Chambers	866-6251	* Denotes Department Chair		Jill Liddy	866-6386
Tom McLean *	866-6333				
Karen Bacigalupi	866-6268				

JOB COACH / PARAPROFESSIONALS / MONITORS / SUPERVISORS

Darlene Aguiar	Taylor Ferreira	Louis Langton	Kiley Shoemaker
Brooke Bishop	Erica Goodman	Eileen McPherson	Amy ten Berge
Bernadette Coyne	Gayle Gorman	Robert Rooney	Irene Turner
Melissa DuBois	Charles Green	Dagmar Ryan	Jamie Wild

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GENERAL SCHOOL INFORMATION

**Policies and procedures in this handbook may be modified as a result of the COVID-19 pandemic to ensure student and staff health and safety. Please refer to [CMHS COVID Website](#) for Updated Information **

REGULAR BELL SCHEDULE

School hours for Grades 6 – 12 are from 7:25 A.M. – 2:05 P.M.

REGULAR BELL SCHEDULE

Period	Time	Day					
Homeroom	7:25-7:28	1	2	3	4	5	6
Period 1	7:32 – 8:30	1	2	3	4	5	6
Period 2	8:34 – 9:32	2	3	4	5	6	7
Period 3	9:36 – 10:34	3	4	5	6	7	1
Period 4	10:38 – 12:01	4	5	6	7	1	2
Period 5	12:05 – 1:03	5	6	7	1	2	3
Period 6	1:07 – 2:05	6	7	1	2	3	4

ONE – HOUR DELAY SCHEDULE

Period	Time	Day					
Homeroom	8:25 - 8:28	1	2	3	4	5	6
Period 1	8:32 – 9:10	1	2	3	4	5	6
Period 2	9:14 – 9:52	2	3	4	5	6	7
Period 3	9:56 – 10:34	3	4	5	6	7	1
Period 4	10:38 – 12:01	4	5	6	7	1	2
Period 5	12:05 – 1:03	5	6	7	1	2	3
Period 6	1:07 – 2:05	6	7	1	2	3	4

TWO – HOUR DELAY SCHEDULE

Period	Time	Day					
Homeroom	9:25-9:28	1	2	3	4	5	6
Period 1	9:32 – 10:02	1	2	3	4	5	6
Period 2	10:06 – 10:34	2	3	4	5	6	7
Period 3	10:38 – 12:01	3	4	5	6	7	1
Period 4	12:05 – 12:43	4	5	6	7	1	2
Period 5	12:47 – 1:25	5	6	7	1	2	3
Period 6	1:29 – 2:05	6	7	1	2	3	4

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8th GRADE BELL SCHEDULE

7:25-7:40	Homeroom/Advisory
7:40-9:05	Block 1
9:10-9:35	Block 2
10:40-12:25	Block 3/ Lunches TBD
12:30-2:00	Block 4
2:00-2:05	Dismissal

EARLY RELEASE SCHEDULE

Period	Time	Day						
Homeroom	7:25-7:28	1	2	3	4	5	6	7
Period 1	7:32 – 8:02	1	2	3	4	5	6	7
Period 2	8:06 – 8:36	2	3	4	5	6	7	1
Period 3	8:40 – 9:10	3	4	5	6	7	1	2
Period 4	9:14 – 9:45	4	5	6	7	1	2	3
Period 5	9:49 – 10:20	5	6	7	1	2	3	4
Period 6	10:24 – 10:55	6	7	1	2	3	4	5

Lunch #1: 10:38 – 11:03

Lunch #2: 11:07 – 11:32

Lunch #3: 11:36 – 12:01

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SCHOOL CALENDAR | TERMS DATES

SCHOOL CALENDAR	
September 7, 2021	School Opens
August 31- September 3, 2021	Teacher Professional Day
September 6, 2021	No School - Labor Day Recess
October 11, 2021	No School – Columbus Day
November 11, 2021	No School - Veterans Day
November 25 - 26, 2021	No School – Thanksgiving Recess
December 10, 2021	No School - Teacher Professional Day
January 17, 2022	No School – Martin L. King Day
April 15, 2022	No School - Good Friday

SCHOOL VACATIONS	
December 24 – 31, 2021	Holiday Recess
February 21 - 25, 2022	Winter Recess
April 18 - 22, 2022	Spring Recess

EARLY RELEASE DAYS	
September 29, 2021	February 8, 2022
October 14, 2021 (Parent Conferences)	March 10, 2022 (Parent Conferences)
November 10, 2021	April 6, 2022
November 24, 2021	May 6, 2022
December 23, 2021	June 17, 2022 (Tentative Last day 180 Days)

GRADES CLOSE			
Term 1: November 9	Term 2: January 26	Term 3: April 6	Term 4: June 17

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General Information

ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA, 40 CFR PARTS 273 OF TITLE II OF THE TOXIC SUBSTANCE CONTROL ACT):

Asbestos management plans have been developed for Carver Middle High School. These plans are available and accessible to the public at the school office.

BULLETIN BOARD CALL-IN TELEPHONE NUMBER:

In an effort to better communicate district events, Carver Public Schools has established a call-in telephone number for your convenience. By dialing 866-6200, you will hear updated events such as School Committee meetings, early release dates and, in the event of NO SCHOOL, a message from the Superintendent of Schools. Please note, you will not be able to leave messages for anyone at this number.

CARVER PUBLIC SCHOOL'S WEBSITE:

The school system's website can be found at www.carver.org. The Middle High School has a great deal of information posted on the website.

HOURS OF OPERATION:

The Office is open from 7:10 AM to 3:00 PM.

The school day for students is from 7:25 AM to 2:05 PM.

NO SCHOOL AND/OR DELAYED OPENING ANNOUNCEMENTS:

Radio Stations: WATD 95.9 FM, WBZ 1030 AM, WRKO 680 AM, WBMX 98.5 FM and TV Channels: 4, 5, and 7. Please turn to more than one TV station since we cannot always reach each station in a timely manner. Announcements start at approximately 6:00 AM.

The School District's Call-in Bulletin Board phone number is 866-6200. School cancellations will be made by 6:00 a.m. Messages cannot be left at this number. Please **DO NOT** call the police department, fire department, schools, school department, or radio/television stations; they will simply refer you to the radio or TV. In the event of a loss of power, you may call Carver's Office of Emergency Management at 866-5219.

PARENT/GUARDIAN (S) NOTIFICATION OF STUDENT ABSENCE FROM SCHOOL:

In the event of a student absence, the student's parent(s)/guardian(s) will be called by the main office of the school no later than 11:00 A.M. on the day of the absence to report that the student is not in school. Parents/Guardians no longer need to call the school to report a student absence.

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SYNOPSIS OF FEDERAL CIVIL RIGHTS LAWS AND DISTRICT COORDINATOR INFORMATION - CARVER PUBLIC SCHOOLS

Title VI of the Civil Rights Act of 1964

Coordinator: Scott E. Krief, *Superintendent, 508-866-6160*

Statute prohibits discrimination on the grounds of race, color or national origin by recipients of federal financial assistance. This statute ensures that individuals are not excluded from participation in program or activities receiving federal funds (or the benefits of) on account of their membership in one of these protected categories (42 USC S2000d). This statute has been interpreted to prohibit the denial of equal access to education because of a language minority student's limited proficiency in English.

Title IX of the Education Amendments of 1972

Coordinator: Melissa Leary, *Director of Special Education, 508-866-6190*

Title IX of the Education Amendments of 1972 provides that no individual may be discriminated against on the basis of sex in any education program or activity receiving federal financial assistance. Title IX requires that schools adopt and publish a policy against sex discrimination and have grievance procedures through which students can complain of alleged sex discrimination, including sexual harassment. State law requires Massachusetts employers to have a policy against sexual harassment (MGL Ch.151B, S3A)

Section 504 of the Rehabilitation Act of 1973

Coordinator: Scott E. Krief, *Superintendent, 508-866-6160*

Section 504 provides that no otherwise qualified individual with a disability shall solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. The regulations implementing Section 504 require that the public schools provide a free appropriate public education to each qualified handicapped person who is in the recipient's jurisdiction, regardless of the nature or severity of the person's handicap. (34 CFR 104.33)

American with Disabilities Act of 1990

Coordinator: Melissa Leary, *Director of Special Education, 508-866-6190*

The regulations implementing the ADA provide that: "A public entity that employs 50 or more persons shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under this part, including any investigation of any complaint communicated to it alleging its noncompliance with this part or alleging any actions that would be prohibited by this part. The public entity must make available to all interested individuals the name, office address, and telephone number of the employee or employees designated pursuant to this paragraph" (34 CFR 35.107(a).

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Equal Educational Opportunities Act of 1974

Coordinator: Melissa Leary, *Director of Special Education, 508-866-6190*

This federal statute prohibits states from denying equal educational opportunities to an individual based on certain protected classifications including national origin. It specifically prohibits denying equal educational opportunities by failing to take appropriate action to overcome language barriers that impede equal participation by its students in its instructional programs (20 USC S1203(f)

Mass. General Laws CH.76, S5 (also known as Chapter 622)

Coordinator: Scott E. Knief, *Superintendent, 508-866-6160*

This state law provided that “no person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, religion, national origin, or sexual orientation.”

Title I of the Elementary and Secondary Education Act of 1965

Coordinator: Meredith Erickson, *Director of Literacy, 508-866-6222*

Title I is designed to help disadvantaged children meet challenging content and student performance standards. Staff should know that special education students are not deemed ineligible for Title I services simply because they receive special education services. Also school districts must ensure that Title I funds are not being misused (e.g. referring a limited English proficient student to a Title I program in order to meet the student's language needs rather than providing an ESL program/class).

Chapter 688 (Transition Planning)

Coordinator: Melissa Leary, *Director of Special Education, 508-866-6190*

School Districts file a Chapter 688 referral for students with severe disabilities who will need continued services and supports after their eligibility for special education ceases. School districts must make Chapter 688 referrals at least 2 years before the student is expected to graduate from school or turn 22 years of age. This allows time to determine the student's eligibility for adult services and for agencies to include the anticipated cost of services for the student in its budget requests that it submits to the state legislature every year.

McKinney-Vento Homeless Education Assistance Act

Coordinator: Melisaa Leary, *Director of Special Education, 508-866-6190*

The goal of the McKinney-Vento Homeless Education Assistance Act is to ensure that each homeless child or youth has equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youths.

Bullying/Harassment Coordinator

Coordinator: Christine Cabral, *MHS Assistant Principal, 508-866-6132*

Carver Middle High School is committed to maintaining a school environment where students are free from bullying, including cyber-bullying, and the effects of such conduct.

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Public Schools' Grievance Procedure as Pertains to Civil Rights Law

This grievance procedure is established to meet the requirements of the *Americans with Disabilities Act*. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in employment practices and policies or the provision of services, activities, programs, or benefits by Carver Public Schools.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request. The complaint should be submitted by the grievant and/or his/her designee as soon as possible but not later than 60 days after the alleged violation (see page 34.)

Within 15 calendar days after receipt of the complaint, the ADA Coordinator will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Coordinator will respond in writing, and, where appropriate, in a format accessible to the complainant, such as large print, Braille, or audiotape. The response will explain the position of Carver Public Schools and offer options for substantive resolution of the complaint.

If the response does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision of the ADA coordinator within 15 calendar days after the receipt of the response to the School Committee or their designee. Within 15 calendar days after receipt of the appeal, the School Committee or their designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting the School Committee or their designee, they will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by Carver Public Schools, appeals to the School Committee or their designee, and responses from the ADA Coordinator and/or her designee will be kept by Carver Public Schools for at least three years.

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Academic Requirements

Massachusetts joins other states in adopting the new *Common Core State Standards* for Literacy and Mathematics. The Massachusetts Frameworks and Carver Curriculum Benchmarks will remain the same for all other subjects. The New ELA Literacy and Math Curriculum Frameworks, comprised primarily of the *Common Core State Standards*, were written explicitly to define the knowledge and skills that students must master to be college and career ready by the end of high school.

In the school year 2017-2018 Carver Public Schools will continue to integrate the new *Common Core State Standards* into our instruction and assessment in Literacy and Mathematics. Over the next two years, the English/Language Arts and Mathematics MCAS test will transition from partial to full assessment of the new *Common Core State Standard*.

I. ACADEMIC GRADING SYSTEM:

Grades are reported numerically. The Letter Grade Equivalent is noted below.

97 – 100	A+	87 – 89	B+	77 – 79	C+	67 – 69	D+	0 – 59	F
93 – 96	A	83 – 86	B	73 – 76	C	63 – 66	D		
90 – 92	A-	80 – 82	B-	70 – 72	C-	60 – 62	D-		

II. CONDUCT GRADING CRITERIA:

A grade of (1) excellent; (2) satisfactory; (3) needs improvement; (4) poor; will be given for student conduct in each course and marking period. The rating will be based on the most common behaviors expected of successful students.

A well behaved student routinely:

- A.** Shows respect toward faculty, staff and classmates.
- B.** Accepts responsibility for his/her own behavior.
- C.** Takes care of school property (books, classroom equipment, Chromebook).
- D.** Co-operates with faculty and staff.
- E.** Listens courteously to others in class.
- F.** Does not disrupt class activities.

III. EFFORT GRADING CRITERIA:

A grade of (1) excellent; (2) satisfactory; (3) needs improvement; (4) poor; will be given for student effort in each course and marking period. The rating will be based on a student pattern of classroom effort in the following areas.

A successful student routinely:

- A.** Attends school daily.
- B.** Arrives at class on time.
- C.** Strives for precision and accuracy in class work.
- D.** Reads and follows instructions carefully before starting a task.
- E.** Contributes consistently to class discussion in an appropriate way.
- F.** Takes responsibility for completing assignments on time.

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- G. Consistently tries to give relevant and complete answers.
- H. Listens and takes pertinent notes in class.
- I. Consistently completes homework.
- J. Brings appropriate materials to class.
- K. Keeps course materials together in the assigned manner.
- L. Produces neat, orderly work.

IV. EXTRA HELP SESSIONS:

Extra help is provided for students who need it. Each teacher has a weekly extra help night. Students should consider this a priority and act accordingly.

V. FIELD TRIPS:

Field trips are taken to enrich learning experiences. Students desiring to go on a field trip must supply written parent/guardian consent prior to the scheduled trip date and are subject to school rules and regulations while on a field trip. It is the student's responsibility to make up any missed work. Student attendance on field trips is a privilege. Administration reserves the right to restrict student attendance on a field trip based on student academic and /or behavioral performance. Students who do not attend field trips are expected to attend school and will follow a modified schedule.

VI. ASPEN:

Aspen: Aspen is an online student information system which allows parents/guardians to access their student's grades on a regular basis. The Aspen system also provides access to student demographic data, attendance, assignments, and schedules. Teachers have been asked to update grade books biweekly. Student information is confidential and can only be retrieved by a parent/guardian and authorized school personnel. For more information regarding Aspen and how to set up an account visit [Aspen Family Portal Overview](#).

VII. MIDDLE HIGH SCHOOL PROMOTION REQUIREMENTS:

Students are expected to pass all courses in order to be promoted to the next grade level.

A. Stipulations and Exceptions:

1. Students achieving below 60 in English and Math are required to attend summer school.
2. Students achieving between 60-70 in English, Math, Science, and/or History will be recommended to attend summer school.
3. Students failing three or more major subjects may be subject to retention.
4. The final decision with regard to promotion is made by administration on a case-by-case basis.

VIII. REPORT CARDS:

Report cards are issued during the months of November, January, April, and June (See school calendar for specific dates). Students are evaluated on academic progress in each subject, including allied arts classes such as Art, Band, Chorus, General Music, Health, Physical Education, and Technology Education.

IX. SUMMER READING LIST:

A required reading list will be sent home for all CMHS students.

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Homework Guidelines

Carver Middle High School recognizes that achievement is directly related to the amount of time and effort a student spends learning to master a subject or skill. Homework is one of the ways of helping students to increase their achievement and become more self-directed, develop time-management skills, and become independent learners.

I. HOMEWORK:

1. Develops a command of fundamental processes; i.e., reading, writing, thinking, computation through additional practice in basic skills.
2. Gives the student an opportunity to review, practices, and explore the materials taught in class.
3. Helps the student identify material that he/she has not yet fully grasped and to formulate questions to ask the teacher the next day.
4. Encourages the student to make judgments, to solve problems on his/her own, and thereby be more responsible for his/her own learning.
5. Teaches the student that learning is not confined to the classroom and school building.
6. Establishes learning patterns that should continue after the student finishes school; for example, reading good books, keeping up with current events, and continually developing new skills.
7. Helps develop the student's personal responsibility and self discipline.
8. Assists the student in becoming an independent learner.

B. Examples of Homework:

1. Practice:

The purpose of practice assignments is to provide students with an opportunity to reinforce newly acquired skills or apply recently acquired knowledge. Since students are not expected to be proficient at this introductory stage, student assessment will be based on effort and not the number of correct answers. Students should not feel pressured to be perfect. They should feel that they are able to take "risks" in answering practice assignment questions. Homework of this type will be included in the student's grade for class effort.

2. Preparation:

The intent of preparation assignments is to have the student obtain sufficient background information in order to be prepared for the following day's class. Generally, a preparation assignment is evaluated in the same fashion as practice assignments and is included in a student's effort assessment. Usually, preparation for quizzes, tests, and presentations would be other examples of preparation homework.

3. Extension, Exploration, Application, Demonstration/Performance Assessments:

These types of assignments take the students beyond the work begun in class and encourage an individualized and often creative and imaginative pursuit of knowledge. These assignments will be included in the students' academic average. The grades for some of these assignments may be separate from the student's overall

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homework average. For example, term reports, projects, and book reports may be treated as test grades.

C. Grading of Homework:

In all grades homework will range between 20% to 25% of a student's final average for each term in mathematics, science, history, English and Foreign Language (Grades 7 & 8). The actual percentage will be determined by the relevant department and will be consistent within each grade level.

D. Homework Time Guidelines:

The following timetable can serve as a guideline for homework in mathematics, science, social science/history, English, and Foreign Language.

Minutes	Recommended Limit
Grade 6: 15 – 20 minutes per course per night	90 minutes
Grade 7: 20 – 25 minutes per course per night	120 minutes
Grade 8: 20 – 30 minutes per course per night	150 minutes

It is recognized that the amount of time it takes students to complete homework varies greatly. Students in Honors classes should expect an increased workload.

E. Expectations

1. Students are encouraged and expected to:
 - a) Record all homework assignments into their agenda book (given to them by the school).
 - b) Do their own homework; otherwise homework is, for the most part, not beneficial.
 - c) Not let TV, play, or any other activity keep them from doing their homework or distract them from doing it correctly and completely.
 - d) Pass their homework in on time, neatly done, and complete.
 - e) Ask questions in class if they do not understand what is being assigned.
 - f) Keep finished assignments in the appropriate section of the master notebook.
 - g) Read, Write, and Review class materials on a daily/nightly basis.
2. Teachers are encouraged and expected to
 - a) Give homework and assignments that are:
 - (1) clear and precise
 - (2) of reasonable length so as to make accomplishment feasible
 - (3) challenging but not discouraging to the students
 - (4) varied so as to create and maintain interest
 - b) Provide for varied abilities through appropriate assignment.
 - c) Confer with parents to acquaint them with the homework policy and the role of parents in the homework program.
 - d) Make homework an important part of their instructional program; expect that it will be completed and passed in on time; and provide frequent feedback to students relative to their success on homework.
 - e) Regard homework as a teaching aid and never as a form of punishment.
 - f) Encourage students to write assignments in their agenda book.
 - g) Return corrected homework in a timely fashion.

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- h) Contact parents when a student has established a pattern of homework not being done or poorly done

3. Parents are encouraged and expected to:

- a) Ensure that their child does his/her homework.
- b) Provide a quiet, well-lighted place in which their child may do his/her homework with no distraction.
- c) Accept homework as an important part of his/her child's education.
- d) Supervise their child's homework so that good study habits will develop.
- e) Assist their child if some misunderstanding of terms arises, but under no circumstances do the assignment for the child.
- f) Insist that the child assume responsibility for the completion of homework assignments.
- g) Regard homework as a teaching aid and never as a form of punishment.
- h) Confer with the child's teachers regarding the homework policy.
- i) Monitor the child's assignments in the agenda book.
- j) Contact the teacher through the Agenda Book or voice mail if there are any homework issues.
- k) When homework cannot be completed, due to hardship circumstances, contact the teacher so that the student can be exempted from the assignment.
- l) If the student is working diligently and is having difficulty finishing the homework, and has exceeded the suggested time limits, have your child move to another assignment and make note of this in your student's Agenda Book.

Homework will be given on a regular basis in all academic subjects except in those instances when the teacher believes that a homework assignment may not be necessary or appropriate.

F Cautions:

- 1. Many think of homework as only the next day's work. Students may fail to mention upcoming quizzes, tests and projects.
- 2. Forecasts should be checked for long-term projects and reports.
- 3. Beware of comments such as, "I did my homework in school."

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Awards and Recognitions

I. CRUSADER PRIDE:

Crusader Pride is an incentive program designed to encourage students to increase attendance, raise their grades and develop good work habits. Crusader Pride also recognizes students for outstanding academic achievement. A school-wide “Crusader Pride Assembly” will be held at the end of each semester. Eligible students will be entered in a drawing and have a chance at being recognized and awarded in each of the following areas:

Attendance

One entry for perfect attendance.

A. Grades

One entry for each “A” on report card and/ or one entry for improving average one full letter grade in a term.

B. Good Behavior

One entry for each student with no detentions or suspensions.

C. Extra Curricular Activities

One entry for each after school activity.

D. Community Service

One entry for each documented volunteer act of community.

E. Respectful, Responsible, Best You Can Be

One entry submitted by any staff member to recognize students who consistently demonstrate our school motto!

F. Outstanding Performance in an Allied Arts Class

One entry submitted by an allied arts teacher (Art, Chorus, Foreign Language, General Music, Health, Instrumental Music, Physical Education, and/or Technology Education) to recognize students who have demonstrated excellent effort and/or talent in class.

At the end-of-the-year Crusader Pride Assembly, students may also be awarded the “Crusader Pride Award” which recognizes students for their success in their academic classes: English, Math, Science, Social Studies and/or Foreign Language. The criteria for this award is: the student selected by each department who has been the most motivated and dedicated in the subject area, the student who is most passionate about the subject, but not necessarily the highest academic achiever.

II. HONOR ROLL:

The Honor Roll at Carver Middle High School is based on academic success. The levels of honor roll achievements and requirements for each level, based on the numerical grade, are as follows:

High Honors - No grade below 90

A. Honors - No grade below 80

B. Honorable Mention - Overall average of 80 or better with no more than one grade of 73-79

At the end of each term, students who have accomplished Honor Roll or High Honor Roll status will be invited to attend the “Honor Roll Breakfast.” These students will enjoy donuts, fruit, and juice and will receive a certificate of recognition.

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PRINCIPAL'S LIST:

Students who have earned all “I’s” (excellent) in effort and conduct in all subjects for a full semester will have their exemplary behavior recognized by being placed on the Carver Middle High School Principal’s List. These students will be officially recognized at Crusader Pride Assemblies.

Guidance Department

I. COURSE CHANGES, WITHDRAWALS:

Before a student’s course level is changed (Math, English, and Grade 8 Foreign Language) or a student is withdrawn from a course, input is requested from previous teachers, the counselor, and parent(s)/guardian(s). Previous standardized testing is also considered. Every effort is made to make the best possible placement for the student.

Normally, recommendations for changes are initiated by a student’s team of teachers. The counselor will make these changes, with the principal’s approval. Parent(s)/guardian(s) will be consulted before such a change takes place (for example: Algebra to Pre-Algebra).

II. GUIDANCE DEPARTMENT SERVICES:

The guidance and counseling program includes academic advisement, the development of career decision-making skills and support for positive individual social and emotional development.

Guidance serves as a liaison between home, school, and the student. In addition, the counselor is a resource for services available through community agencies. Parents and students are encouraged to contact the guidance counselor with concerns and questions.

The services of a school adjustment counselor are also available. Students and parents may make arrangements for an appointment through the guidance secretary.

III. SPECIAL NEEDS:

The Carver Public Schools have a range of special education and related services available for students who have been identified as having special needs. Students are identified through an evaluation process set forth in Chapter 766 and related federal laws. Parents and/or teachers may initiate a referral for a special needs evaluation for a student. Further information about the evaluation process or about programs for students with special needs are available from the Director of Pupil Personnel at 866-6190.

IV. STUDENT RECORDS:

A student and/or his/her parents or guardians have a right to inspect, to request an amendment to, and to consent to release of the student's records, as provided in the Massachusetts Student Records Regulations and related federal law.

Student records will be destroyed **seven (7) years** after the student transfers, graduates, ages out, or withdraws from the school system.

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Ramsay Library Media Center

VISION STATEMENT OF THE RAMSAY LIBRARY CENTER

The Library Media Center will be an extension of every classroom, supporting all phases of the curriculum with print materials, various media, and network connections to information sources within the school and community, and from the world beyond.

MISSION OF THE INFORMATION RESOURCES PROGRAM

The mission of the Information Resources Program is to enhance the skills and strategies of students and teachers to access, evaluate, and utilize all forms of information needed for further education, the workplace, family management, and community and global participation in the 21st Century.

PHILOSOPHY OF THE RAMSAY LIBRARY MEDIA CENTER

Learning is a lifelong process of exploration and discovery. The Library Media Center will provide tools to students and teachers to find, select, and use information in a complex world in a variety of situations.

The Library Media Specialist will collaborate with teachers in a resource-based learning approach to reach the goals articulated by the curriculum. Development of the print collection, media equipment, and electronic materials will support the goals and objectives for content and process defined by local, state, and national standards. Technology will be integrated throughout curricular areas to reach all levels and styles of learners. Information problem solving in the Library Media Center will offer a low threshold and high ceiling for each student to be individually challenged to meet his or her potential. Students will be encouraged to both anticipate and reflect on the journey of their learning task as well as their destination.

INFORMATION OF RESOURCES PROGRAM GOALS

1. Students will become determined, successful, and independent users of information in the Library Media Center. The atmosphere in the Library Media Center will nurture curiosity, knowledge, intellectual growth, and intellectual freedom.
2. The Library Media Center will provide equal access to information for all students and teachers.
3. Diverse points of view will be represented in literature and materials in the Library Media Center.
4. Multicultural books and materials will be part of the collection.
5. Information will be used in an ethical way.
6. Strategies for determining the reliability of information will be essential.
7. Technology will be used appropriately as a source of information and effectively as a tool for communication.
8. Teaching and learning will be viewed as interactive, and the dynamic nature of learning will be respected.
9. Tasks in the Library Media Center will involve critical and creative thinking, not simply retrieving and recalling information.
10. Collaborative strategies are encouraged for effective teaching and learning.

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LIBRARY ACCESS GUIDELINES GRADES 6-12

1. Students who need to use the library during the study will sign in at the beginning of the period on the Library Attendance sheet. Students do not go to study; they come directly to the library. The library attendance will be emailed to the study teacher.
2. When they sign in students are required to have a library pass from the teacher who assigned the work. Students should obtain library passes from subject teachers at the teacher's convenience. Passes will be "shared" with teachers through drive and a few are in mailboxes
3. Students can work in the lower library and lower lab area. Students should not be in any other lab without teacher supervision.
4. Passes do not guarantee a space. If class scheduling and/or individuals have maximized the space or resources available, library access may be limited or closed to study.
5. Students will be expected to work silently or very quietly if they have collaborative work to do.
6. No food allowed. Students can have water.
7. Teachers will be notified by phone if students need to return to study.
8. Priority is given to students who work and add to the productive learning atmosphere. Negative or disruptive behavior will result in loss of library privileges and an office referral.

Short-term students are those students who wish to use the library for 10-15 minutes to print, check out a book/Chromebook/IPad/get help from librarian. These students should report to study and at study teacher's discretion two may be allowed to come to the library with a pass from subject teacher. Students are expected to return to study. Students will only be allowed to borrow a Chromebook or Ipad with a teacher pass verifying a need to borrow the device. Students must return the device to the library by the end of the school day.

Library Expectations

- Be Respectful: Use a quiet voice, have appropriate conversation, follow directives, consider personal space and property.
- Be Responsible: Use library resources appropriately, use electronic devices appropriately, keep the library food and drink free, and leave your area clean.
- Be the Best You Can Be: Engage in learning, stay on task, be considerate of others.

BE RESPECTFUL, BE RESPONSIBLE, BE THE BEST YOU CAN BE

At Carver Middle High School, we encourage all students to "Be Respectful, Be Responsible, Be the Best You Can Be!" We believe we can create environments which increase the likelihood students learn and behave. We have established an environment which is guided by a core curriculum and implemented with consistency and fidelity. A positive behavior management process results in a safer and more effective school environment. A system of clear school-wide expectations are displayed throughout all areas of the building. Students are often recognized for meeting expectations. When students don't meet expectations there are consequences and/or redirection. (See Code of Conduct 27 – 44.)

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Auditorium Expectations

- Be Respectful: Remain seated, be attentive, applaud appropriately.
- Be Responsible: Be on time, enter and exit in an orderly fashion, silence electronic devices.
- Be the Best You Can Be: Dress for the occasion, listen actively, learn.

Cafeteria Expectations

- Be Respectful: Make eye contact with staff; say “please” and “thank you,” have appropriate conversations, maintain acceptable noise levels, consider personal space and property.
- Be Responsible: Leave your area clean, push in your chair when leaving, follow school policy re: electronic equipment.
- Be the Best You Can Be: Pick up trash that may not be yours, be flexible and inclusive in seating arrangements, alert staff to concerning behaviors, enjoy a healthy well-balanced diet.

Classroom Expectations

- Be Respectful: Follow directions, be attentive/listen, be open to others’ ideas, one person speaks at a time.
- Be Responsible: Arrive on time, be prepared, stay on task, use devices appropriately, complete assignments on time, follow-up when absent, display academic honesty.
- Be the Best You Can Be: Engage in learning, monitor your progress, seek extra help, support classmates/peer tutor.

Computer Lab Expectations

- Be Respectful: Treat equipment with care, quietly stay on task, remain in your space.
- Be Responsible: Follow Acceptable Use/ Technology Policy, only access relevant programs/sites, keep food and drink outside of lab, leave your area clean, push in your chair when leaving.
- Be the Best You Can Be: Report equipment/technology concerns, support classmates, model digital citizenship.

Chromebook Expectations

- Be Respectful: Treat equipment with care. Use Chromebook assigned to your specific account. Follow teacher directions for “Screens up” or “Screens Down.”
- Be Responsible: Follow acceptable use/technology policy. Only access relevant programs/sites. Bring a fully charged Chromebook to school and keep your charger in a safe place. Keep Chromebooks in clean spaces away from locker rooms, bathrooms, food and drink. Keep Chromebook screen clean with dry, soft cloth. Only purchased Chromebook cases may be decorated.
- Be the Best You Can Be: Report equipment/technology concerns to staff. Support classmates. Model digital citizenship.

Hallway Expectations Be Respectful: Consider personal space and property, hold doors for others, keep hands to yourself, use appropriate language, close the locker quietly.

- Be Responsible: Arrive to class on time, keep your locker clean and organized, pick up litter and dispose/recycle, seek teacher support if you see a problem.
- Be the Best You Can Be: Be a role model, be patient with crowds, assist those in need, avoid conflict.

Library Expectations

- Be Respectful: Use a quiet voice, have appropriate conversation, follow directives, consider personal space and property.
- Be Responsible: Use library resources appropriately, use electronic devices appropriately, keep the library food and drink free, leave your area clean.
- Be the Best You Can Be: Engage in learning, stay on task, be considerate of others.

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School Bus Expectations Be Respectful: Politely greet your driver, follow directives, have appropriate conversation, maintain acceptable noise level, consider personal space and property.

- Be Responsible: Wait for driver signal to board bus, enter and exit bus in an orderly fashion, follow school policy re: electronic devices, leave your area clean.

Be the Best You Can Be: Share seat with others, pick up litter that may not be yours, alert bus driver to concerning behaviors, assist substitute bus driver.

Student Responsibilities

Upon entering Carver Middle High School - Grades 6 - 8, each student must recognize his/her responsibilities as a member of the school community, a community devoted to the educational process and the establishment of a safe, stable, and thriving learning community. These responsibilities include the following:

1. A commitment to daily attendance.
2. Responsible behavior which protects the rights and safety of every member of the school community and promotes the school's purpose of a meaningful education for all.
3. Personal accountability for one's decisions and actions.

I. **APPEARANCE:**

Students are expected to dress and groom themselves in such a way as to reflect neatness, cleanliness, and good taste. All students shall be modestly dressed and groomed so as not to unreasonably distract the attention of others or to cause disruption or interference with the educational program or the orderly operation of the school. The principal or designee shall determine whether any particular mode of dress or grooming results in a violation of the spirit and intent of this rule. Parents/guardians and students are expected to honor the dress code so that valuable school time is not spent examining student attire to determine appropriateness.

A. The dress code for students at Carver Middle High School is as follows:

The primary responsibility for appropriate dress lies with the student and his/her parents or guardians. However, 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, or disruption of the educational process.

Standards of dress for students shall comply with the following guidelines:

1. Dress must not be destructive of school property (i.e. footwear that will scratch, discolor, or mar floors)
2. Bare midriffs, see-through garments, halter tops, low-cut blouses, tube tops, spaghetti straps, tank tops, pajamas, and short-shorts are not to be worn in school. Trousers will be secured at the waistband worn appropriately as not to reveal undergarments.
3. Shorts and Skirt length no shorter than student's arms extended on side of body to the fingertips.
4. Clothing that is ripped or altered in strategic and inappropriate areas, or in such a way that the clothing is no longer presentable.
5. Clothing or jewelry containing language or pictures which are obscene, offensive, profane, or which promote alcohol or drugs are prohibited.
6. Students are not permitted to wear any type of head covering including caps, hoods, visors, scarves, bandanas, sweatbands, and other such garments at any time in the school.

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7. Jewelry of any kind will not be worn during Physical Education, Technology Education, or Athletics due to safety issues.
8. Adornments which may be destructive of school property or have the potential to cause physical harm or mutilation are not allowed in school.

The principal will require compliance with this policy by having the student change his/her clothing in school and/or contacting the parent/guardian to bring suitable change of clothes to school.

Code of Conduct

The ultimate goal of the code of conduct is to instill self-discipline in each student. Maintaining an environment in which quality instruction may occur is the responsibility of everyone in the community. Good conduct is essential to each student's personal development and is necessary to provide an appropriate educational environment in which students may learn.

The school has established parameters of acceptable behavior with the ultimate goal of student self-management. Additionally, the policy is intended to provide for a safe and healthy environment in which quality instruction can occur for everyone.

Intended as a guideline for parents/guardians, teachers, and students, the code recognizes the responsibility of each person to foster the moral, intellectual and physical growth of the child. Parents/guardians must be accountable for the care of their children; teachers are responsible for the standards (intellectual and behavioral) of the students in their classroom; and students must demonstrate increased understanding of their responsibility for their own actions.

While the Code of Conduct lists examples of prohibited conduct and potential consequences for engaging in such conduct, 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 in the Code, they could be subjecting themselves to disciplinary action.

Student discipline is usually progressive in nature. Repeat offenses of a similar kind will result in progressively more serious consequences. However, students should be aware that a single incident of possession of a controlled substance, possession of a dangerous weapon, assaults, or other serious offenses usually results in long-term suspensions or expulsion.

All rules and regulations in this student handbook are in force at all school-related activities, both on and off school grounds.

A student's failure to accept his/her school-wide responsibilities could result in one or more of the following consequences:

I. TEACHER DETENTION

Teachers will enforce all rules necessary to maintain proper order in their classrooms. Teacher detention will be assigned for minor incidents occurring within the teacher's jurisdiction: inappropriate classroom behavior; unexcused tardiness to class; lack of preparation for class. Teacher detentions take precedence over all after-school activities. It will be served from 2:10 – 2:50. **Failure to report to a teacher detention will result in an office detention.**

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II. OFFICE DETENTION

Will be held on Mondays, Tuesdays, Wednesdays, or Thursdays in the middle school cafeteria from 2:10 p.m. to 2:50 p.m. and is monitored by faculty. Office detentions will be reported on student discipline records. Students may be assigned office detention by administration for the following infractions:

- A. Teacher referrals for chronic behavior issues, such as excessive tardiness to class.
- B. Wandering off limits in the school building.
- C. Loitering in restrooms.
- D. Failure to behave appropriately in large group settings, such as the auditorium, the cafeteria or the library.
- E. Any other behavior as deemed inappropriate by administration.

III. SOCIAL PROBATION

Exclusion from participation in any or all extra-curricular activities and school functions; including, dances, school assemblies, athletic events and field trips for a time period to be determined by the building administrator.

IV. IN-SCHOOL SUSPENSION

If deemed appropriate by the administration, students may be required to attend in-school suspension during the school day. The procedures to be followed in connection with an in-school suspension are set forth on page 42. During in-school suspension the student will attend school in a segregated/supervised classroom. Students will have access to the curriculum but will not be allowed to attend regularly scheduled classes.

V. OUT-OF-SCHOOL SUSPENSION

Students may be suspended from school if deemed appropriate by the administration and the procedures set forth on pages 41-42 have been followed. During an out-of-school suspension, students may not participate in any school-related activity. A student whose suspension ends on a Friday is not officially readmitted until the next school day and may not participate in any school activity until they have been readmitted. Suspended students have the opportunity to earn credits, as applicable, make up assignments, tests, papers and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. Students are expected to make arrangements for submission of work missing due to suspension with individual teachers within (2) school days of their return to school in order to receive full credit. During a suspension, it is recommended students bring home their books, master notebook, weekly forecasts, and check Jupiter Grades nightly to assist students in maintaining their academic assignments. Any student who is removed from school for a disciplinary offense for more than ten consecutive days will have an opportunity to receive educational services and make academic progress during the period of removal under a school-wide education service plan, and will be so informed at the time of the suspension/expulsion.

VI. EXPULSION

Section 37H of Ch. 71 of the Gen. Laws gives principals authority to expel any student who is found on school premises or at school-sponsored events in possession of a dangerous weapon or a controlled substance, or any student who assaults school personnel on school premises or at school-sponsored events. Expulsion is discretionary within the province of the principal. The principal may use suspension rather than expulsion. Students are also subject to long term suspension/expulsion by the Principal when charged/convicted of a felony based upon the standards and procedures set forth in M.G.L. c.71, §37H1/2. See pages [] for the procedures to be followed in connection with suspension or expulsion for the offense covered by these statutes sometimes referred to as "Statutory Offenses."

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DISCIPLINE OF STUDENTS WITH DISABILITIES

The Individuals with Disabilities Education Act at 20 U.S.C., §1400, et. seq. and related regulations and 34 C.F.R., §300 et.seq., (“IDEA”) provide eligible students (“students”) with certain procedural rights and protections in the context of student discipline, as set forth below. These rights are in addition to the due process rights applicable to all students as described above.

Short term removals.

Students who violate school rules are subject to removal from their current placement for up to ten (10) consecutive school days to the extent that such a removal would be applied to students without disabilities, without a prior determination of whether the conduct is a manifestation of the student’s disability. Students may be removed for additional periods of up to ten (10) consecutive school days in the same school year for separate incidents of misconduct without a manifestation determination, so long as the removal does not constitute a “change of placement” as described below. However, during such additional removals the district must provide the student with services to the extent necessary for progress in the general curriculum and the student’s IEP goals, as determined by the Principal in consultation with at least one teacher. In addition, if appropriate, the district must conduct a functional behavioral assessment and develop or revise an existing behavioral plan for the student.

Change of Placement.

A suspension of longer than 10 consecutive days or a series of shorter term suspensions that constitute a pattern are considered to represent a “change in placement.” Prior to a suspension that constitutes a change in placement, the student’s Team, including the student’s parents, must convene to determine whether the behavior is a manifestation of the student’s disability. In making this determination, the Team must review all relevant information in the student’s file, including the IEP, teacher observations, and any relevant information provided by the parents, to determine if the conduct was caused by, or had a direct and substantial relationship to the student’s disability, or was the direct result of any failure by the school to implement the IEP.

Results of the Manifestation Determination

If the Team determines that the behavior is not a manifestation of the disability, then the school may suspend or expel the student consistent with the policies applied to students without disabilities, except that the district must still provide an appropriate educational program to the student, as determined by the Team, which program may be in a different setting. If the Team determines that the behavior is a manifestation of a disability, the Team must conduct a functional behavioral assessment and develop a behavioral intervention plan or where a behavioral intervention plan was previously developed, must review the plan and, if necessary, modify it to address the behavior. Except in circumstances involving drugs, weapons, or serious bodily injury as described below, the student will be returned to the placement from which the student was removed unless the placement is changed by agreement or through the Team process.

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Exception for Drugs, Weapons and Serious Injury

Regardless of the Team's decisions regarding the manifestation determination, school personnel may order a change in the placement of a student to an interim alternative educational setting, such setting to be determined by the Team, for not more than forty-five (45) school days if the student (1) carries a weapon to school or to a school function; (2) knowingly possesses, uses illegal drugs, or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function; or has inflicted serious bodily injury upon another person at school, on school premises, or at a school function. Additionally, a Massachusetts Department of Education Hearing Officer, under certain circumstances, may order a change in the placement of a student with a disability to an interim alternative education setting for up to forty-five (45) days if the hearing officer determines that maintaining the current placement is substantially likely to result in injury to the child or others.

When a parent(s)/guardian(s) disagrees with the Team's decision on the "manifestation determination" or with a decision regarding placement, the parent(s)/guardian(s) has a right to request an expedited due process hearing from the Bureau of Special Education Appeals.

Additional information regarding the procedural protections for special education students eligible for services under laws providing for services for students with disabilities can be obtained from Christine Brumbach who can be reached at 781-455-0400 x 213.

DISCIPLINE OF STUDENTS WHOSE ELIGIBILITY FOR SPECIAL EDUCATION IS SUSPECTED

The IDEA protections summarized above also apply to a child who has not yet been found eligible for services under the statute if the district is "deemed to have knowledge" that the child was eligible for such services before the conduct that precipitated the disciplinary action occurred. The IDEA provides that a school district is "deemed to have knowledge" if: (1) the child's parent had expressed concern in writing to district supervisory or administrative personnel or the child's teacher that the child needs special education and related services; (2) the child's parent had requested an evaluation of the child to determine eligibility for special

specific concerns about a pattern of behavior by the child directly to the district's director of special education or to other supervisory personnel. However, a school district is not "deemed to have knowledge" if the district evaluated the student and determined that the child was not eligible for special education services or the child's parents refused an evaluation of the child or IDEA services.

If the school district has no knowledge that a student is an eligible student under the IDEA before taking disciplinary measures against the student, the student may be disciplined just as any other student may be. If, however, a request is made for an evaluation to determine eligibility while the student is subject to disciplinary measures, the district must conduct the evaluation in an expedited manner. Pending the results of the evaluation, the student must remain in the educational placement determined by school authorities, which may include suspension or expulsion without services. If the student is determined eligible for an IEP as a result of the evaluation, the school district must provide the student with special education and related services in accordance with the IDEA.

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DISCIPLINE OF STUDENTS WITH DISABILITIES UNDER SECTION 504 OF THE REHABILITATION ACT

Section 504 of the Rehabilitation Act of 1973 (“Section 504”) provides students with disabilities certain procedural rights and protections in the context of student discipline. Prior to imposing a “significant change in placement” for disciplinary reasons, the district must determine whether the conduct is a manifestation of the student’s disability. A significant change of placement results not only from an exclusion for more than 10 consecutive school days, but also from a pattern of shorter suspensions accumulating to 10 school days during a school year. Whether a pattern exists must be decided on a case-by case basis, considering such factors as the length of each suspension, the nature of the alleged conduct, the proximity of the suspensions to one another, and the total amount of time the student is excluded from school.

Prior to any significant change in placement for disciplinary reasons, a group of individuals knowledgeable about the student, evaluation data, and the school program must determine whether the conduct at issue is related to the student’s disability. If the conduct is directly related to the disability, the district will not impose the discipline and will develop an individual behavior management plan if the behavior significantly interferes with the student’s ability to benefit from his education. If the conduct is not directly related to the student’s disability, the district may discipline the student as it does general education students.

STATUTORY OFFENSES: DUE PROCESS AND PROVISIONS OF LAW

When considering the exclusion of a student from school for possession of a dangerous weapon, possession of a controlled substance (such as marijuana, cocaine, or prescription drugs not authorized by the school nurse), or assault on teachers, an administrator may place a student on short term suspension (ten days or less) based upon an informal hearing, to be followed by a formal hearing before the Principal within that period of suspension to determine whether to take additional disciplinary action, up to and including expulsion from school.

1. The informal hearing will be in the form of a conference between the student and the principal or designee. At this conference, the student (1) shall be informed of the reason for the conference, (2) shall be given the opportunity to present his or her side of the story, and (3) shall be given a decision on the suspension. If the administrator deems delay of the hearing necessary to avoid danger or substantial disruption, this process may occur immediately after, rather than before, the suspension.
2. Prior to putting a suspension into effect, the principal or designee shall make a reasonable effort to telephone and inform the student’s parent or guardian of the impending suspension; this shall include attempts to contact the parents or guardian at home and at work. Parents may contact the school for additional information regarding the suspension.
3. A letter will be mailed to the parent/guardian of the suspended student stating:
 - a. The reason for the suspension
 - b. A statement of the effective date and duration of the suspension
 - c. A statement regarding whether or not the Principal will schedule a formal hearing to consider further discipline, up to and including expulsion from school in accordance with M.G.L. c. 71, §37H

When considering a suspension/expulsion of a student charged with/convicted of felony, the Principal will use the standards and procedures set forth in M.G.L. c.71, §37H1/2. In

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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.

REGARDING EXPULSION: Massachusetts General Law, c. 71 §37H

By state law, the following procedure is followed in certain cases of serious student misconduct as specified below:

- A. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or knife, or a controlled substance as defined in Chapter 94 C, including, but not limited to, marijuana, cocaine, and/or heroin, may be subject to expulsion from the school or the school district by the principal.
- B. Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff member on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- C. Any student who is charged with a violation of either paragraph "A" or "B" shall be notified in writing of an opportunity for a hearing, provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph "A" or "B."
- D. Any student who has been expelled from the school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his/her appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
- E. Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to school or provide educational services to the student in an education service plan, under section 21 of chapter 76.

Felony Complaint or Conviction of Student; Suspension; Expulsion, Right to Appeal (Massachusetts General Laws, C.71 and 37H 1/2)

- A. Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial

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detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The students shall also receive written notification of his/her right to appeal and the process for appealing such suspension; provided that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his/her request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent/ guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his/her behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such a decision shall be the final decision of the regional school district with regard to the suspension.

- B.** Upon a student being convicted of a felony or upon an adjudication of admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking place. The student shall also receive written notification of his/her right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to an appeal hearing conducted by the superintendent.

If the student has been expelled by the principal or headmaster, the student has the right to appeal this expulsion. The student shall notify the superintendent, in writing, of his/her request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent/ guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his/her behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student.

The superintendent shall render a decision on the appeal within five calendar days of the year. Such a decision shall be the final decision of the regional school district with regard to the expulsion.

Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to the school or provide educational services to the student in an education service plan, under section 21 of chapter 76.

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Code of Conduct:
Alphabetical Annotated List of Behaviors

ALCOHOL:

The use, possession, or distribution of alcoholic beverages is a serious offense and will result in a suspension from school for a minimum of five (5) days. This applies to all school-related activities. The school administration will schedule a meeting with the student's parents or guardians prior to his/her return to school. Further incidents may result in a long term suspension or expulsion. In instances of behavior suggesting a student is under the influence of alcohol, the student shall be escorted to the nurse's office, administrative action will be taken, and the police will be notified.

ARSON:

The possession or use of matches or lighters in school is prohibited and may lead to suspension. The setting of a fire in school or at school related events may lead to expulsion.

ASSAULT:

Assault as used in our Discipline Code includes not only harmful or offensive touching of another person, but also the immediate threat of such touching. A student will be suspended for up to 10 days for such an offense. Depending on the severity and nature of the offense, the student may also be referred to the Principal for a long term suspension or expulsion (for assaults on educational personnel) and to the Carver Police Department for possible legal action. The student's parent/guardian should meet with administration prior to the student's re-entry to school.

BUILDING SECURITY:

Any student who props open an outside door or who opens an outside door to allow an unauthorized person to enter the building will be subject to disciplinary action.

CELL PHONE USE:

Students are allowed to use cell phones during breakfast and during lunch inside the cafeteria. Parents and guardians are able to contact their students at Carver Middle High School – Grades 6 – 8 by calling the main office. Students, in cases of emergency, may contact their parents or guardians from the main office or from the nurse's office. Cell phones are not necessary for this type of communication during school hours. The use of cellphones in school has led to the following disruptions of the learning process:

1. theft of property
2. unauthorized access to the school building
3. truancy
4. escalation of peer conflict
5. cheating

It is against school policy to use cell phones or have them turned on during school days (outside of breakfast or lunch) unless the teacher has authorized specific use for an academic assignment. Any cell phone that is used in any way, rings, or vibrates will be confiscated by a staff member and delivered to the main office with a referral to an administrator. Confiscated cell phones will be returned only to a parent/guardian, not to the student.

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CHEATING:

Any student who is determined to have cheated on any academic exercise will receive no credit for that exercise. Plagiarism is a form of cheating. The involved teacher will report all instances of cheating to the parent/guardian and the school administration.

CUTTING CLASS:

Students who cut a class will receive a zero and not be allowed to make up work. Class cuts will result in disciplinary action.

DAMAGE, DESTRUCTION, AND/OR THEFT OF SCHOOL PROPERTY:

Any student who willfully damages, destroys, or steals school property will be suspended from school for up to five (5) days. A gravely serious offense or repeated offenses by the same student may be referred for further disciplinary action, including long-term suspension. The student will have to pay replacement costs for any damage to school property.

DANGEROUS OBJECTS, USE OF AND/OR POSSESSION OF:

Objects that, by their nature or misuse constitute a threat to the safety of others are forbidden in the schools. Students in possession of such objects will be subject to suspension from school for up to 10 days and possible expulsion. See also M.G.L. c. 71 § 37H(regarding dangerous weapons.

DEFIANCE:

Students will immediately comply with faculty/administrative directives. Students who defy faculty/staff authority and/or use profanity and vulgar expressions in their dealings with members of the faculty/staff will be subject to suspension from school for up to ten (10) days on the first offense. Subsequent offenses may result in more severe consequences.

DISRUPTION OF THE LEARNING PROCESS:

A disruption of the learning process is considered to be a serious disciplinary issue. Incidents of this nature will result in disciplinary action being taken by the teacher and/or administration.

DRUGS AND OTHER SUBSTANCES - ZERO TOLERANCE:

Use, possession, and/or distribution of alcohol, drugs or any other substance including over-the-counter-drugs, look-alike drugs, inhalants (non-medical), drug paraphernalia, aerosol cans and/or non-alcoholic beer or wine will result in suspension from school for up to ten (10) days, and possible expulsion. (See also M.G.L. c. 71 § 37H)

ELECTRONIC EQUIPMENT:

Students may be allowed to use personal technology equipment for educational purposes in the classroom with teacher permission. Otherwise, the use of iPods, MP3 players, CD players, cellular phones, or any other electronic devices is prohibited. The possession of laser pointers is prohibited. Violation of these rules will result in confiscation of the item/items and students will be subject to disciplinary action. Confiscated electronic equipment will be returned only to a parent/guardian, not to the student. The school will not be responsible for lost or stolen items.

FALSE ALARMS:

MA General Laws Chapter 268, Section 32 states: "Interference or tampering with police or fire signal systems; false alarms. Whoever opens a signal box connected with a police signal system for the purpose of

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giving or causing to be given a false alarm, or interferes in any way with such box by breaking, cutting, injuring or defacing the same; or, without authority opens, tampers, or meddles with such box, or with any part or parts thereof, or with the police signal wires, or with anything connected therewith, or, with such purpose, wantonly and without cause tampers or meddles with a signal box connected with a fire signal system or with any part or thing connected therewith, shall be punished by a fine of not less than \$100.00 nor more than \$500.00 or by imprisonment for not more than 2 years, or both". Any student who is responsible for causing a false fire alarm, or who is found tampering with fire equipment, will be suspended from school, and will be referred to the Central Office Administration with a recommendation for exclusion for one semester.

FIREARMS:

In accordance with the federal Gun Free Schools Act, any student who is determined to have brought a firearm to school or to a school-related function shall be excluded for a period of not less than one year, except as determined by the Superintendent on a case-by case basis. The definition of a "firearm" includes, but is not limited to, guns (including a starter gun), bombs, grenades, rockets, missiles, mines, and similar devices.

FOOD AND BEVERAGE:

Students are permitted to bring bottled water to school to be consumed during the school day outside the cafeteria. All other food and/or beverages are not to be consumed outside the cafeteria without administrative approval. No open beverage container may be brought to school. Gum chewing will not be allowed in school.

FORGERY:

Students who forge a dismissal or absence note, passes, agenda book, or an academic report with a parent/guardian signature will be subject to disciplinary action.

GAMES, GAMBLING AND CARD PLAYING:

Games including gambling and card playing of any kind are prohibited.

LEAVING SCHOOL PROPERTY:

Students who leave the school property without permission during regular school hours (once the student enters the school building) will be subject to suspension.

PHYSICAL VIOLENCE:

Students have the right to attend school without the fear of physical harm, threats, and/or verbal abuse.

- Students will not fight, push, trip, or hit another student or staff member.
- Students will not play-fight or play-scuffle with another student or staff member.
- Students will not threaten to harm another student or staff member.
- Students will not instruct other students to threaten or hurt another student or staff member.

Students who engage in this behavior are subject to disciplinary action, based on the severity of the incident.

PROFANITY/VERBAL ABUSE:

The use of profane or obscene language (oral or written) or language that includes racial, sexual, or ethnic slurs (verbal abuse) is prohibited within the school building, on school grounds, and during school-related activities. These behaviors will be subject to disciplinary action of detention/suspension from school for up to 10 days on the first offense.

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PROVOKING VIOLENCE AND FIGHTING:

Students who initiate or provoke fights in school or anywhere within the school boundaries jeopardize the safety of students in the vicinity. Any student participating in a disruptive, antagonistic, vulgar or otherwise inappropriate verbal conflict is instigating physical conflict and will be suspended out of school for a minimum of one day. Students involved in initiating or provoking violence will be suspended for up to 10 days and may be subject to long-term suspension depending on the seriousness and scope of the incident. A conference with parent(s)/guardian(s), student, and administration will be scheduled prior to re-admittance to school.

Related to Potential Violence and Fighting: Policy on Physical Restraint

Carver Public Schools complies with the MA Department of Education (DOE) restraint regulations, 603 CMR 46.00 et seq. (“Regulations”), to the extent required by law. According to terms, the regulations apply not only to school but also at school-sponsored events and activities, whether or not on school property. A brief overview of the regulations is provided below.

School staff may use physical restraint only when non-physical interventions would be ineffective and the student’s behavior poses a threat of imminent, serious harm to self and/or others. In the event that a physical restraint is necessary, parents will be notified in compliance with the law.

Physical restraint may not be used as a means of punishment or as a response to property destruction, disruption of school order, a student’s refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious physical harm. Seclusion is prohibited. The regulations do not prevent a teacher, employee, or agent of the district from using reasonable force to protect students, other persons, or themselves, from assault or imminent serious harm, or from restraining students as otherwise provided in the regulations.

In Carver Public Schools, we seek to use strategies; such as, redirection, escorts to quiet areas, talking to students and other such methods. Physical restraint is only used in accordance with the regulations. A copy of the regulations can be obtained at <http://www.doe.mass.edu/lawsregs/603cmr46.html>

PUBLIC DISPLAYS OF AFFECTION:

Public displays of affection are inappropriate at school. If necessary, parent(s)/guardian(s) will be notified of behavior and disciplinary action may be taken.

SMOKING / POSSESSION AND/OR USE OF TOBACCO:

Use of any tobacco product is *prohibited by law* within the school building, school facility, on school grounds, or on a school bus. Also, the use of electronic cigarettes is prohibited. The Education Reform Bill, Section 37H of Section 35, requires that all schools and grounds be tobacco-free at all times, which includes all school functions and activities. Students who smoke on school grounds or are in possession of tobacco products will be subject to suspension from school for up to ten (10) days.

STEALING:

Theft of personal property from staff, students, and/or visitors will result in up to five (5) days suspension from school; and at the discretion of the principal, further disciplinary action may be taken, up to and including long-term suspension. The school assumes no financial responsibility for stolen or lost items.

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TARDY TO SCHOOL:

Attendance at school is expected of all students on a regular basis. Violations of this regulation will be governed by the provisions of Section 2, Chapter 76 of the General Laws of the Commonwealth. A student will be considered tardy to school if they arrive in the building and/or first period after 7:25 A.M. Administration will monitor student tardy issues on a regular basis. Students who are tardy five times during a term will be issued an office detention. Additional detentions will be issued for every additional fifth tardy during the same term. Excused tardiness is limited to documented medical appointments and family emergencies brought to the attention of the school administration.

THREATS:

Threats made to specific individuals, groups, or to the safety of the entire school, whether they be verbal, written, or through electronic means (such as the telephone or computer) will be subject to disciplinary action, up to and including long-term suspension.

UNAUTHORIZED ENTRY OF A STUDENT LOCKER:

A student, who opens the locker of another student without his/her permission, will be subject to disciplinary action, up to and including suspension from school.

DUE PROCESS: PROCEDURES THAT APPLY TO DISCIPLINE FOR CONDUCT NOT GOVERNED BY M.G.L. C. 71, §37H AND 37H ½

I. IN-SCHOOL SUSPENSION FOR LESS THAN 10 CUMULATIVE DAYS DURING A SCHOOL YEAR

An in-school suspension is a removal of a student from regular classroom activities, but not from the school premises. The procedure for an in-school suspension of no more than (10) school days (consecutive or cumulatively for multiple infractions during the school year) will be as follows:

- A.** The administrator will inform the student of the disciplinary offense charged, the basis for the charge, and provide the student an opportunity to respond. If the administrator determines that the student committed the disciplinary offense, the administrator will inform the student of the length of the student's in-school suspension, which may not exceed 10 days, cumulatively or consecutively, in a school year.
- B.** On the same day as the in-school suspension decision, the administrator will make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The administrator will also invite parents to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meetings will be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the administrator is unable to reach the parent after making and documenting at least (2) attempts to do so, such attempts will constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension

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- C. The administrator will send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parents to a meeting with the administrator to discuss the student's academic performance and behavior, strategies for student engagement and possible response to the behavior. Such meetings will be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the administrator 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
- D. The administrator will send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parents to a meeting with the principal for the purpose set forth above, if such a meeting has not already occurred. The administrator will deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to the address provided by the parent for school communications, or by other method of delivery agreed to by the administrator and the parent.

An in-school suspension of more than 10 cumulative days in a school year will be subject to the procedures for long-term suspension found at page [42].

II. PROCEDURES FOR SHORT-TERM, OUT-OF-SCHOOL SUSPENSIONS (10 CUMULATIVE DAYS OR LESS IN A SCHOOL YEAR)

Except in the case of an Emergency Removal as provided on page [], prior to imposing a short-term out-of-school suspension (10 days or less in a school year) for conduct not covered by M.G.L. c. 71, f37H AND 37H ½, an administrator will provide the student and his/her parent oral and written notice and an opportunity to participate in an informal hearing.

A. Notice:

The written notice to the student and the parent will be in English and in the primary language of the home if other than English, or other means of communication where appropriate and will include the following:

1. the disciplinary offense;
2. the basis for the charge;
3. the potential consequences, including the potential length of the student's suspension;
4. the opportunity for the student to have a hearing with the administrator concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing;
5. the date, time, and location of the hearing;
6. the right of the student and the student's parent to interpreter services at the hearing if needed to participate;

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

B. Efforts to Involve Parents:

The administrator will make reasonable efforts to notify the parent of the opportunity to

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attend the hearing. To conduct a hearing without the parent present, the administrator must be able to document reasonable efforts to include the parent. The administrator is presumed to have made reasonable efforts if the administrator 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.

C. Format of Hearing:

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

D. Decision:

The administrator will provide written notice to the student and parent of his/her 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 notice of determination may be in the form of an update to the original written notice of hearing.

III. PROCEDURES FOR LONG -TERM SUSPENSION

Except in the case of an Emergency Removal provided on page [], prior to imposing a long-term suspension (more than 10 days of suspension, whether in-school or out-of-school, whether consecutive or cumulative for multiple offenses during a school year), an administrator will follow the procedures for short-term suspension plus additional procedures as follows:

A. Notice:

The notice will include all of the components for a short-terms suspension in Section C above, plus the following:

1. In advance of the hearing, the opportunity to review the student's record and the documents upon which the administrator may rely in making a determination to suspend the student or not;
2. the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense;
3. the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so;
4. the right to cross-examine witnesses presented by the school district;
5. the right to request that the hearing be recorded by the administrator, and a copy of the audio recording provided to the student or parent upon request; and
6. the right to appeal administrator's decision to impose long-term suspension to the superintendent.

B. Format of Hearing:

The Hearing will afford the rights set forth in the notice above. The administrator will also provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the administrator should consider in determining consequences for the student.

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C. Decision:

Based on the evidence, the administrator will determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to long-term suspension, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The administrator will send the written determination to

the student and parent by hand-delivery, certified mail, first-class mail, email to the address provided by the parent for school communications, or any other method of delivery agreed to by the school and the parent. If the administrator decides to suspend the student on a long-term basis, the written determination will:

1. Identify the disciplinary offense, the date on which the hearing took place and the participants at the hearing;
2. Set out the key facts and conclusions reached;
3. Identify the length and effective date of the suspension, as well as a date of return to school;
4. Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school (if more than 10 cumulative days);
5. Inform the student of the right to appeal the administrator's decision to the superintendent or designee. Notice of the right of appeal will be in English and the primary language of the home if other than English, or other means of communication where appropriate, and will include the following information stated in plain language:
 - a) The process for appealing the decision, including that the student or parent must file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that the long-term suspension will remain in effect unless and until the superintendent decides to reverse the administrator's determination on appeal.
 - b) No long-term suspension will extend beyond the end of the school year in which such suspension is imposed.

IV. **EXCEPTION FOR EMERGENCY REMOVAL**

Notwithstanding the provisions for short or long-term suspension set forth above, a student who is charged with a disciplinary offense may be removed temporarily from school if 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 administrator's judgment, there is no alternative available to alleviate the danger or disruption.

The administrator will immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger [or disruption] by the student.

The temporary removal will not exceed two (2) school days following the day of the emergency

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removal, during which time the administrator will provide the following, as applicable to the length of suspension:

- A.** Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, and other applicable matters;
- B.** Provide written notice to the student and parent as provided in Section C or D above, as applicable;
- C.** Provide the student an opportunity for a hearing with the administrator, as applicable, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the administrator, student, and parent.
- D.** Render a decision orally on the same day as the hearing, and in writing no later than the following school day.

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

V. **APPEAL TO THE SUPERINTENDENT**

If a decision by an administrator, following the parent meeting, results in suspension of a student for more than 10 cumulative school days for the school year, the student may appeal the decision to the superintendent. In order to do so the student or parent must file a notice of appeal with the superintendent within five (5) calendar days with a seven (7) day postponement option. The superintendent must hold the hearing within three (3) school days of the student's request, unless the student or parent requests an extension of up to seven (7) additional calendar days. If the appeal is not filed within this time frame, the superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

- A.** The following apply:

1. The superintendent will make a good faith effort to include the parent in the hearing. The superintendent will 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 will send written notice to the parent of the date, time, and location of the hearing.
2. The superintendent will conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence will be. The superintendent will arrange for an audio recording of the hearing, a copy of which will be provided to the student or parent upon request. The superintendent will inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request.
3. The student will have all the rights afforded the student at the administrator's hearing for long-term suspension as described in Section D above.
4. The superintendent will issue a written decision within five (5) calendar days of the hearing which meets the requirements for a long-term suspension as described in Section D above. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser

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consequence than the administrator, but will not impose a suspension greater than that imposed by the administrator's decision.

The decision of the superintendent constitutes the final decision of the school district.

School Wide Activities & Organizations

The following activities may be available to students at CMHS:

Band	Intramural Activities
Best Buddies	Literary Club
Chorus	Math Club
Drama Club	Musical Theatre (8 th Grade)
Environmental Club	Newspaper
Genders & Sexualities Alliance	Student Government
Interscholastic Athletic	Yearbook

I. **STUDENT GOVERNMENT:**

The purpose of the student government is to organize student activities, to provide service to the school community and the community at large, and to build a productive working relationship with faculty and staff. The student government of Carver Middle High School will consist of members from Grades 6-8. The offices of President, Vice-president, Secretary and Treasurer will be elected from the eighth grade class. Each team in grades 6 through 8 will elect one representative from each homeroom at the beginning of the school year. Each representative will keep the homeroom informed of activities in all stages of development and will serve as a liaison between homerooms and the governing body. All members of the student government must meet and maintain all eligibility requirements and obligations.

A. Student Government eligibility includes the following:

1. No grade below 70
2. No excessive absences
3. Good school citizenship

II. **SCHOOL COUNCIL:**

The School Council is composed of faculty, parents, community representatives, and the principal. The Council meets regularly with the principal to advise and assist him/her in the identification of needs, budget, and to formulate a school improvement plan.

III. **MUSIC BOOSTERS:**

Carver Public Schools have a very active Music Boosters organization that helps support the music program through volunteering time for fund-raising, providing transportation, and supervising band functions. Music Boosters meets monthly. For more information, contact the Band Director at Carver Middle High School.

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IV. CRUSADERS ATHLETIC BOOSTER CLUB, INC.:

The Crusader Athletic Booster Club is an integral part of the Crusader Athletic Program. Members are actively involved in providing funds and services to support the sports facilities and student athletes. The Crusader Booster Club meets monthly. For more information contact the Athletic Director at CMHS.

V. CARVER MIDDLE HIGH SCHOOL PARENT GROUP:

This organization encourages parent participation. Meetings are held in the evening on a monthly basis. Specific dates and times will be published in the fall.

Athletics & Intramurals

Student participation in the intramural athletic program is a privilege, which can be a valuable and rewarding experience. Students have the opportunity to participate during the fall, winter, and spring seasons. Carver Middle High School provides two levels of competition: interscholastic teams for grade 8 and in-house intramural activities for grades 6, 7, & 8.

I. ACADEMICS/BEHAVIOR:

In addition to demonstrating good citizenship in the classroom, all students who participate in athletics at Carver High Middle School must pass all courses each term. To be eligible a student must maintain a 70% (C-) average, without failing more than one course, in the previous term. Unsatisfactory academic performance or behavior will result in suspension from athletics

II. ATHLETIC USER FEE:

A \$150.00 athletic participation fee/ \$750 Family Cap will be collected from each student athlete who is listed on the final team rosters. The fee is non-refundable. Student athletes who leave a team voluntarily or who are dropped from the team by the coach, Athletic Director or Principal for disciplinary or scholastic deficiencies are not eligible for a refund. All payments can be made by either check or money order, payable to Carver Athletic Department, by paying cash, and a receipt will be provided, or by using UniBank, which can be found on FamilyID when registering for sports. You can copy and paste the link to your browser and make payment. If paying by check, please include the student's name and sport on the reference line. Checks/Money Orders/Cash should be paid directly to the Athletic Director, so that payment can be noted on the athletic registration form which is kept on file in the Athletic Directory office.

III. CHEMICAL HEALTH RULE:

From the earliest fall practice date, to the conclusion of the academic year or final athletic event (whichever is later), a student shall not use, consume, possess, buy or sell, or give away any alcoholic beverages, tobacco products, marijuana, steroids or controlled substances. This policy includes products such as "NA or near beer." It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor.

If a student in violation of this rule is unable to participate in interscholastic sports due to injury or academics, the penalty will not take effect until that student is able to participate again. (Refer to MIAA handbook rule 62.1)

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A. First Violation:

When the Principal confirms, following an opportunity for the student to be heard, that a violation has occurred, the student shall lose eligibility for the next interscholastic contests totaling 25% of all interscholastic contests in that sport. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation. All decimal part of an event will be truncated i.e. all fractional parts of an event will be dropped when calculating the 25% of the season.

B. Second and Subsequent Violations:

When the Principal confirms, following an opportunity for the student to be heard, that a violation has occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 60% of interscholastic contests in that sport. All decimal parts of an event will be truncated i.e. all fractional parts of an event will be dropped when calculating the 60% of the season.

If after the second or subsequent violations the students of his/her own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events. The director or a counselor of a chemical dependency treatment center must issue such certification. All decimal parts of an event will be truncated i.e. all fractional parts of an event will be dropped when calculating the 40% of the season.

C. The Maximum Penalty:

Loss of eligibility from interscholastic events for one year from the date of offense. In addition, students who are found in possession of a controlled substance on school property or at school-related events, including athletic games or practices, will be subject to expulsion from school as provided in the MA Education Reform Act of 1993.

The following will be considered when determining consequences:

1. Honesty (admission of violation).
2. Severity of offense.
3. Nature of offense.
4. First or repeated offense.
5. Student entering approved treatment program.
6. Other associated circumstances.

Random drug testing may be used at the discretion of administration. Failure to take a drug test may result in loss of season participation. The Interscholastic Athletic season begins when a student voluntarily signs up for a High School Athletic team. The Chemical Health Policy will be in effect at this time.

Penalties shall be cumulative each academic year, but a penalty period will extend into the next academic year, (e.g., if the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year.)

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IV. EQUIPMENT:

All male and female student athletes, who participate on Carver Middle High School athletic teams, will be held accountable for all equipment and uniforms damaged, lost, or stolen.

All student athletes will be required to pay an amount equal to the cost of replacing that single piece of equipment, uniform, etc., to the Carver Middle High School Athletic Department.

V. INSURANCE:

The Carver School system provides secondary insurance for all its athletes. Parents must submit injury claims to their own insurance companies first and the school athletic insurance will only pay what the personal insurance company will not pay. It is the responsibility of the student athlete to report injuries to the coach. Student athletes are responsible for working closely with the coach and the athletic trainer to ensure that an accident report is submitted in a timely fashion to cover school and insurance company requirements.

VI. INTERSCHOLASTIC PARTICIPATION:

The interscholastic athletic program will be open to all eighth grade students who are physically able to participate and who are eligible under local and state regulations. An unlimited participation policy will be used whenever possible. There are factors, however, which necessitate the size of the team be limited in order to maintain a high level of safety, coaching, playing time, and practice time. Coaches' judgments, with respect to selection of participants, are made after observing prospective players in practice and/or game type situations.

Student athletes must remember that participation in the athletic program is a privilege that can be revoked if other school rules are broken. Student athletes may be suspended from school, the team, or both if school rules are broken. Athletes may be asked to turn in their uniform and forfeit their eligibility for the rest of the season. All student athletes must be in school the day of a game or practice in order to participate, unless excused by the administration. All student athletes must ride the bus provided for transportation, to and from the athletic contests, unless excused by the Athletic Director.

VII. INTRAMURALS:

Intramurals are an after-school co-educational program in which students in grades six, seven, and eight can get involved in fitness-related activities. Students will have the opportunity to take part in a wide variety of team and individual sports throughout the school year. The activities will complement the given seasons and current physical education classes. There is a one-time participation fee.

VIII. PRACTICES AND GAMES:

The fall teams begin practicing with the high school in August and the season ends in early November. The winter teams begin practice the Monday after Thanksgiving and the season ends the end of February. The spring teams begin practice in March and end in early June.

IX. RISK OF INJURY:

All members of the Carver Middle High School teams have been informed that participation, as well as carelessness in the gym, out on the track, or in the fields may result in serious injury or even death. PLEASE reinforce our intentions of making sure that our athletes always keep safety in mind when participating both indoors and outdoors on one of the Athletic teams or while participating in intramural activities.

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X. **SUSPECTED HEAD INJURY/CONCUSSION POLICY:**

See page 60

Acceptable Use / Technology Policy

The Carver Public Schools district provides access to the system/network and the Internet to all employees and students to facilitate communications and access to information in support of educational goals. *Educational goals* are defined as activities that provide for student education, staff professional development, and research. The system/network will also be used for communication with staff, parents and students. Use of the Carver Public Schools system/network is a privilege, not a right, and must support the stated mission, goals, and objectives of the Carver Public Schools.

A committee of teachers, principals, parents, and students approved the Acceptable Use Policy (AUP). This agreement outlines responsibilities for using the system/network and consequences of abusing that privilege. Every user is required to read and sign the AUP before using the Carver Public Schools system/network *each year*. Signing the AUP becomes a legal agreement between the user and the district.

I. **TERMS AND DEFINITIONS:**

AUP: Acceptable Use Policy
Chat: Real time communication between two users via computer. Once a chat has been initiated, either user can enter text by typing on the keyboard and the entered text will appear on the other user's monitor.
CPS: Carver Public Schools
District: Carver Public Schools: PreK - 12
Electronic Messaging: chat, email
Email: short for electronic mail, the transmission of messages over communications networks
Internet Filter: Software program or blocker that controls what is shown while a computer user is viewing pages on the World Wide Web
System/Network: Carver Public Schools Network including the Internet, voice mail, email, hardware, software, digital equipment, handheld electronic equipment and individual computer workstations.
User: Any student or staff member with an account or anyone else provided access to resources associated with the network.

II. **USER RESPONSIBILITIES:**

Use of the network requires individual responsibility.

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A responsible user: Knows he/she is part of a larger, global community and his/her actions reflect upon him/herself and the school.

- A. Does not waste paper and ink, storage space, or bandwidth.
- B. Uses time on a workstation or with any other equipment appropriately.
- C. Does not share his/her own password.
- D. Understands prompt reporting of technical or security problems or inappropriate behavior to a staff member helps all users.

III. MONITORED USE

All messages and information created, accessed, sent, saved, or retrieved on the system/network are the property of the Carver Public Schools and should not be considered confidential. The system/network's backup and filtering mechanism automatically stores communications, including those that have been deleted. The school district reserves the right to access and monitor any messages and information on the system as it deems necessary and appropriate in the ordinary course of business to prevent abuse by network users, to ensure the proper use of resources, and to conduct routine maintenance. Where appropriate, communications, including text, images, or video may be disclosed to law enforcement officials in response to proper requests or to other responsible parties during disciplinary investigation or in the course of litigation without the prior consent of the sender or receiver. Those who use the system/network are considered to have consented to such monitoring and disclosure.

IV. PRIVACY

In order to protect students' schoolwork, user folders carry individualized security that protects the contents from any other student. Teachers, administrators, and technology staff can access student folders at any time. There is no expressed or implied level of privacy regarding the contents of user folders or any other use of Carver Public Schools Network and associated resources.

V. APPROPRIATE SYSTEM/NETWORK ACTIVITY

Activities in support of the District Goals and Objectives that do not violate other school or district policies are acceptable and appropriate. All files stored, viewed, or distributed on the network must be related to schoolwork, including, but not limited to, music, videos, images, URLs, and sound files.

VI. INAPPROPRIATE SYSTEM/NETWORK ACTIVITY

- A. Intentionally copying, reading, modifying or deleting files or data belonging to another user.
- B. Using someone else's password.
- C. Pretending to be someone else when using the system/network.
- D. Deliberate attempts to degrade or disrupt system performance including vandalism or theft of hardware, software applications, files, or system configurations, attempting to introduce viruses, malicious code, or any other violation of district policy, state, or federal law.
- E. Intentionally bypassing or attempting to bypass CPS security, including attempts to bypass Internet filtering.
- F. Installing software or programs that have not been approved by the technology department.
- G. Revealing personal information about others on the Internet.
- H. Revealing personal information about yourself on the Internet without the expressed permission of a supervising staff member and parent or guardian.
- I. Intentional storage, viewing, or distribution of any text, video, audio, images, or graphics

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considered inappropriate within a school environment. Inappropriate materials include, but are not limited to, those containing content that is profane or obscene, racial or ethnic slurs, vulgar, sexually explicit, threatening, defamatory, abusive, discriminatory, harassing, criminal or otherwise objectionable or that depicts, suggests or implies illegal activity, drug use or gambling, shows or encourages violence against a living being or physical property, provocative or explicit dress or undress.

- J. Violating the legal protection of copyright, including the use of materials or ideas without properly citing their sources. This includes copying or downloading music, software, games, or any proprietary materials covered by copyright law.
- K. Activities designed to harass other users.
- L. Advertising or advocating for non-school related activities or for-profit organizations, campaigning for political office, or “chain letters.”
- M. Use of the system/network for commercial transactions that benefit an individual or group.
- N. “Chats” and games unless approved, directed, and supervised by an appropriate member of the school faculty or administration. The Director of Technology must expressly approve the storage, installation, and use of such files or applications.

VII. CONSEQUENCES

In cases where it has been determined that a user has acted inappropriately, the administrative staff, in consultation with the Director of Technology, may take the following actions against the user:

- A. File documentation with an administrator for investigation.
- B. Restrict network access pending investigation.
- C. Confiscation of personal equipment including laptops, software, cell phones, and other electronic devices.
- D. Suspend or deny user accounts and privileges to CPS System/Network and all associated resources.
- E. Implement disciplinary action up to and including suspension or expulsion.
- F. Pursue legal action, including criminal prosecution, as appropriate under local, state, and federal law.

VIII. LIABILITY

Carver Public Schools is in compliance with the Children’s Online Privacy Protection Act (COPPA) and Children’s Internet Protection Act (CIPA). As required by law, the school district has in place an Internet filtering mechanism that protects minors from unlawful, obscene, or harmful material.

IX. DISCLAIMER

Access to information from all over the world via computer brings with it an availability of material that may not be considered educationally valuable. It is impossible to control access to all materials and a user may unintentionally discover controversial or objectionable information. CPS policy affirms that the educational value of access to information and the potential for interaction on the Internet far outweighs the possibility that users may be exposed to materials not consistent with the educational goals of the district. CPS makes no warranties of any kind for the service it provides. The town of Carver, the School Department, or any municipal employees will not be liable for damages or injuries resulting from violations of the Acceptable Use Policy or any misuse of the Internet.

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Attendance Policy

It is important for a student to be present each day to ensure continuous learning. Participation in classroom activities is an important factor in educational success. Students should be home when they are ill; otherwise all efforts should be made to have them in school. To the greatest extent possible, all appointments should be made before or after school and recreational trips scheduled during school vacations.

The education of children is a responsibility shared by the school and parents. Teachers and parents work to develop characteristics important in the educational growth of children. Proper work habits are essential to their development. Punctuality is one of the basic work habits; regular attendance is another. Learning needs to be valued as an ongoing process that requires the daily interaction of students with their peers and teachers. Student absences and tardiness do affect this learning process.

Requirements for every student:

- Attend each class on his/her schedule;
- Arrive on time daily;
- Attend school at least 90% of the school year;

The MA General Laws Chapter 76, Section 2 specifies that a student under 16 years of age may not be absent more than seven (7) unexcused day sessions in any six (6) month period. Parents 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.

If a child is absent for five (5) or more consecutive days, a doctor's note (certificate) is required when the child returns to school. Failure to provide a note will result in the absence being considered as unexcused.

I. **ABSENCES-AUTHORIZED:**

We recognize that there are circumstances that necessitate absence from class. To accommodate these obligations and remain within the ninety percent rule, each student may be authorized by the administration, class absences without penalty. Those circumstances to be considered by the administration include: legal obligations, family obligations, extended medical conditions, school authorized activities. In this case, if your child is absent for **3 or more consecutive school days**, you may contact the school guidance office who will support your student by contacting teachers and collecting academic work to be sent home.

II. **ABSENCES-EXCESSIVE:**

Parents or guardians will be notified of excessive, unexcused absences. As defined by MA General Law Chapter 119 Sections 21 & 39E-39L, a student may be considered "habitually truant" when he/she fails to attend school for more than 8 school days in a quarter. Such absences may result in the school taking legal action to remedy this situation. The school will always attempt to work with parents prior to taking such extreme actions.

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III. ABSENCES-PLANNED:

School vacations are planned well in advance at appropriate intervals during the school year and parents should make family plans accordingly. It should be realized that teachers cannot 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 a planned absence. Parents who allow their child to be out of school for vacations are assuming responsibility for their child's educational program. When a student returns to school, he/she shall complete work not available during their absence. The time limit for completion is the length of the absence. If teachers provide work, it will be due on the first day back in school without exception.

ABSENCE FROM CLASS DOES NOT AUTOMATICALLY RELIEVE A STUDENT OF RESPONSIBILITY FOR SUBMISSION OF ACADEMIC WORK ON ESTABLISHED DEADLINES

IV. OBLIGATIONS:

- A.** Students are expected to make arrangements for submission of work missed due to absence with individual teachers within two (2) school days of their return to school in order to receive full credit. Tests must be made up at the convenience of the teacher within seven (7) school days to receive full credit.
- B.** Makeup work of suspended students will be accepted under the criteria listed above.

V. DISMISSALS:

All appointments should be scheduled during non-school time, whenever possible. However, when it is unavoidable that a student be dismissed, parents submit plans for changes for their student by accessing the Pick Up Patrol app through their smartphone or computer.

VI. TARDY TO CLASS:

Students are expected to be in class on time. Repeated tardiness will result in teacher assigned after-school detention. Chronic tardiness will be referred to administration.

VII. TARDY TO SCHOOL:

Attendance at school is expected of all students on a regular basis. Violations of this regulation will be governed by the provisions of Section 2, Chapter 76 of the General Laws of the Commonwealth. A student will be considered tardy to school if they arrive in the building and/or homeroom after 7:25 A.M. Administration will monitor student tardy issues on a regular basis. An additional office detention will be issued for every subsequent fifth tardy during the same term. Excused tardiness is limited to documented medical appointments and family emergencies brought to the attention of the school administration.

VIII. TRUANCY FROM SCHOOL:

Parents will be notified of all truancies. The student will receive a zero for all class work missed and no make-up work will be permitted. Additionally, the student will be assigned an in-school suspension.

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Bullying and Retaliation Policy

Carver Middle/High School is committed to maintaining a school environment where students are free from bullying, including cyberbullying, and the effects of such conduct.

I. Definitions

- A. Bullying** is conduct that is repeated by one or more students or by a staff member and targets another student, causing one or more of the following:
1. physical or emotional harm to the targeted student or damage to his/her property;
 2. placement of the targeted student in reasonable fear of harm to him/herself or of damage to his/her property
 3. a hostile environment at school for the targeted student;
 4. infringement on the rights of the targeted student at school; or
 5. material and substantial disruption to the educational process or the orderly operation of the school.

B. Bullying

Generally involves “picking on” a student over time and may include conduct such as hitting and shoving; pressuring a student into taking an action he/she does not wish to take; words that involve threats, teasing, putdowns, or name-calling; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation.

C. Cyberbullying

Bullying through use of cell phones, computers or other technology and may include conduct such as sending derogatory, harassing, or threatening email messages, instant messages, text messages, or blogs; creating websites or blogs that make fun of, humiliate, or intimidate others; and posting or sending embarrassing or inappropriate pictures or images of others. It may also include creating a website, blog, or posting by which the creator/author impersonates another person.

D. Hostile Environment

A circumstance 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 a student’s education. The targeted student becomes so concerned about bullying that he/she is unable to participate in and concentrate on academic and other school activities.

E. Retaliation

Any form of intimidation, reprisal, or harassment directed against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying. It involves a student “getting back at” another student because of a belief that the student reported bullying or provided information about it to an adult or others who may help the targeted student.

II. Acts of Bullying (including cyberbullying) and Retaliation are prohibited.

The Carver Public Schools prohibit bullying (including cyber bullying) and retaliation as defined above under both at school and the following circumstances:

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- A.** on school grounds or any property next to school grounds;
- B.** at the bus stop or on school buses or any other school vehicle;
- C.** at any school-sponsored, or school-related activities, functions or programs;
- D.** through the use of any school computers, internet connection or other school-based technology;
- E.** at a location or during activities that are not school related, or by using a private computer or cell phone, if the bullying creates a hostile environment at school for the targeted student; infringes on the rights of the targeted student at school, or otherwise disrupts the orderly operation of the school.

III. How to Report Bullying:

Students who believe they are the targets of bullying or retaliation, or who know about bullying conduct should report the conduct to the Middle High School Principal. Students may also report the conduct to a teacher, guidance counselor, or other school staff member, who will in turn report the incident to the principal.

A. Addressing Concerns Regarding Bullying:

The Principal or his/her designee will be responsible for taking steps to investigate and otherwise address reports of bullying and retaliation. Students who engage in bullying will be subject to discipline by the Principal or Assistant Principal, subject to any procedural requirements. In making disciplinary decisions, the Principal/Assistant Principal will consider both the need for accountability and the importance of teaching appropriate behavior. The range of disciplinary action that may be taken includes, but is not limited to:

1. verbal warning;
2. written warning;
3. Reprimand;
4. Detention;
5. short-term or long-term suspension; or
6. expulsion from school.

In addition to taking disciplinary action, the principal/designee will report conduct relating to bullying and retaliation to local law enforcement if she/he believes that criminal charges may be pursued.

Nothing in this policy is intended to prevent school staff and/or school committee (if applicable) from addressing and taking disciplinary action against a student for conduct that does not meet the definition of bullying/cyberbullying or retaliation, as defined above, but that is nevertheless inappropriate for the school environment.

B. Closing a Complaint Regarding Bullying:

In the event school staff determines that bullying or retaliation (as defined in this policy) has taken place, the principal or designee will, in addition to taking disciplinary action:

1. Notify the parent or guardian of the aggressor.
2. Inform parents of the targeted student the steps that have been taken to prevent further acts of bullying or retaliation to the extent consistent with applicable legal restrictions.

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3. Notify local law enforcement if she/he believes that criminal charges against the aggressor may be pursued.

Bus Policy

The Carver School Committee reserves the right, under law, to determine bus service to areas in the town of Carver. The ride to and from school is an extension of the school itself. Improper conduct aboard the bus or at a bus stop will be treated as a school offense subject to disciplinary action at the discretion of the principal. Continued or severe offenses may result not only in loss of the opportunity to ride the bus, but also suspension or expulsion from school. In the interest of safety and well being of all students transported, the following rules and regulations are to be abided by:

- The driver and/or bus supervisor is in full charge of the bus and students therein. He/she shall have the right to assign students to specific seats within the bus. He/she shall accept as his/her responsibility the obligation to report to the principal the names of any students who seriously misbehave.
- Windows and doors are not to be opened or closed except by the bus driver or supervisor. At no time are objects of any kind to be thrown within the school bus or through any open window or door.
- A student should not enter a bus once it is in motion. There is to be no movement within the bus once seated. There are to be no standees while the bus is in motion along roadways.
- Students must be at their proper bus stops and on time according to the established schedule. They are to wait at a point designated by the driver.
- Damage to the bus shall be considered to be the same as damage to any school property; those who deface or otherwise destroy such property will be held responsible for repair/replacement.
- Students may only ride the bus to which they are assigned. The main office will not be issuing any bus passes except for extreme emergencies and if there is a seat available. Extreme emergencies will be directed to the main office.

I. NEW STUDENTS

New students need to be issued a bus pass by the Guidance Department in order to board the bus. The student will begin transportation privileges during the dismissal time. The new student will be responsible for establishing with the school bus driver, where the bus stop will be located and the pick-up time.

II. LATE – BUS POLICY

Students riding the late bus are required to present an authorized late bus pass to the bus driver. Prior to boarding the late bus, students must sign-in for attendance with the late bus monitor.

School Bus Expectations

- Be Respectful: Politely greet your driver, follow directives, have appropriate conversation, maintain acceptable noise level, consider personal space and property.
- Be Responsible: Wait for driver signal to board bus, enter and exit the bus in an orderly fashion, follow school policy re: electronic devices, leave your area clean.
- Be the Best You Can Be: Share seat with others, pick up litter that may not be yours, alert bus driver to concerning behaviors, assist substitute bus driver.

All questions regarding transportation should be directed to the Transportation Director at (508) 866-9627.

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Harassment Policy

The Carver Public Schools are committed to maintaining a school environment free of harassment based on race, color, religion, national origin, age, gender, sexual orientation, or disability. Harassment by administrators certified and support personnel, students, vendors and other individuals at school or at school-sponsored events is strictly prohibited.

The Carver Public Schools requires all employees and students to conduct themselves in an appropriate manner with respect for their fellow employees, students and all members of the school community.

I. DEFINITION OF HARASSMENT

Harassment includes communications such as jokes, comments, innuendoes, notes, or display of pictures, symbols or gestures, based upon race, color, religion, national origin, age, gender, gender identity, sexual orientation, or disability.

By law, the particular communication or conduct is viewed from the perspective of a reasonable person with the characteristic on which the harassment is based. What one person may consider acceptable behavior may reasonably be viewed as harassment by another person. Therefore, individuals should consider how their words and actions might reasonably be viewed by other individuals. It is also important for individuals to make it clear to others when a particular behavior or communication is unwelcome, intimidating, hostile or offensive.

II. SEXUAL HARASSMENT

While all types of harassment are prohibited, sexual harassment requires particular attention. Sexual harassment includes sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when:

- A. Acceptance of or submission to such conduct is made either explicitly or implicitly a term or condition of employment or education;
- B. The individual's response to such conduct is used as a basis for employment decisions affecting an employee or as a basis for educational, disciplinary, or other decisions affecting a student;
- C. Such conduct interferes with an individual's job duties, education or participation in extracurricular activities;
- D. The conduct creates an intimidating, hostile or offensive environment.

III. HARASSMENT & RETALIATION PROHIBITED

Harassment in any form or for any reason is absolutely forbidden. This includes harassment by administrators, certified and support personnel, students, vendors and other individuals in school or at school related events. In addition, the Carver Public Schools will not tolerate retaliation against any individual who has brought harassment or other inappropriate behavior to the attention of the school.

Persons who engage in harassment or retaliation may be subject to disciplinary action, including, but not limited to, reprimand, suspension, termination/expulsion or other sanctions as determined by the school administration and/or school committee, subject to applicable procedural requirements.

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A. Investigation

If you believe you may have been harassed, or if you witness or learn about the harassment of another individual, you should inform the Principal as soon as possible. If you do not wish to discuss the issue with him/her, or if he/she does not address the problem, you should inform the Superintendent or the Director of Special Education Services.

The Carver Public Schools will promptly investigate every complaint of harassment. If it determines that harassment has occurred, it will take appropriate action to end the harassment and to ensure that it is not repeated.

In certain cases, the harassment of a student may constitute child abuse under MA Law. The Carver Public Schools will comply with all legal requirements governing the reporting of suspected cases of child abuse.

B. Closure of a complaint

When an investigation has been completed, school personnel will inform the complainant of the results and file a report with the Special Education Director/Coordinator for Title IX, Section 504 of the Rehabilitation Act, Chapter 622.

C. Notice of Nondiscrimination

The Carver Public Schools does not discriminate on the basis of race, color, religion, national origin, age, gender, sexual orientation, or disability in admission to, access to, employment in, or treatment in its programs and activities.

1. The Coordinator for Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Chapter 622 of the Acts of 1971 is the Director of Special Education Services and can be reached at Carver Public Schools, 508-866-6190, Three Carver Square Boulevard, Carver, MA 02330.
2. Inquiries regarding the application of the Carver Public Schools' nondiscrimination policy may be referred to Carver's Coordinator as stated above, or the Assistant Secretary for Civil Rights, U.S. Department of Education, Washington, DC 20202 (or the Regional Director, U.S. Department of Education, Office for Civil Rights, J.W. McCormack Post Office and Courthouse, Room 222, Boston, MA 02109.)

Hazing Policy

Hazing as defined in Chapter 269 under MA General Laws is not permitted in the Carver School District.

I. CRIME OF HAZING: DEFINITION/PENALTY: Chapter 269, Section 17

- A. Whoever is a principal organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than one thousand dollars or by imprisonment in a house of correction for not more than one year, or by fine and imprisonment.
- B. The term "hazing," shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced

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consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment of forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep, rest or extended isolation. (Added by st.1985, c.536) Every group or organization, its officers, and applicants for membership in such groups shall be issued a copy of sections 17 and 18 and shall sign an acknowledgement stating that such group organization or individual has received a copy of said section 17 and 18.

Suspected Head Injury / Concussion Policy

Pursuant to Mass. Gen. L. c. 111, Section 222 (“Section 222”) and accompanying regulations (105 CMR 201 et seq.), the Carver Public Schools have developed this policy to address the identification and proper handling of suspected head injury in students participating in school-based athletics and marching band.

I. DEFINITIONS

For the purposes of this policy, consistent with 105 CMR 201.007, the following words shall have the following meaning:

Department means the Department of Health
Concussion means a complex disturbance in the brain function due to direct or indirect trauma to the head, related to neuron-metabolic dysfunction, rather than structural injury
Head Injury means a direct or indirect trauma to the head including a concussion or traumatic brain injury
Second impact syndrome means a potentially lethal condition that can occur when a person sustains a head injury prior to the complete healing of a previous brain injury causing dysregulation of cerebral blood flow with subsequent vascular engorgement
Traumatic Brain Injury (TBI) means a complex pathophysiological process affecting the brain, induced by traumatic biomechanical forces. TBI may be caused either by a direct blow to the head, face, neck or elsewhere on the body with an impulsive force transmitted to the head. TBI includes, but is not limited to, a concussion. A traumatic brain injury is a blow or jolt to the head that can temporarily or permanently impair a student’s physical abilities and change how the student thinks, acts and learns in school. A concussion is a type of traumatic brain injury that is also referred to as a “closed head injury.”

The physical symptoms that may continue during recovery of a concussion are: Headache, nausea, light and noise sensitivity, fatigue, sluggishness, dizziness, changes in sleep patterns, blurred vision and reduced/impaired concentration. Changes in the emotional well-being during recovery could include: higher irritability, withdrawn, more defiant, inappropriate behavior, argumentative, inappropriate emotional reactions, emotional ups and downs, lack of energy and easily

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annoyed/"short fuse."

Students who suffer a head injury/concussion may fall into one or all of the recovery stages. This will be determined by the student's primary care physician, Athletic Trainer or school nurse, and teachers will be notified with specific recommendations.

There are four stages of recovery from a concussion:

1. RED Stage – Usually lasts 2 – 4 days, but could last weeks.

- REST
- Students typically do not attend school
- Strict limits on screen time/use of electronics/reading
- Parent/guardian: Inform school of injury and request a Team Captain
- No Sports
- REST

2. ORANGE Stage

- Students may attend school half to full days
- REST at home
- Continue limits on screen time/use of electronics/reading
- Avoid school bus and heavy backpacks
- No test in school
- No sports, band, chorus, PE
- REST

3. YELLOW Stage

- Student may attend school on a full-time basis if possible
- Homework deadlines should be adjusted to help student transition back to school
- Student will see the school nurse for pain management or if rest is needed
- Limit one quiz-test per day
- Student will complete as much homework as possible
- No sports

4. GREEN Stage

- Student will attend school full time
- Student will resume normal activities

Student will resume sports once school work is back on track and student is cleared by a physician. A return to play protocol will be monitored by the Athletic Trainer and could last up to (5) days once cleared by a physician.

II. ROLES AND RESPONSIBILITIES

- A.** Athletic Director shall be responsible for the general implementation of this policy and any accompanying procedures as it relates to students in grades 6 through 12 who participate in extracurricular athletic activities and/or marching band. The athletic director is required to review this policy every two years.
- B.** Coaches are required to instruct students in form, technique and skills that minimize sports-related head injury and are directed to discourage and prohibit students from

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engaging in any unreasonably dangerous athletic technique that endangers the health and safety of a student, including using a helmet or any other sports equipment as a weapon.

- C. Students who engage and unreasonably dangerous behavior while participating in extracurricular athletic activities will be subject to the code of conduct and possible disciplinary consequences.

III. TRAINING

The following people shall be required to participate in a training in the prevention and recognition of a sports-related head injury, including second impact syndrome:

- A. coaches;
- B. certified athletic trainers;
- C. volunteers;
- D. school physicians;
- E. school nurses;
- F. athletic director;
- G. marching band directors (including volunteer directors);
- H. Parents of students who participate in an extracurricular athletic activity;
- I. students who participate in an extracurricular athletic activity

In accordance with Section 222 and accompanying 105 CMR 201.008, online training programs will be offered through the Department at no charge to the individual. This training shall include recognizing sports-related head injury including second impact syndrome. Individuals who are required to participate in the training shall submit documentation verifying the completion of the training to the Superintendent of Schools. Such documents shall be maintained by the Superintendent or his designee for three years.

IV. PREREQUISITES TO PARTICIPATION IN STUDENT ATHLETICS [OR MARCHING BAND]

At or before the start of each sport or band season, students/ parents shall provide the following information:

- A. Documentation of the student's annual physical examination;
- B. A completed *Pre-Participation Head Injury/ Concussion Reporting For Extra-Curricular Activities ("Pre-Participation Form")* which shall include:
 1. A comprehensive history with up-to-date information relative to concussion history, any history regarding head, face or cervical spine injury and/or any history of co-existent concussion injuries;
 2. Signatures of both the parent and the student.
- C. A certification of completion for any Department approved online course or a signed acknowledgment as to their receipt of Department approved written materials. Certification for completion of the online course is valid for one school year.

If the student/ parent fails to provide any of the above information, the student will not be permitted to participate in the activity, including but not limited to try-outs or practices.

V. REMOVAL FROM DUE TO HEAD INJURY AND PROCEDURES FOR RETURNING TO THE ACTIVITY

- A. Any student, who during a practice or competition, sustains a head injury or suspected

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concussion, or exhibits signs and symptoms of a concussion, shall be removed from the practice or competition immediately and may not return to practice or competition that day.

- B. The student must provide a completed *Department Post Sports-Related Head Injury Medical Clearance and Authorization Form* to the athletic director prior to resuming the extracurricular athletic activity.
- C. If a student is diagnosed with a concussion, school personnel, including but not limited to the teachers, school nurse, and certified athletic trainer, along with parents shall develop a written graduated entry plan for return to full academics and extracurricular activities. The school nurse will coordinate the writing and approval process of the written graduated entry plan.
 - 1. Accommodations may include, as appropriate: provision for physical or cognitive rest; graduated return to classroom studies; estimated time intervals for resuming activities; assessments by the school nurse; periodic medical assessment by a physician until the student is authorized to full classroom and extracurricular activities. The school physician and/or student's physician may be consulted as appropriate in devising the graduated entry plan.

VI. REPORTING REQUIREMENTS

- A. All coaches are required to report any student's head injury or suspected concussion sustained in practice or games to the student's parent so that the parent may take the student to a medical provider for appropriate medical evaluation and treatment. The parent shall be informed of the injury immediately after the practice or game in which it occurred and notification must also be provided in writing no later than the end of the next business day.
- B. The coach must also notify the athletic director of the injury and removal from play by the end of the next business day. The coach must also complete a *Department Report of Head Injury During Sports Season Form* and provide it to the athletic director, parent, certified athletic trainer and school nurse.
- C. If a student sustains a head injury outside of the extracurricular activity, the parent must complete the *Department Report of Head Injury During Sports Season Form* to the athletic director.
- D. Athletic directors shall disseminate to coaches and band directors copies of the *Pre-Participation Form* for all of that coach's team or band director's band. The athletic director shall copy any forms that indicate a history of head injury and provide them to the school nurse. The athletic director shall copy any forms that indicate a history of head injury, batch them by team or band grouping, and provide them to the team's physician and the team's certified athletic trainer, if any.

Cross Ref: Mass. Gen. L. Ch. 111, Section 222; 105 CMR 201.000 et seq.; Student Handbook Policies

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Health Policy

Each school attempts to provide an environment which will be safe from accidents. If an accident or sudden illness occurs, first aid will be administered by the school nurse or health aide, and the parent/guardian(s) will be notified. The school will give no care beyond first aid; transportation will be provided by the parent/guardian(s). If warranted, an ambulance will be called and the student will be transported to the closest hospital. Parent/guardian(s) will be responsible for ambulance and hospital expenses. In cases of serious emergency, school personnel will take appropriate action while attempting to contact a student's parent/guardian(s). Supplies in the Health Center are for student's needs concerning emergency and first aid care. The Health Center budget and the law do not allow for the care and treatment of illnesses which are better attended to by parent/guardian(s) and/or their private physicians.

Carver Middle HIgh School endeavors to provide an environment that eliminates the presence of latex. Non latex products should be substituted for latex containing items for use in school. Latex balloons are not allowed in the school or at school sponsored events.

After scheduled school hours, there is no nursing coverage and there is no access to medication that is kept in the nurse's office. If an urgent medical need occurs after school, the school will make every effort to notify the parent/guardian of the incident and 911 will be activated if necessary. Students requiring EPIPENS need to carry one in their backpacks so it will be available after school.

If a student is a member of a school sports team and needs to have medication available (i.e. inhaler, EPI-PEN, Benadryl), additional medication must be provided. The medication must be brought to the school by a parent/guardian or an adult designated by them and given to the school nurse. The medication will be carried by the coach in a team medical kit, so that it will be available for the student at all practices and games. The nurse will put the medication in the appropriate medical kit. The appropriate doctor's order and parent permission forms must be completed. The doctor and school nurse must both give permission for the student to self-administer medication during athletic events and or practices.

I. EMERGENCY CARDS

Emergency cards are distributed to students at the beginning of the school year. Both sides must be filled out, returned to the homeroom teacher and will be kept on file in the Nurse's Office. This information allows the nurse to reach a parent/guardian or a person designated by him/her when necessary; it will also facilitate the proper care of a student in an emergency.

II. FIELD TRIP MEDICATION PROCEDURES

Students who have a physician order, parental permission, to self administer medications, and the approval of the school nurse; may self-administer medication of field trips. Teachers will carry medications unless the student has special permission from the school nurse to carry medication. If a student is unable to self-administer medication, a registered nurse will attend the field trip and administer medication. If a student with a prescribed EPI-PEN has an anaphylactic reaction requiring an injection or any student has a severe allergic reaction, an ambulance will be called and the student will be transported to the nearest hospital. The parent or guardian will be responsible for all ambulance and medical costs.

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III. ILLNESS

Students may not leave the school because of illness without first reporting to the nurse. The nurse will make arrangements for dismissal. Upon returning to school after an illness caused by a contagious disease, a student may be admitted by a school nurse after the designated period of isolation. Physicians are required by law to report any communicable disease to the Carver board of Health. Parents should notify the school nurse of any communicable disease before the student returns to school. All accidents should be reported promptly to the nurse.

IV. IMMUNIZATIONS

All students attending school are required to be immunized according to MA GENERAL LAWS Chapter 76, Section 15. If immunizations are not obtained, the student will be excluded from school as required by state regulations. Written documentation of all immunizations must be provided from the child's physician, or administering agency.

V. PHYSICAL EXAMINATIONS

In compliance with MA GENERAL LAWS c.71, s.57 and related amendments and regulations (105 CMR 2000.000-200.920) physical examinations are required during the year of entrance to school and every three to four years thereafter. In addition, physical examinations are required annually before participating in competitive sports, for children between 14 and 15 years of age requesting work permits, and when specifically requested by parents and teachers.

VI. PRESCRIPTION/NON-PRESCRIPTION DRUGS

Students are NOT to carry medication of any kind. School health staff will assume responsibility for dispensing medication, including over the counter drugs, i.e. aspirin, Tylenol, cough medications, etc. If there is a medical reason for a student to carry any type of medication including inhalers, a doctor's order is required and the school nurse must be contacted. The exception to the rule is EPIPENS. Students are allowed to carry an EPIPEN in their backpacks secured in their lockers during school hours but would be acceptable to the student after school hours.

The Carver School Committee has approved a policy permitting the school physician to write standing orders for Tylenol for all students. Parent/guardian(s) permission must be obtained before administering medication to any student. The Carver Schools also have standing orders, written by the school physician for emergency medications to be administered for allergic reactions.

- A. It is general practice to discourage dispensing medication in school. Medication may be administered only if compliant with the following criteria:
 1. MA GENERAL LAWS, c.94C required a written order from a physician for any medication to be given in school. The order must include the name of the drug, the dosage, the time interval for administration, diagnosis and reason for medication to be given in school. This includes over the counter medication, including cough drops. Short term prescription medications in a pharmacy labeled bottle may be administered for up to 2 weeks. After two weeks, medication will not be dispensed without a written doctor's order.

The exception to this would be if a prescription medication were to be given for only ten days; the pharmacy label on the prescription bottle would be acceptable as a physician's order in this case.

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2. A parent/guardian permission form must be completed authorizing the school nurse to administer medication to the student in school.
3. Medication must be in a container labeled by the pharmacy or physician or in the original container for non-prescription medicines. State regulations require that no more than a 30 day supply is kept at school. Medication must be brought to the school by a parent or guardian or an adult designated by them.
4. If a student has an anaphylactic reaction requiring administration of an EPI-PEN, if time allows without endangering the student, the school nurse will attempt to contact the prescribing physician or school physician before administration. If an EpiPen is administered, an ambulance will be called and the student will be transported to the closest hospital.

VII. SCREENINGS

MA GENERAL LAWS, c.71, s.57 requires that all students have vision and hearing screenings annually. Any student who fails a screening will be re-screened. If the student fails a second screening, parent/guardian(s) will be notified.

MA GENERAL LAWS, c.71, s.57 also requires that all students grades 5 through 9 be screened annually for scoliosis. If a parent/guardian(s) refuses to have a postural screening by the school, written documentation provided by the family physician must be submitted to the school nurse.

Other Rules and Procedures and Policies

I. AFTER SCHOOL POLICY:

Students are dismissed at 2:05. Students staying after school must report to their destination by 2:10. Students are required to stay with a teacher until called for dismissal at approximately 2:50. Students who are not staying with a teacher after school must leave the building at dismissal time, 2:05.

II. AFTER SCHOOL LIBRARY POLICY:

The library is available after school Monday thru Friday from 2:05 – 2:50 for 7th and 8th grade students. During this time students are allowed to access library resources to complete academic assignments.

One team teacher is available after school Monday through Thursday from 2:05-2:50 to provide academic support for 6th grade students. Monday thru Friday from 2:05-2:50, sixth grade students are allowed to access library resources to complete academic assignments with a signed pass from a teacher.

III. BACKPACK POLICY:

Students are encouraged to carry their belongings to and from school in a backpack. Students may carry their backpacks or store them in their assigned lockers during the school day.

IV. BICYCLES, SCOOTERS, SKATEBOARDS, AND SKATES:

Any person sixteen years of age or younger riding a scooter, skateboard and/or skates on a public right of way shall wear a helmet. Any person sixteen years of age or younger operating a bicycle or being carried as a passenger on a bicycle on a public way, bicycle path, or on any other public right

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of way shall wear a helmet. Said helmet shall fit the person's head, shall be secured to the person's head by straps while the bicycle is being operated, and shall meet the national standards for helmets.

V. **BUILDING USE:**

To request the use of any space in the middle high school facilities please go to www.carver.org and click on "Facilities Use." Requests will be approved based on the appropriateness of the activity and the availability of space.

VI. **CAFETERIA:**

Breakfast is available to all students in the Middle High School from 7:00 a.m. to 7:25 a.m. Lunch and Premium options are available except on professional half days in accordance with the school calendar. Fully paid breakfast/lunch prices will be reviewed annually by the school committee.

Carver Public Schools uses the MySchoolBucks POS System. Students enter their personal 4-digit student ID number at purchase time. It is encouraged that families prepay for meals at www.myschoolbucks.com. Information is available on our website www.carver.org

Cash payment will be accepted at school. NO CREDIT IS ALLOWED for Carver Middle/High School. The new Family Application for Free/Reduced Priced meals are sent home with all students at the beginning of the new school year. Families with more than one child need only fill out and return one application. Applications should be returned as soon as possible. Families will be notified within 10 business days in writing regarding eligibility.

A. **CAFETERIA RULES:**

Students will be seated upon entering the cafeteria and be directed to purchase lunch. Students must pay the cashier at the end of the serving line. Students must return all trays and utensils to the appropriate area. Students are required to leave the eating area clean and orderly.

Cafeteria Expectations:

- Be Respectful: Make eye contact with staff; say "please" and "thank you," have appropriate conversations, maintain acceptable noise levels, consider personal space and property.
- Be Responsible: Leave your area clean, push in your chair when leaving, follow school policy re: electronic devices.
- Be the Best You Can Be: Pick up trash that may not be yours, be flexible and inclusive in seating arrangements, alert staff to concerning behaviors, enjoy a healthy well-balanced diet.

VII. **CARVER SCHOOL COMMITTEE MEETINGS AND PROCEDURES:**

The Carver School Committee meets on the second Monday of each month at Carver Middle High School. The public is welcome to attend. Agendas can be picked up at the Superintendent's Office and are posted on the cable channel. Meeting times are posted in the Superintendent's Office, Carver Town Hall, and in all public school buildings.

VIII. **CHANGE OF ADDRESS:**

Any student who changes his/her address and/or telephone number during the school year must notify the Guidance Office immediately.

IX. **COMPLAINT PROCESS:**

Parents are requested to discuss concerns with the appropriate school personnel as quickly as

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possible. It is expected that parents will meet with a child's teacher first in an attempt to resolve the problem.

The proper process is as follows:

- A.** Parents must first meet with the child's teacher to resolve an issue;
- B.** If the issue is not resolved after a meeting with the teacher, the parents will meet with their child's principal/assistant principal. When the issue reaches this level, parents should put in writing a description of the problem and the attempts to resolve it;
- C.** If the results of the meeting with the administrator are not satisfactory, parents should meet with the Superintendent of Schools.

X. DANCE AND ACTIVITY GUIDELINES:

Guests will not be admitted to dances or activities without prior administrative approval. Student attendance at dances and/or activities is a privilege. Administration reserves the right to restrict student attendance at a dance or activity based on student academic and/or behavioral performance. Students are not allowed to leave the dance/activity once they have entered unless being dismissed by a parent. If a student does attempt to leave, and/or leaves the dance/activity then attempts to enter a second time, their parents will be notified.

If school is in session the day of the dance/activity, school attendance is mandatory. If the event is on a weekend, Friday attendance is necessary, unless arrangements have been made with a building administrator.

XI. DIRECTED STUDY POLICY:

Students are expected to work silently. One student may leave class at a time for short term errands. Students going to make up work with another teacher must obtain a pass for doing so prior to study hall. Students must have something to do (i.e. read a book if no homework).

XII. EMERGENCY EVACUATION:

An Emergency Evacuation Plan has been approved by the Massachusetts Emergency Management Agency for the evacuation of Carver Public Schools. This plan was developed to assist in the evacuation of students who reside within a ten-mile radius of the Pilgrim Nuclear Power Station. If an emergency is identified that necessitates evacuation of students, they will be transported to "host" schools outside the area. Carver residents who attend schools outside the Town of Carver will be held at their school until their parents pick them up. If an emergency is announced before the start of the school day, school would be cancelled, as it is when there is danger of inclement weather.

PARENTS WILL NOT BE ALLOWED TO ENTER SCHOOL GROUNDS TO PICK UP CHILDREN ONCE AN EVACUATION IS DECLARED BY THE STATE. PARENTS CAN PICK UP THEIR CHILDREN AS SOON AS THEY ARRIVE AT THE "HOST SCHOOL" OUTSIDE OF THE AREA.

- A.** Primary and Elementary students will be transported to the Williams Middle School, 200 South Street, Bridgewater, MA.
- B.** Carver Middle High School students will be transported to the Bridgewater-Raynham Regional High School, Mt. Prospect Street, Bridgewater, MA\

Parents are encouraged to call each school listed above to obtain directions if they are not familiar with the location.

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XIII. **FEE COLLECTION POLICY:**

A fee of \$25 will be collected on any insufficient funds presented to the Town of Carver/Carver Middle High School in the form of a check. This penalty is due to the additional labor cost to process returned items.

XIV. **FIRE DRILLS, OTHER EMERGENCY EVACUATIONS AND BUILDING LOCKDOWN:**

Safety is very important. Students must follow the directions of the teachers at all times (to the exit and designated safety areas). Students are not to leave the safety area until directed by their teacher. Quiet and orderly behavior is expected and necessary. Students and staff will be notified of a building lockdown by an announcement over the school's PA system. Students must follow the directions of their teachers after such an announcement. Teachers have been trained in appropriate procedures for such a circumstance.

XV. **INSURANCE COVERAGE-PROPERTY:**

The school does not have insurance, which covers theft or loss of personal property while in school, on the school bus, or during school-related activities. Therefore, students must take extreme care with personal items and cash. Students are encouraged to leave expensive personal items and cash at home. The school will not assume liability in the event of such loss.

XVI. **INSURANCE COVERAGE - STUDENT:**

The Carver School District does not insure the student population. Therefore, accidents occurring while attending school are not covered by school insurance. Parents are encouraged to consider purchasing individual student insurance plans. Information about such plans can be obtained at the main office. The Carver School District insures only those students who are participating in interscholastic sports. Intramural athletic events are not covered under this plan.

XVII. **INTERVIEWS:**

School administrators have the authority, as deemed necessary, to interview students regarding matters that are relevant to their roles as school officials and/or the school environment.

XVIII. **LOCKERS:**

A locker will be assigned to every student. The school is not responsible for missing articles taken from any locker. Students should check with an administrator whenever there is a problem. Only administrative approval can bring about a change in locker assignment. Lockers are the property of the school department and are subject to inspection by the administration at any time. Students may access their lockers during passing periods and at teacher discretion.

XIX. **PARENTAL / GUARDIAN NOTIFICATION RELATIVE TO SEXUAL EDUCATION**

MA GENERAL LAWS CHAPTER 71, SECTION 32A:

Parents have the right to exempt their children from any portion of the curriculum that primarily involves human sexuality issues, through written notification from the parent/guardian to the school principal. Parents also have the right to inspect and review program instructional materials for such courses. The school principal will make these materials available to the parent/guardian upon written request.

XX. **PASSES FOR LEAVING CLASS:**

To ensure the safety and security of students, students are required at the discretion of the teacher; to sign out in a destination log in order to leave a classroom within a class period. Students will carry a

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pass/lanyard in order to leave a classroom within a class period. To enter a classroom late for another class, nurse's office, counselor's office, main office, etc., all students must have written authorization (properly filled out & signed pass) from a teacher or other school official.

XXI. PLEDGE OF ALLEGIANCE:

Each teacher at the commencement of each day, in all grades, in all public schools, shall lead the class in group recitation of the Pledge of Allegiance to the Flag, as per MA General Laws Chapter 71, Section 69.

XXII. SEARCH AND SEIZURE:

Students and their personal effects are subject to reasonable search and seizure when school staff has a reasonable, individualized suspicion that the search will produce evidence of a violation of school rules or of the law. In addition, in the event of a health and safety emergency, students and their personal effects are subject to search and seizure on a random and/or systematic basis. Lockers and desks assigned to students remain the property of the school and are therefore subject to inspection by the school administration at any time.

XXIII. TECHNOLOGY/DEVICE POLICY:

Students will receive district-issued devices such as an IPad or Chromebook. Students are responsible to maintain these materials in a manner that is respectful and responsible. Parents are responsible for providing annual insurance for the Chromebook in order for it to be allowed home. If damage occurs, parents are required to file a claim for the repair/replacement or pay for the replacement device . Replacement costs for devices range from \$100-\$200.

Chromebook Expectations:

- Be Respectful: Treat equipment with care. Use Chromebook assigned to your specific account. Follow teacher directions for "Screens up" or "Screens Down."
 - Be Responsible: Follow acceptable use/technology policy. Only access relevant programs/sites. Bring a fully charged Chromebook to school and keep your charger in a safe place. Keep Chromebooks in clean spaces away from locker rooms, bathrooms, food and drink. Keep Chromebook screen clean with dry, soft cloth. Only purchased Chromebook cases may be decorated.
 - Be the Best You Can Be: Report equipment/technology concerns to staff. Support classmates. Model digital citizenship.
-

XXIV. TELEPHONE:

Telephones are available in every classroom. Students may ask the teacher's permission to use a classroom telephone to contact a parent. The office phone is available before school and after school for emergency use only.

XXV. TEXTBOOK POLICY:

Students will be issued textbooks, materials, and/or supplies for each course. Students are responsible to maintain these materials in a manner that is respectful and responsible. Books must be covered at all times. Replacement costs for textbooks range from \$30.00-\$70.00 per book. Should a book be lost, replacements will be issued. However, the student's parent must be notified (at the time of request for a new book) that the initial text has been lost or misplaced and that the student will be expected to pay a replacement cost if the book is not recovered.

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XXVI. VISITORS:

Only those persons who are registered students, staff, or faculty members of Carver Middle High School or the Carver School Department are authorized to be on school grounds or to use the school property or facilities. Parents and legal guardians are welcome at the school at any time, but they must check into the main office whenever entering the building, and they must be admitted by an administrator. All visitors must obtain a pass. Observations of a class can be arranged by contacting the principal. Students may not bring any visitors onto school grounds or into the school

facilities without prior permission of the school administration. Unauthorized persons found in the building will be considered intruders and appropriate action will be taken to have intruders removed by the police for the protection of students and faculty.

XXVII. WORKING PERMITS:

Students may obtain a working permit from the Guidance Office whenever he/she obtains a position for the first time or makes a change in employment. Completed working permits must be returned to the Superintendent's Office.

POLICY REGARDING MOTOR VEHICLE IDLING ON SCHOOL GROUNDS

No motor vehicle operator shall cause or allow any motor vehicle operated by him or her on school grounds to idle unnecessarily, except for any of the following reasons: traffic conditions; queuing at a school for the purpose of picking up or discharging students; turbo-charged diesel engine cool down or warm up; maintenance of appropriate temperature for school buses when accepting or discharging passengers not to exceed three minutes in any fifteen minute period or one minute in any fifteen minute period for other motor vehicles; for circumstances involving safety or emergencies and for servicing or repairing motor vehicles; and as these exceptions are more completely described in the below referenced regulations. The term "school grounds" shall mean in, on or within 100 feet of the real property of the school whether or not it is in session, and shall include any athletic field or facility and any playground used for school purposes or functions which is owned by the municipality or school district, regardless of proximity to a school building, as well as any parking lot appurtenant to such school athletic field, facility or playground. Reasonable efforts shall be made by the district to identify by signage all known and actual air intake systems, which may be within 100 feet of an idling motor vehicle. A motor vehicle operator shall not idle a motor within 100 feet of such an air intake system, unless the Carver School District has determined that alternative locations block traffic, impair student safety or are not cost effective.

The Carver School District shall erect and maintain in a conspicuous location on school grounds "**NO IDLING**" signage as described below. All such signage shall contain appropriate sized font so as to be visible from a distance of 50 feet.

It shall be the responsibility of the school administration to ensure that each school bus driver employed by the Carver School District and not by a school bus contractor shall, upon employment and at least once per year thereafter, sign a document acknowledging the receipt of copies of M.G.L. c. 90, § 16B and 540 CMR 27.00. The prohibitions contained in M.G.L. c. 90, § 16B shall be enforced by state or local law enforcement agencies.

Legal References: M.G.L. c. 71:37H, c. 90:16B and 540 CMR 27.00

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First Reading: December 12, 2016

Second Reading Adopted by School Committee: January 9, 2017

File: IFBB

CARVER PUBLIC SCHOOLS
SCHOOL CHOICE

It is the policy of this School District to admit non-resident students under the terms and conditions of the Interdistrict School Choice Law (M.G.L. 76:12B) and under the following local conditions:

1. That by May 1 of every school year, the administration will determine the number of spaces in each school available to choice students.
2. That by June 1 of every school year, if consideration is being given to withdraw from the provisions of the choice law, a public meeting will be held to review this decision.
3. That resident students be given priority placement in any classes or programs within the district.
4. That the selection of non resident students for admission be in the form of a random drawing when the number of requests exceeds the number of available spaces. There will be two drawings for this purpose. The first will take place during the last week of the current school year but no later than July 1st. The second will be conducted during the week immediately preceding the opening of the next school year and will be based on the possibility of unexpected additional openings.
5. Siblings of enrolled school choice students will be given priority if there are openings.
6. Any student who is accepted for admission under the provisions of this policy is entitled to remain in the District until graduation from high school except if there is a lack of funding of the program.
7. The School Committee affirms its position that it shall not discriminate in the admission of any child on the basis of race, color, religion, national origin, sex, gender identity, age, sexual orientation, ancestry, athletic performance, or physical handicap.

Legal References: M.G.L. 71:6; 71:6A; 76:6; 76:12; 76:12B
BESE Regulations 603 CMR 26.00

First Reading: December 12, 2016

Second Reading Adopted by School Committee: January 9, 2017

HANDBOOK RESPONSIBILITIES:

It is important that parent/guardian(s) and students read and discuss the items contained in the Handbook. The Handbook contains the rules, procedures and general information that address most of the issues that may come up during the course of the year. It is important to us that everyone has a complete understanding of our policies and procedures. Students will sign a document in the homeroom on the first

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day of school which acknowledges their receipt of the handbook and responsibility for knowledge of the handbook's contents. Parents/guardians will be asked in writing to acknowledge receipt of the handbook.

REPLICA OF HANDBOOK ACKNOWLEDGEMENT
CARVER MIDDLE HIGH SCHOOL - GRADES 6-8

Michael Schultz, Principal

Christine Cabral, Asst. Principal

STUDENT/PARENT/GUARDIAN(s) HANDBOOK RECEIPT VERIFICATION

I have received a copy of the 2018-19 Carver Middle High School - Grades 6 – 8 Student Handbook. I understand that I am responsible for full knowledge of the contents of the handbook and agree to abide by the rules of Carver Middle High School - Grades 6 - 8.

STUDENT SIGNATURE

Homeroom

DATE

PARENT/GUARDIAN SIGNATURE

DATE



I do not have access to the online Carver Middle High School – Grades 6-8 Student Handbook.
Please send a hard copy home with my student.

PARENT/GUARDIAN SIGNATURE

DATE

REPLICA OF USER AGREEMENT/RELEASE OF STUDENT PHOTOS
Carver Middle High School - Grades 6-8

Michael Schultz, Principal

Christine Cabral, Asst. Principal

USER AGREEMENT FOR PARTICIPATION IN THE
CARVER PUBLIC SCHOOL SYSTEM/NETWORK

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(MUST BE RETURNED TO YOUR STUDENT'S HOMEROOM TEACHER)

This user agreement must be renewed each academic year.

User's Name: _____ Grade Level: _____

I have read Carver Public Schools' Acceptable Use Policy and agree to abide by its provisions. I understand that violation of the Acceptable Use Policy may result in disciplinary action including, but not limited to, suspension or revocation of privileges, suspension or expulsion from school, termination of employment, and criminal prosecution.

Student Signature: _____

Parent/Guardian Sponsor: I have read Carver Public Schools' Acceptable Use Policy and understand that violators will be subject to appropriate disciplinary action and/or prosecution.

Parent/Guardian(s) Signature _____ Date _____

RELEASE OF STUDENT PHOTOGRAPHS

During the course of the year students are involved in activities that may be newsworthy and student pictures may be taken. However, we will not allow students' pictures to appear in a newspaper, on television or on our web site without written parent/guardian(s) consent. Parent/guardian(s) consent will be secured at the beginning of each school year and kept on file for the entire school year.

Student's Name _____

Homeroom Teacher's Name _____

Grade _____

Please check one in each box below:

I hereby **consent** **do not consent** and authorize Carver High School to use and reproduce photographs and/or videotapes of my student (s) and to circulate the same for community awareness and education and publicity purposes. Such uses may include the following; school functions and school presentations, classroom displays, newspaper releases, cable television, class memory books, class photographs and other similar uses.

I hereby **consent** **do not consent** and authorize the (school) to use and reproduce photographs and/or video of my child(ren) to be placed on the Carver Public Schools Website. Only group photographs, without student names, will be posted on the Carver Public Schools Website, except where additional parental permission is given on a case-by-case basis.

Parent/Guardian(s) Signature _____ Date _____