



2021-2022

FURNACE BROOK

MIDDLE SCHOOL

STUDENT HANDBOOK

500 Furnace Street
Marshfield, Massachusetts 02050

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www.mpsd.org/FurnaceBrook

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Mission Statement

The Furnace Brook Middle School Mission is to create a developmentally appropriate educational environment where individual needs are supported, diversity is respected, and all are encouraged to strive for academic, artistic, and physical excellence.

History of Furnace Brook Middle School:

Furnace Brook was originally Marshfield High School. It later became Furnace Brook Middle School, housing approximately 600 students. In 1980, it emerged as Furnace Brook Elementary School until the year 2000 when it once again became a middle school.

FBMS has adapted to the needs of an ever-growing and changing community.

MARSHFIELD PUBLIC SCHOOLS
School Committee
2021 – 2022

LARA BRAIT, Chair

24 Grace Lane
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Term expires: 2022

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Central Office Administration

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Superintendent of Schools

Extension 40119

Mrs. Amy Scolaro
Director of Special
Education/Pupil Personnel
Extension 40114

Mr. William Battis
Director of Athletics
Extension 45701

Dr. Ellen Martin
Asst. Superintendent of Schools

Extension 40108

Mr. David Cawthorne
Director of Technology,
Pre-K-12
Extension 40120

Mr. Thomas Miller
Asst. Superintendent of Business &
Finance
Extension 40103

Mrs. Irene Ekstrom
Director of Food
Services
Extension 45812

District Mission Statement

**Marshfield provides a safe, healthy, and collaborative learning
environment that fosters respect and responsibility, empowering all to
achieve their maximum potential.**

School Council Policy

A school council is a representative school building-based committee composed of the principal, parents, teachers, staff, and community members. Teachers, staff, parents, and community members become more committed to improving the school and are more supportive of the public school system when they serve on a school council that helps to improve school programs. The school council is a site-based decision making organization designed to improve student learning by uniting those closest to the teaching-learning relationship. The council creates, through the development of a shared vision and planning, a school environment which unites all members of the school community in a sense of belonging, commitment, and growth.

MEMBERS

Kendra Stetson Campbell, School Committee; Maureen Kemmett, Principal; Siobhan Hayes, Teacher; Susan Picard, Teacher; Angela Wening, Teacher; Caroline Todd, Parent; Melissa Morrison, Parent; Stacey Shanahan, Parent; Michael Gonsalves, Community Member.

Furnace Brook Middle School Staff

ADMINISTRATORS

Principal	Mrs. Maureen A. Kemmett
Assistant Principal	Mrs. Lisa A. Lynch
Assistant Principal	Mr. Scott M. Madden
Assistant Principal	Dr. Jeanine A. Smith
Special Education Department Head & Team Chair	Ms. Kathleen Ryan

DEPARTMENT COORDINATORS

English Language Arts	Meg Kenney
Mathematics	Matthew Murphy
Science	Edward Boudreau
Social Studies	Kristen Oberg
World Languages	John Ferro

GUIDANCE DEPARTMENT

Guidance Counselors	
▪ Grade 6	Lou Johnson
▪ Grade 7	Julie Swan
▪ Grade 8	Lori Dampousse
School Adjustment Counselors	Greg Sorensen; Stephani Spencer; Michelle Clarke
School Psychologist	Marissa Jones

SCHOOL CLINIC

Nurses	Maura Carroll, R.N./Karen Mellen,R.N.
Health Assistant	Mary Jo Manning

ADMINISTRATIVE ASSISTANTS

Main Office	Susan Martina	Deb Bushey
Guidance Office	Diane Pratt	Kristin Haddigan

FACULTY

GRADE SIX (6) TEACHERS

English/Language Arts/Reading	Caroline Bacon; Maryann Cohan; Sharon Kaplowitz; Jen Dilks-Mundt; Martha Murphy; Stacey Shanahan
Mathematics	Thomas Daoulas; Susan Picard; Casey White
Social Studies	Megan Bonney; Christopher Casavant; Jonathan Landry
Science	Kelly Christian; Sandra Denty; Victoria Schaaf
Project Based Mathematics	Tammy Kerens

GRADE SEVEN (7) TEACHERS

English/Language Arts	Sarah Alberico; Sarah Allen; Katey Greene
Mathematics	Armanda McCleary; Sherilyn Silva; Lynne Walsh
Social Studies	Maryann Clifford; Matthew Nugent; Kristen Oberg
Science	Elizabeth Asmus; Janet Landry; Judith Tryon
STEM	Aimee Shanahan-Belisle

GRADE EIGHT (8) TEACHERS

English/Language Arts	Meg Kenney; Alicia Maillet; Kathleen Murrill
Mathematics	Brittany Carmical; Lisa Corrick; Matthew Murphy
Social Studies	Thomas Coogan; Kim Delaney; Meaghan Segalla;
Science	Sean Baldwin; Edward Boudreau; Rebecca Green
STEM	Joseph Nalen

SPECIAL AREA TEACHERS

World Language	Kathleen Carey; Sarah Casey; Jeanette Dronzek; Chasidy Ferro; John Ferro; Jon Morisseau
Art	Jill Burnett; Greg Kile; Kathleen Walsh
Health	Patricia Gunnarson; Katherine O'Donnell; Meredith O'Kane
Physical Education	Ryan King; Sarah Newcomb-Baker; John Sawyer
Computer Education	Meegan Molander; Jamie Whittaker
Chorus/Music Appreciation	Julie Berardi; Kara Vatour
Instrumental Music/Music Appreciation	Scott Brenner
String Ensemble/Music Appreciation	Laura Ridarelli

SPECIAL EDUCATION TEACHERS

Grade Six (6): Katie Horan; Angela Wening; Elizabeth Zimmer; Jaimee Hobson
Grade Seven (7): Emily Dudley; Siobhan Hayes; Melissa Morrison; Jen Ropes
Grade Eight (8): Darleen Koetsch; Emily Sirrell; Patrise Haggerty; Corey Cuddihy
Multiple Grades: Alyssa Dyer; Cassandra Heffron; Sara Kelly; Lisa Matthews; Amy May

LIBRARIAN

Teresa DeLuca

TECHNOLOGY INTEGRATION SPECIALIST Brie Gaffney

Communication between Home and School

Student success is dependent on good home/school cooperation and collaboration. On-going communication between you and your child's teachers is an essential part of this process. There is a plethora of communication tools available for use today. To ensure that parents and teachers are able to reach each other in a timely manner, your child's teacher(s) will inform you of the best form of communication to be used in making contact. Due to both the sensitivity of some of the information parents and teachers discuss and the concerns about privacy, teachers have been advised to be very cautious in using email as a form of communication for issues of a private or sensitive nature.

School Hours

REGULAR SCHOOL HOURS

Entry bell rings: 7:40 AM
School Day begins 7:50 AM
Dismissal bell rings: 2:20 PM

EARLY RELEASE DAY SCHOOL HOURS

Entry bell rings: 7:40 AM
School Day begins: 7:50 AM
Dismissal bell rings: 11:55 AM

FBMS IMPORTANT DATES

OPEN HOUSE - Tuesday, September 14, 2021 - 6:00 PM-8:00 PM

<i>Quarter 1:</i>	Progress Reports	Friday, October 8, 2021
	Grades Close	Friday, November 5, 2021
	Report Cards posted	Friday, November 12, 2021
	Parent/Teacher Conferences by appointment	Wednesday, November 17, 2021 evening (A-K) Tuesday, November 23, 2021 evening (L-Z)
<i>Quarter 2:</i>	Progress Reports	Friday, December 17, 2021
	Term 2/Semester 1 Grades Close	Friday, January 21, 2022
	Report Cards posted	Friday, January 28, 2022
	Parent Teacher Conferences	Thursday, February 3, 2022 evening (A-Z)
<i>Quarter 3:</i>	Progress Reports	Friday, March 11, 2022
	Grades Close	Friday, April 2, 2022
	Report Cards posted	Friday, April 9, 2022
	Parent Teacher Conferences	Wednesday, May 4, 2022 afternoon (A-Z)
<i>Quarter 4:</i>	Progress Reports	Friday, May 6, 2022
	Grades Close/Report Cards posted	Tuesday, June 14, 2022

No School for Students - Professional Development for Teachers - Tuesday, November 2, 2021

Early Release Days - WEDNESDAYS - dismissal @11:55 AM

September 15, 2021	October 6, 2021	October 20, 2021	November 24, 2021	December 8, 2021
January 12, 2022	February 9, 2022	March 9, 2022	March 30, 2022	April 27, 2022
				May 4, 2022

Student Responsibilities

Main Office:

- The FBMS population of almost 950 students makes the task of delivering messages difficult; however, every effort is made to afford communication in a manner that is least disruptive to classroom learning. If there is an emergency and parents/guardians need to contact their children during the day, we ask that they call the main office for assistance, as students are expected to keep all cell phones turned off and in their lockers during the day.
- Students must have their lunch money each day or have a paid account with food service. The main office personnel cannot loan money for lunches.

Student and Staff Mask Requirement (during COVID)

FACE COVERINGS

The Marshfield Public School Department is committed to providing a safe environment as schools reopen during the COVID-19 pandemic. According to public health experts, one of the best ways to stop the spread of coronavirus and to keep members of our school community safe is the use of face masks or face coverings. Therefore, in accordance with guidance from the Center for Disease Control (CDC), the Department of Elementary and Secondary Education (DESE) and the Massachusetts Department of Public Health (DPH), the following requirements are in place until further notice.

A face covering that covers the nose and mouth must be worn by all individuals in school buildings, on school grounds and on school transportation, even when social distancing is observed.

Individuals may be excused from the requirement for the following list of reasons, per CDC guidance:

The individual:

- has trouble breathing;
- is unconscious;
- in incapacitated;
- cannot remove the mask or face covering without assistance.

In addition, masks or face coverings will not be required for anyone who has a medical, behavioral or other challenge making it unsafe to wear a face mask or face covering. A written note from a physician is required for a requested exemption. Parents may not excuse their child from the face mask requirement by signing a waiver.

Additionally, face masks or face coverings will not be required when appropriate social distancing is enforced:

- during mask breaks;
- while eating or drinking;
- during physical education classes;
- while outside.

Exceptions to this policy under certain circumstances, such as for students with medical, behavioral or other challenges who are unable to wear masks, must be approved by the building principal in consultation with the school nurse or local Board of Health. Face shields or physical barriers may provide an alternative in some instances. Based on guidance from health authorities, neck gaiters, open-chin triangle bandanas and face covering containing valves, mesh materials or holes of any kind will not be considered appropriate masks.

A student's mask or face covering is to be provided by the student's family. Staff members are responsible for providing their own face coverings. However, the district will supply disposable face covering for individuals who arrive at a building, or board school transportation, without one.

If students are in violation of this policy, the building principal will consult with the parent/guardians to determine whether an exception is appropriate, or the student may be removed from the school building for in-person learning until such time as they can comply with the requirement or the requirement is lifted.

Violations of this policy by staff will be handled in the same manner as other violations of School Committee policy.

Visitors in violation of this policy will be denied entry to the school/district facility.

This policy will remain in place until rescinded by the School Committee.

Visitors:

- Parents/guardians are welcome to visit Furnace Brook Middle School at any time once an appointment is made in advance. It is advised that you first connect with your child's teacher, guidance counselor, or administrator to schedule such an appointment. A driver's license or other state issued identification is required to enter the building.
- Parents wishing to visit classes should provide notification to the teacher so that an agreed upon visitation date can be established and then cleared with administration.
- Parents may drop items off for their children at the window located within our building front vestibule. The main office will notify students that they have something in the office.
- All school doors are locked at all times. Visitors must go through security at our front entrance. The window, along with a camera and intercom system, is set at the front door so that school personnel can see the visitor on a computer screen in the office and speak with him/her before unlocking the door into the building. Upon entry to the vestibule, visitors will be asked to produce a government issued identification, sign in, and wear a visitor badge while in the building.
- For the safety of all students and staff, please be patient if we do not recognize you and ask questions of you before unlocking the door. We want to continue to foster a welcoming atmosphere at our school while at the same time providing a safe environment for your child to grow and thrive. Visitors must also check in at the front office and sign out upon leaving.
- Due to COVID, we are minimizing visitors into the building. Please pre-arrange any necessary meetings with someone within the building as some meetings can be held virtually.

Directory Information:

The Marshfield Public Schools has designated certain information contained in student records as "Directory Information," pursuant to The Family Educational Rights and Privacy Act and the Student Record Regulations, 603 CMR23.1 et seq. The following information is considered "Directory Information": name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports programs, weight, height, members of athletic teams, dates of attendance, degrees, honors and awards received, and post high school plans. Directory Information may be disclosed for any purpose at the School System's discretion and without the consent of a parent or guardian. Any parent/guardian may refuse to have the Directory Information disclosed by notifying the Principal in writing, yearly.

Pictures or Names in the Media:

If parents/guardians do not wish their child's name or picture to be printed in or transmitted to the public by any media, the parents/guardians must notify the Principal in writing, yearly. Additionally, we send home a consent form which must be returned with this instruction correctly noted.

Attendance:

Daily Attendance

Furnace Brook Middle School recognizes that the maximum educational benefits to the students and the community of Marshfield can be attained only if students attend school daily. We understand that the classroom experience cannot be replicated, and we believe that students being present and on time each day is essential to school success. Daily attendance is the responsibility of the student and the parent, together with the best efforts of teachers and administrators. A maximum cooperative effort from all will result in a positive academic experience for the student.

The attendance policy is designed to maintain the integrity of academic excellence at Furnace Brook Middle School. An attendance rate of 92% or above is required for all students in order for our school to meet adequate yearly progress (AYP), as outlined in the No Child Left Behind (NCLB) federal legislation. Attendance violations will be governed by Chapter 76, Section I of the Massachusetts General Law.

When a student has five (5) unexcused absences, parents receive a letter from the administration outlining possible consequences of continued absences. In accordance with Massachusetts G.L. c. 76 we are required to notify the parent or guardian of a student who has missed five (5) or more school days unexcused in a school year.

In the event that a student exceeds ten (10) unexcused absences, a parent/guardian is required to meet with an administrator to discuss his or her child's attendance issues.

The following are considered excused absences:

- Death in the immediate family
- Illness or medical appointment verified by doctor's note
- Religious holidays
- Court appearances

- School sponsored and/or approved activities that fall within the guidelines of the time on learning regulations of the Department of Elementary and Secondary Education

Documentation of an excused absence must be received no later than five school days following the student's return to school. The decision on the validity of an absence relative to the ten (10) day rule will be made by an administrator.

The following are considered unexcused absences:

- Illness, unless verified by a doctor's note
- Family trips
- Medical appointments not verified by a doctor's note
- Bereavement of non-family member
- Tardiness and/or dismissals that result in the loss of more than half of the school day
- Truancy and class cuts

Attendance Notification

State law requires that students attend school. Whenever a student is absent, an absence note signed by a parent or guardian must be brought to homeroom on the day the student returns.

The note should include:

- Student's name, grade, homeroom Date(s) of absence
- Reason for absence
- A doctor's note is required if the absence has been five or more consecutive days

When your child is absent, you will receive a computerized message from our Connect Ed system confirming the absence; a phone call to the school is not necessary.

Tardy to School

Students who are tardy to school miss learning opportunities and cause disruptions to the learning environment. Patterns of excessive tardiness will result in administrative intervention.

- Students must be in homeroom by 7:50 AM.
- Students who are not in homeroom by 7:50 AM must stop in the front office to receive a tardy slip. Tardy students must provide the office with a note from parent/guardian or be accompanied into the school building by a parent.
- Students with more than three (3) unexcused tardies in a quarter are subject to detentions for subsequent tardies (one detention is assigned to each tardy thereafter) each quarter.

Dismissals by Parents/Guardians

- Students requiring early dismissal must present a parent/guardian note to the Main Office before going to homeroom. The note must state a reason and time for dismissal. If anyone other than the parent/guardian will be dismissing the student, that person must be mentioned in the note from the parent.

- The student will be issued a dismissal slip, which is to be given to the teacher at the beginning of the class from which the student will be leaving. It is the student's responsibility to report to the office at the requested dismissal time.
- A parent/guardian must sign the dismissal book in the Main Office upon dismissing a student. The only exception is for a student with a note from the parent stating that the student may walk to a nearby medical or dental office.

Making up Work Missed Due to Absence

- Students are responsible for make-up work. Unless other arrangements are made between the student and teacher, make-up work is due at the second class meeting following the student's return to school.
- Announced tests, quizzes, writing assignments, and projects are to be completed the day the student returns to class or at the discretion of the teacher.
- Absences from class do not excuse responsibility for long-term essays, term papers, or projects with previously established due dates.
- Family trips are not sanctioned and are unexcused absences. It is the responsibility of a student who plans to be absent from school because of a family trip to have his or her schoolwork completed upon return from the trip. For those teachers who cannot provide work in advance, work will be completed after vacation with a due date set by the teacher not to exceed two days for each day absent. Teachers are not obliged to reteach material that was covered during class while the student was on vacation. It will be the responsibility of the student to acquire this information.
- If a student is expected to be out for four days or more for an *excused* absence, the guidance office should be notified, as soon as possible, by the parent. Guidance will notify teachers who may be able to provide work in advance. Some assignments will need to be obtained and completed upon return. Arrangements should be made to pick up make-up work, as well.

Tardy to Class

- Students are expected to be in class on time.
- Students delayed by staff members will be issued a pass. The Main Office does not issue late-to-class passes.
- Detentions may be issued to students who are tardy to class. There is adequate time built into the bell and passing times to get from one location to another within the building.

Student Pick Up/Drop:

- Students are not to arrive at school or enter the building before 7:40 AM each morning. Students arriving at school before the 7:40 AM bell are required to wait in the cafeteria, which opens at 7:15AM for breakfast. If students are coming to school early to meet with a teacher for extra help, they must first report to the cafeteria and sign out prior to going to their extra help session.
- Hats are to be removed upon entering the building.
- Students are not allowed to bring coffee into the school building. Water is the only drink allowed.
- Students who take the busses to school are released from busses at 7:40 AM and are to report directly to their lockers. Students are expected to be in homeroom at 7:50 AM. Anyone arriving after 7:50AM is considered tardy.

- Students may not remain in the building after school unless they have a specific purpose for reporting to a teacher, such as completing missed assignments or attending an extra-help session or a scheduled school function.
- Students waiting for rides at regular dismissal time must wait on the side of the building at the Parent Drop Off/Pick- Up area until busses depart. They should then report to the Main Office Lobby and wait in that area.
- Students who have stayed after school may meet rides at either the Parent Drop-Off or Main Entrance. Parents/guardians must use a visitor parking space. Main Entrance curbside parking is for busses and emergency vehicles only. Please do not stop and park along the front of the building.

FBMS 1:1 School Assigned Device

Furnace Brook Middle School is excited to continue with our school-assigned device initiative for all of our middle school students. Each student is assigned his/her own Chromebook to take back and forth to school. The immediate access to technology and its increased use in our students' education has a beneficial impact on academic outcomes. We hope to bring 21st century technology to the forefront of our learning as well as engage students in critical thinking, collaboration, and communication.

USER AGREEMENT AND PARENTAL CONSENT FORM PROCEDURES

ALL students are required to have a ***USER AGREEMENT*** and ***PARENTAL CONSENT FORM*** signed online in order to use the school's computers to access the Internet (see Appendix 17: [Acceptable Use Policy for Digital Information and Communication](#)). Forms must be signed before students may use school technology. These forms are found in the ASPEN Family Portal under "Student Parent 1:1 Middle and High School Workflow."

Electronic Devices:

- Cell phones and personal electronic equipment such as, but not limited to, cell phones, CD players, MP3 players, and iWatch/Smartwatches must be removed and secured in lockers for the entire school day. Exceptions to these rules may be allowed for projects and classwork under teacher request and supervision.
- Cell phones must be shut off and in student lockers during the school day, unless authorized by a teacher. In an emergency situation, a parent can communicate with a student by calling the main office. Please see "[Electronic Devices](#)" for further information regarding cell phone use.

School Closings and Delayed Openings:

The primary means of communicating the closing of schools will be through Connect Ed voice messaging and email. School closings or delayed openings are also announced on all major television stations, local radio stations, news websites, as well as on the district Twitter feed at @MarshfieldSuper.

Automated School Communications/Connect Ed:

Connect Ed is an electronic communication system used by an administrator to provide telephone and/or email communications to parents/guardians of students. Connect Ed informs parents/guardians of daily student absences, important events, school cancelations, and emergency situations. It is very important that parents/guardians contact the school to update any changes in telephone numbers or email addresses so that communication between school and home can be maintained.

Note: In order for the Marshfield Public Schools to be able to use the Connect Ed system effectively it is vital that all telephone numbers and email addresses are up to date. If your family should acquire a new telephone number and or email address, please notify the Main Office Staff at Furnace Brook (781-834-5020) as soon as possible.

Unscheduled/Emergency School Dismissals:

- On rare occasions it may be necessary to dismiss school early and cancel after-school activities.
- Parents will be contacted via the Connect Ed. communication system. Announcements of such an event may also be broadcast on WATD 95.9.
- In the event of an unscheduled/emergency dismissal, parents/guardians must refrain from calling the school during such times since school staff and emergency personnel could be hindered by the influx of phone calls.
- Family emergency plans for students should be in place in the event of an unscheduled or emergency dismissal. Family emergency plans must be accomplished within the confines of a child's assigned bus route. It is virtually impossible for the school to accommodate students taking a bus other than their own regularly scheduled bus during an emergency situation. Please see the school bus code on page 33 of this document.

Evacuation of the Building:

In the event that an emergency situation should develop that requires students to be evacuated to Marshfield High School or another off site location, parents will be notified through the same methods employed for “Unscheduled/Emergency School Dismissals.”

Family Vacations during School Time:

Parents/guardians are strongly discouraged from taking students out of school for family vacations. Classroom instruction cannot be duplicated. If a student is absent for three or more days, a parent/guardian should call the guidance office and request the student's missed assignments if they are available in advance.

Academics

Prepared for Class Requirements:

Students are required to bring an agenda (assignment notebook) to class and any other materials required by the teacher. Doing so helps the student to be successful academically.

Physical Education Class:

Every student is expected to participate in physical education and be fully prepared for all activities. Participation requires each student to be in full uniform that follows the dress code. Full uniform consists of a t-shirt, shorts or gym pants, socks, and sneakers that enclose the feet.

If a student cannot participate in a physical education class, the student must provide a doctor's note indicating the reason. The doctor's statement must include how many days or weeks the student is expected to be unable to participate in class, the date the student should be able to resume activities, and the date of the next scheduled doctor's appointment. Students unable to participate in gym for an extended period must go to Guidance to be assigned a study for this time period.

Homework:

Purpose:

FBMS homework assignments may

- introduce new content;
- allow for students to practice a skill or process that students can complete independently but that still presents a challenge; and/or
- provide opportunities for students to elaborate on information that has been addressed in class, deepen their knowledge, or explore topics of their own interest.

Practice: FBMS homework assignments are purposeful, and when possible, authentic (real world). Homework incorporates student self-reflection when possible. Homework for students with special needs is commensurate with their strengths and needs as defined within the goals of their individual educational program.

Amount: Our vision is that nightly homework should not exceed an average of 60 minutes for sixth grade students, 70 minutes for seventh grade students, and 80 minutes for eighth grade students. These standards are endorsed by the *National Education Association* and by the *National Parent-Teacher Association* (Cooper, 2006).

- We recognize that students, at times, complete assignments at differing rates; however, if your child is consistently exceeding these guidelines, please consult with your child's teacher(s) and/or guidance counselor about your child's homework routines.
- There may be some additional reading assigned. We encourage independent reading as a regular practice.

Communication: Collaboration between staff, students, and parents/guardians is paramount to ensure student success.

- Teachers communicate homework assignments through *Aspen*, *Canvas*, or through the student agenda, which every student receives at the start of the school year.
- Individual teachers share their homework communication practice with parents/guardians at the beginning of the year.

- Teachers consider student computer access when communicating and assigning homework.
- Teachers collaborate to discuss the amount of student homework being assigned.

Directed Study Procedures and Regulations

While FBMS Guidance staff work hard to fully schedule students into classes, some courses are semester-long classes and thus at times students will be placed in directed studies to fill their schedule. Students are to work on school assignments in their directed study. If students do not have assignments, they are expected to read their free choice reading book. Chromebook use is allowed during directed studies for school-related work only. Students will not be permitted to use personal devices such as cell phones, tablets, etc. during directed study.

Make-Up Work:

It is the student's responsibility to make up class work and homework after an absence or missed class. Unless a teacher extends a deadline, the student is allowed two days for each day absent to complete work.

Extra Help:

A student may request after school help for clarification of class instruction, or a teacher may suggest that a student come for extra help. Teachers offer extra help during different times. Please check the teacher's web page or welcome handout from September.

If extra assistance is needed, the Guidance Office maintains a list of private tutors. Late busses are provided two days per week (Mondays and Wednesday).

Testing:

The administration, teachers, and School Committee of Marshfield have approved a town-wide testing program designed to provide information concerning the proficiency of the children in the schools on standardized tests of academic achievement and aptitude.

These test results provide a continuing record of each child's academic progress in comparison with national or regional norms. They are also an excellent aid to your child's teacher and school counselor in determining individual strengths and weaknesses to provide more effective individualized instruction. The Marshfield Public Schools program includes:

MCAS:

The MCAS is conducted every year. All students at Furnace Brook are required to take part in this testing program annually in English, Mathematics, and Science and Technology/Engineering (Gr.8 only). The standards are tied directly to state academic learning standards in each of the curriculum frameworks. Student, school, district and state results are reported to parents in the fall.

Grading System/Notification:

Mid-Term Progress Reports & Report Card Dates may be found on the Academic Calendar at the district web site. Formal electronic report cards are issued through Aspen at the close of each quarter for core courses and at the end of each semester for specialist courses.

Grading Scale:

A+	96.5-100	B+	86.5-89.49	C+	76.5-79.49	D+	66.5-69.49
A	92.5-96.49	B	82.5-86.49	C	72.5-76.49	D	62.5-66.49
A-	89.5-92.49	B-	79.5-82.49	C-	69.5-72.49	D-	59.5-62.49

F below 59.49

Honor Roll:

- Honor roll at FBMS is determined at the end of each quarter.
- At the end of all Honor Roll periods, Honor Roll lists are posted in local newspapers. Grades from all classes are considered when the lists are prepared.
- A student must meet the following requirements to make one of the Honor Roll lists: First Honors All A's except allowing one B*
- Second Honors All A's and B's*

*Grade seven and eight students who are taking Compacted Math will be recognized with First Honors status if they earn a grade in the B range in Compacted Math and have only one grade in the B range in another subject area. Compacted Math students will be recognized for Second Honors if they have a grade in the C range in Compacted Math and all other subjects reflect grades which are in the A or B range.

Parent-Teacher Conferences:

- Electronic sign-ups are available to parents for all conferences
- Parent-teacher conferences with individual staff or clusters will occur at the end of Quarters 1, 2, and 3.
- Additional parent-teacher conferences may be requested through the guidance department.
- Parents who are unable to access the internet can contact individual teachers to secure appointments.
- Parent-Teacher Conference dates may be found on the academic calendar at mpsd.org.

Promotion:

In order for a student to be promoted from one grade to the next, he or she must demonstrate a mastery of skills and academic understanding reflecting adequate preparation for the rigors of the next grade level. The Marshfield School District recognizes each student as an individual and recognizes the wide variance in individual emotional, social, physical, and intellectual growth patterns. The decision about a student's promotion is based on the individual's growth and on the recommendations of teachers, counselors,

specialists, and school administrators, as well as, standardized testing results, report cards, and the child's potential to achieve.

Students are expected to pass all core academic subjects. Core academic subjects at FBMS are defined as: English Language Arts, Mathematics, Science, and Social Studies. Failure to pass all core academic subjects will result in the student being required to attend summer school. Only two subjects can be made up in summer school. If the student does not successfully complete his/her summer school program, he/she will not be recommended for promotion.

Successful completion of a summer program of studies means the student's year end average is raised from a failing grade to a passing grade. Costs associated with a summer studies program, including transportation costs, are the responsibility of the parents/guardians. Parents/guardians are notified in writing at the close of the second and third quarter if their child is in danger of not being promoted to the next grade.

A committee composed of the school principal and other staff members who are involved with the individual student's education will review the record of each student who is in danger of not being promoted. The committee assesses the overall performance of the student and consults with parents in an effort to find ways for the student to achieve academic success.

The Principal has the authority to make the final decision regarding the promotion of a student. In the event that a student is not successful in meeting the Marshfield School District's standards for promotion, the principal will notify the student's parents/guardians before the last week of school of the intention to deny promotion of their child. Parents/guardians may appeal the decision to the Principal, in writing, within ten (10) days of notification. Parents/guardians may appeal the Principal's final decision to the Superintendent, in writing, within 10 days of notification.

Student Life

Guidance Department:

The counselors have an open-door policy. Students may walk in and ask for an appointment. A student may ask a teacher, parent, or guardian to contact a counselor. Some referrals are made directly by parents, guardians, teachers, administrators, and previous counselors. If a student's particular guidance counselor is not available, the student may speak to any of the other counselors or to the school adjustment counselor.

The guidance counselors work with students to help them recognize their own strengths and abilities. The counselors focus on character development, problem solving, stress reduction, and peer mediation. Their goal is for students to begin to self-advocate and negotiate the challenges of the adolescent years independently. The counselor's primary obligation and loyalty is to the student, although they also strive to develop a working partnership with parents/guardians. They may provide parents/guardians with relevant information pertaining to their child's experience at the Furnace Brook Middle School.

Some of the other services provided include individual and group counseling, crisis intervention, and community services information for parents/guardians.

The opportunity to receive guidance and counseling in a student's primary language should be made available to students from homes where English is not the primary language spoken.

Career and Educational Guidance:

- Guidance counselors and other personnel shall represent to students a broad spectrum of education and career opportunities. School personnel shall not present race, color, sex, gender identity, religion, national origin or sexual orientation as limiting factors in career determination.
- No materials, tests, or procedures shall be employed for guidance purposes that discriminate and/or limit choices on the basis of race, color, sex, gender identity, religion, national origin or sexual orientation.

Extended Absences:

If a student is absent for three or more days, a parent/guardian should call the guidance office (781-834-5022) and request the student's missed assignments.

Court Orders:

All court orders should be brought to the attention of the school administration. Appropriate action will be taken by the school administration with respect to the conditions set forth in the written order.

Work Permits:

Students over the age of fourteen may obtain a work permit from the guidance office. Proof of employment is required.

Transfer of Student Records:

Pursuant to 603 CMR 23.07 the Furnace Brook Middle School forwards the complete record of a transferring student to schools in which the student seeks or intends to enroll. Such transfer of records takes place as a state mandate.

Tutoring:

If a student's illness or injury necessitates an extended absence (usually ten or more consecutive days), a parent/guardian may request tutoring. Confirmation by the student's physician must be provided to the guidance office in order to facilitate tutoring.

Marshfield's After School Tutoring Program (MAST) is a program meant to help integrate students into the middle school after extended absences in order to complete their requirements. Participation within this program is a decision made by the administration, guidance, and teachers. The MAST program is offered in lieu of any past tutoring service. Students will be provided individual and small group academic mentoring and support in the core curriculum areas of math, English, science, and social studies.

Furnace Brook also offers the Returning After Missing School program (RAMS). This program, like MAST, is offered to students who are transitioning back to school after significant attendance disruptions such as surgery or medical stays. Participation is also made by guidance and administration. Students

typically transition back to school in the RAMS program during the school day and slowly move into their regular classes at a pace decided upon by the teachers of RAMS.

Cafeteria Services:

Students are expected to be courteous and respectful of the condition of the cafeteria during lunch. Students are expected to keep their table reasonably clean while they are eating and to clean up their table when finished. Helping to keep the cafeteria clean is every student's responsibility. Appropriate behavior is expected in the cafeteria in order to maintain a decorous, enjoyable, and safe atmosphere.

(***For the 2021-2022 school year, lunch will be free for all students. Each student may receive one free school lunch each day. Students may also bring lunch if so desired.***)

Cafeteria: Point of Sales

Marshfield Public Schools Food Services operates on a Point of Sales System. Each student receives a picture ID, and parents deposit funds for lunch into their child's account. Students can pay cash or swipe their ID card at the cafeteria cash register, and the amount for the lunch or a la carte items will be deducted from their account. The cost for a complete student lunch is currently \$3.00. A la carte items such as ice cream and cookies are also offered at an additional cost.

Parents/guardians are reminded to check their student's lunch account balance online at www.myschoolbucks.com to be sure there are sufficient funds to pay for school lunch. It is the responsibility of the parent to maintain positive balances whether paying on-line, with cash, or paying by check.

Depositing Funds to Point of Sales:

A student should have a balance on their account to purchase lunch. There are two options for depositing funds for cafeteria purchases:

1. Pay on-line: www.myschoolbucks.com or visit www.mpsd.org and click on Food Service and the [myschoolbucks](http://www.myschoolbucks.com) link. Please note: the Point of Sales System charges a \$2.49 fee to pay on-line. Please allow 24-48 hours for this to be posted to your child's account. You can set up automatic payments. Please visit www.myschoolbucks.com, select "Make a payment", "Add to basket", under your child's name click "Setup a payment schedule". Then select the option that will automate payment based on account balance or time period. Your child will always have money in his/her account.
2. Pay by check: A check may be brought to the cafeteria for deposit into a student's individual account. Checks are to be made payable to the Town of Marshfield. Please make sure your child's name is printed clearly on the check for proper credit to his/her account.

Cafeteria Rules:

Teachers will walk students to the cafeteria and stay until students are invited to enter the cafeteria. Students are to walk in quietly, stay in line, and be respectful of the cafeteria. At Furnace Brook we always expect students to use good manners. Additionally:

- Students must have a pass if they are late to the cafeteria.

- Students must find one table to sit at for the entire lunch period. No more than eight people are allowed at a table. Students may sit at a table of their choice. Once a student selects a seat and table, it is his or hers for the entire lunch period; students are not allowed to get up and move to another seat or table.
- Students should remain seated unless purchasing a drink or ice cream, disposing of garbage, or using the rest rooms. Students are not allowed to get up and walk around to other tables.
- Students must proceed quickly and orderly to the food line of choice if they are purchasing a lunch. They must have their money and ID card ready to scan while waiting in line. No pushing, shoving or cutting in line will be tolerated.
- Permission is needed to leave the cafeteria for lavatories, nurse visits, lunch detention, or for any other reason. Students are required to have a pass from a teacher for a destination other than the nurse's office or lavatory. Students will always sign out at the cafeteria entrance to go to another designation.
- After eating, students will return trays and throw away all trash. Students are asked to keep the cafeteria clean and orderly. Students must use Styrofoam trays if taking food out of the cafeteria. No hard, plastic trays should be removed from the cafeteria area. No food or drink is allowed outside the cafeteria at any time.
- Students must wait to be dismissed. A teacher must dismiss students at the end of lunch. Students may not leave without permission. Dismissed students must proceed to their class.
- If students break cafeteria rules, they may be assigned to a silent lunch area, given an assigned seat in the cafeteria, or assigned a lunch or afterschool office detention.
- Repeated and or serious offenses will require a meeting with an administrator.

Free or Reduced Lunch:

Free or reduced lunches are available to children eligible according to the Federal Guidelines. Applications for free or reduced lunches are available on the school website.

Forgotten or Lost Money:

- The office does not supply lunch money.
- A child should bring in money or have money on his or her account

Negative Balances and Meal Charges:

Students will pay for meals at the district's published standard rate as determined by their meal benefits status (full pay, reduced-price, or free) each day. After the balance reaches zero and/or enters into a negative balance, students will not be allowed to purchase a la carte items such as second entrée (pizza slice, etc.), snack, ice cream, cookies, or an additional beverage. Students will still be allowed to take a meal, and that meal will continue to be charged to the account at the standard lunch rate based on the student's meal benefit status. The parent/guardian is responsible for any meal charges incurred. Financial hardship request(s) shall be directed to the School Nutrition Department at 781-319-3812. Furnace Brook Middle School students will be allowed to charge a maximum of five (5) meals (\$15.00) into a negative balance. At that time the Principal or designated representative will contact the parent/guardian, and lunch purchasing privileges will be taken away until payment is made.

If a student is without meal money on a consistent basis, the guidance office should be contacted.

Health Services

School Nurse:

The school nurse is on duty in the clinic during school hours for school-related illnesses and injuries, general first aid, health counseling, and yearly hearing, vision, and postural screenings. Students who become ill during school hours may report to the clinic after obtaining a pass from the classroom teacher.

Emergency Contact Form:

Each student is required to have a completed and signed emergency contact form on file. Parents/guardians should notify the school promptly of any changes in the emergency contact information (i.e., work or home telephone numbers, home address, etc.). When a student becomes ill during the school day, the nurse will notify the parents/guardians. If they are not available, the child will be dismissed to the care of the person named on the Emergency Contact Form. That person, if unknown to the office staff, will be required to show proper identification. Other adults not listed on the emergency contact form will not be allowed to dismiss students without parent permission.

Medications:

- School policy does not allow any member of the school personnel to recommend or administer medication unless under exceptional circumstances wherein the student's health may be jeopardized without it.
- No student should ever be sent to school with any drug in the student's pocket, purse, backpack, or lunch bag.
- This policy applies to all prescription and non-prescription medications.
- Students carrying cough drops must have a note from a parent and signed by the school nurse.
- If a student requires medication while in school, the medicine must be both delivered in the original prescription container to the school nurse and signed in by the parent/guardian. The prescription bottle must contain the name of the pharmacy, student's name, name of attending physician and dosage of medication to be taken. The attending physician must provide written documentation indicating the necessity of the medication.
- The parent authorizing the school nurse to supervise the taking of the necessary medication, in the recommended dosage prescribed by the physician, will sign a form releasing the Marshfield Public Schools, their employees, volunteers, and elected officials from any liability whatsoever in the event that a reaction results from the taking of said medication by the student.
- A written note must be submitted by the parent stating permission for self-administered medications, such as inhalers. The use of the medication must be discussed initially with the school nurse, who will then develop a plan for safe self-administration of the medication.
- All non-prescription drugs must be brought to the nurse in the original container and accompanied by a parental permission slip stating the name of the drug, dosage to be administered, the time when the drug is to be given, and the reason the student is taking the drug.
- Medications will not be administered unless these standards are followed.
- In order for a child to take non-aspirin in school, the nurse must have written permission on the emergency contact form on file.
- If a student requires non-prescription pain reliever frequently, an order from the student's doctor will be required.

Field Trips and Medications:

The FBMS Field Trip Permission Form includes a consent form for medication. The parent/guardian must sign and return the form if the student takes medication during the school day.

Communicable Diseases:

If a student shows symptoms of having a communicable disease, the child should be kept home. If symptoms are noticed during the school day, the student will be dismissed as soon as possible. If parents/guardians are not available, the child is dismissed to the care of a person named on the Emergency Contact form online.

Absence Due to Illness:

A certificate or letter from a physician is required once a student is absent for five (5) or more consecutive days.

Immunizations/State Requirements:

The Massachusetts Department of Public Health mandates that any student entering grade seven must have up-to-date doses of the following immunizations:

- Tetanus booster (if it is more than 5 years since the last dose)
- MMR (Measles, Mumps, Rubella) Booster (2nd dose) Hepatitis B (series of three doses)
- Physician certified reliable history of chickenpox disease or vaccine
- Immunization is required under MGL Ch.76 S.15: If a student does not have the necessary immunizations, the parent/guardian will be contacted by the school nurse. If the student does not receive immunizations by the required date, the student will be excluded from school.

Health Examinations:

The Department of Public Health requires periodic examinations of students to ensure proper growth and development, identify any new medical problems, and evaluate any existing health problems. Seventh graders, by state law, are required to have a physical if they have not had one in the past year. Written verification from the physician is necessary. Any new student entering the Marshfield Schools is required to have a physical exam during the school year.

Hearing/Vision Screening:

The school nurse conducts hearing screening for grade six students and vision screening for grade seven students. Should there be further concerns as a result of the screening, the school nurse will notify the parent/guardian. Additional testing by the family's physician or specialist may be warranted.

Postural Screening:

The school nurse conducts scoliosis screenings as mandated by the Massachusetts Department of Public Health.

Body Mass Index (BMI) Screening:

The Massachusetts Department of Public Health approved regulations in April, 2009, that require all schools in the Commonwealth to collect height and weight measurements to calculate BMI for students in grades one, four, seven, and ten. This Body Mass Index (BMI) Screening Program is now included with mandated screenings done in all schools within the Marshfield Public School District (vision, hearing, and scoliosis). Please refer to the parent information letter posted on the Marshfield Public School website for information regarding this Department of Public Health initiative. It can be found under "Health Services." A parent or guardian may opt out of this mandated screening for his/her child. The procedure is written notification to the School Nurse (no email). Please contact your school nurse or the School Nurse Leader, at 781-834-5025 ext. 319 for any questions.

SBIRT Screenings:

In March, 2016, the Massachusetts Legislature enacted an Act relative to substance use, treatment, education and prevention (STEP Act) which outlines the requirements for public schools in the Commonwealth to engage in substance use screening and education. Adolescent Screening, Brief Intervention, and Referral for Treatment (SBIRT) for Alcohol and Other Drug Use Screening is done with all grade 7 students and guidance. Contact our guidance office for more information.

Library/Media Center (LMC)

Student Use

Students may borrow and return books to the LMC during their study periods, homeroom, during 2nd, 3rd, and 4th lunches, and before or after school by arrangement with the librarian. Students must have an LMC pass from one of their subject teachers or supervising staff members. Students may also earn a personal pass after completing extra credit reading in the summer or after completing library volunteer training. Students may also come during a scheduled class time with a teacher or staff member. Students using the LMC need to come prepared with an assignment or work to do that requires the LMC's resources or environment. If a student wishes to stay after school, he/she must request an after school pass from the librarian.

Student Behavior

Students visit the library for its resources, books, DVDs, computers, printer/copier, magazines, and supplies. They may also visit to work on group projects, to research, or to use technology or other personalized assistance from the librarian and volunteer staff. Respect of library visitors, property, and visiting classes is expected. Signing in and out is mandatory for school security. Any behavior which disturbs the work of another is grounds for office referral and loss of LMC privileges. In the case of classroom visits, the accompanying staff member is responsible for maintaining the proper behavior of his or her students. Computer use and internet access in the LMC should be confined to school assignments, catalog access, and programs related to subjects taught at school. Computer use is monitored. Failure to follow school Internet Use Policies (IUP) may result in the loss of computer privileges in the library or school.

Online Access

Students /staff may order library resources by signing in on the catalog (<http://libraries.mpsd.org>) using Aspen credentials and placing materials on hold. Books will be delivered to homerooms the next day, or sooner once available.

Ebooks

Students may borrow Ebooks from the FBMS Overdrive collection by selecting a book in the catalog as described above, and choosing a title copy with the “e” symbol. Once opened, students will be in the Overdrive catalog. To read directly on the Chromebook, students select the “Read” format.

Ebooks on private device (cell or home)

Students may borrow materials by downloading the free Overdrive and follow the directions. Select Furnace Brook Middle School as the library to borrow from. Use Aspen credentials to sign in.

Borrowing Privileges

- Patrons may borrow up to 3 books at a time.
- Patrons may check out books for up to 3 weeks and renew them once.
- Ebooks may be borrowed from Overdrive/ Sora accounts. Aspen username and password to borrow. 2 books maximum.
- Overdue notices are sent out once per semester and more frequently at the end of the school year. Patrons must pay for lost or damaged books if they are not recovered by the end of the school year. Patrons are responsible for returning all borrowed materials in good condition.
- Lost library books: Select Parents in the heading > Unipay > Lost Book. Send the payment receipt to tdeluca@mpsd.org to clear a student’s library account.

Chromebooks

- Students /staff may borrow a chromebook for the day.
- When a Chromebook needs repair, the device is brought to the library, and a long-term loaner will be given.
- Chargers are not lent.
- Lost chargers and Chromebook repairs can be paid online.
 - Go to FBMS website. Select Parents in the heading > Unipay > Chromebook Repairs. Send the payment receipt to tdeluca@mpsd.org to release the repaired Chromebook back to the student.

Library Clubs

Gold Club students are proven readers. They either read and complete extra summer projects to gain extra credit the 1st term in ELA, or prove their love for reading by use of the school's print and eBook libraries. Gold Club students are invited to social events three times in the year, can stay in contact with one another through school approved apps, and help make book selections and devise marketing ideas.

Black Diamond students are the library's "expert level" volunteers. They need to complete their volunteer training to earn the pass. This means students must have a study within their schedule and permission from their study teacher to go to the library to train in the volunteer jobs. If the student has already trained in a previous year, he or she simply needs to sign up and do a ten minute review. Black Diamond students may eat in the library during their lunch period. There is an end of the year active party and awards for the hardest working volunteers.

ReadRantRepeat students are any students in the school who wish to host or be guests on the library's cable show filmed in the MCTV studios. Requirement: student must be a superfan for the book topic and have parental permission.

Book Trailer Tuesday Club students are any students in the school who have a passion for filmmaking. Students learn skills the first half of the year then produce the second half. Both students and parents sign a contract for club expectations.

From the Halls of FBMS Podcast students are any students who want to make radio dramas of teen written screenplays/shorts. They can also participate in curating or interviewing a variety of topics related to FBMS or the library.

School Activities

School activities such as plays and musical productions are for the exclusive enjoyment of Furnace Brook Middle School students, parents/guardians, and relatives.

- No person other than FBMS students, parents/guardians and relatives will be allowed in the building during an activity without the express permission of the building principal.
- A student may be prohibited from attending any school activity if the student has received a detention or has been disciplined by the administration on the day of the activity.
- Students who are absent on the day of an evening activity will not be allowed to participate in that activity.

Dances

- School dances sanctioned by the FBMS Administration are for the exclusive enjoyment of Furnace Brook Middle School students.
- No person other than FBMS students, parents/guardians, and chaperones will be allowed in the building during the dance without the express permission of the building principal.
- A student may be prohibited from attending a dance or event for any of the following reasons:
 1. He/she receives a detention or is disciplined by the administration on the day of the dance/event.
 2. He/she is suspended or expelled during the week of the dance.
 3. He/she is absent on the day of the dance.
 4. He/she is dismissed from school on the day of the dance.
- Tickets are sold during school lunch periods throughout the week of a dance. Money will be refunded to students who are prohibited from attending the dance.
- Students are expected to be on their best behavior. All school rules, including dress code, apply at dances. There are consequences for inappropriate behavior.

- Parents/guardians are expected to pick up their children promptly. Please check dance times on the weekly newsletter.
- Students leaving the building without permission from an adult chaperone may be prohibited from attending all other school dances for the remainder of the school year.
- If a parent needs to dismiss his/her child from a dance before it ends, they must speak with a teacher or administrator present at that time.
- Students are prohibited from entering unauthorized areas during the dance.
- All food and drink must be consumed in a designated area.

Student Council

The Student Council provides leadership opportunities for its members and allows a forum where opinions and ideas can be exchanged. Student Council members plan and host events that create and enhance a sense of community for the students of Furnace Brook Middle School.

In early September, students in each homeroom elect a representative to the Student Council. This representative serves the homeroom by informing peers of Student Council news and events, as well as voicing the ideas and concerns of the homeroom to the Council. Each representative serves on one committee and is required to attend the scheduled meetings.

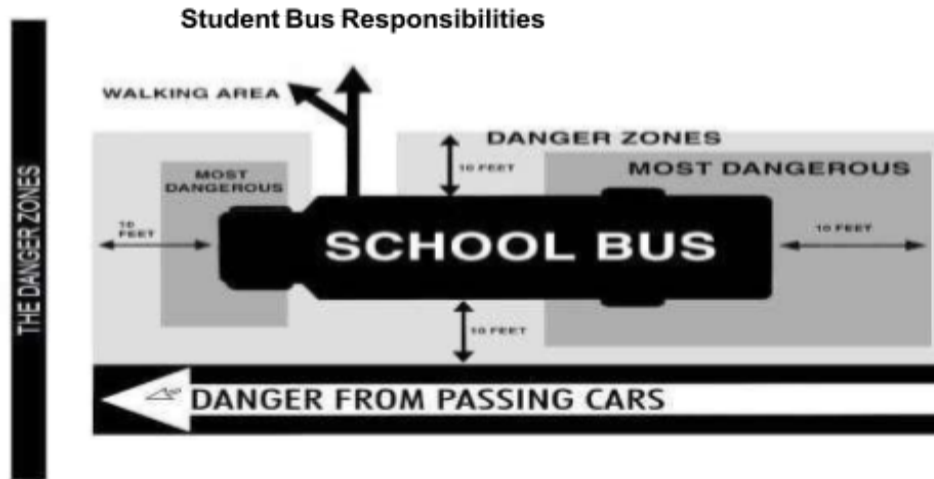
After School Enrichment Programs and Leadership Opportunities

A variety of programs and leadership opportunities are available at FBMS. Enrichment opportunities include: After School Enrichment Program (seasonal), Homework Helpers, and such diverse offerings as Chess Club, Track, Cross Country, Drama Club, and Yearbook. See the weekly newsletter for dates.

In addition to Student Council, leadership opportunities include: Grade Eight Advisory Team, Furnace Brook Friends, Peer Tutors, and WEB Leaders (eighth grade).

School Bus

School Committee Code



Each student is under the jurisdiction of the school administration from the time the student boards the bus to school until the student disembarks at the end of the day. Students who do not follow the rules and regulations are reported to the school principals for disciplinary action that may include assigned seating, restitution, suspension of bus privileges, school suspension, and/or expulsion.

Riding the school bus is a privilege. **This privilege may be taken away from any student who is not well behaved or courteous, or who endangers the health or safety of another student or driver.** Decisions revoking the privilege of a student to ride the school bus will be made only by school authorities. Suspended bus privileges may not be reinstated until the student and parents/guardians meet with a school administrator and/or make restitution to the bus contractor for any damages.

- Only authorized students may ride the bus per Marshfield School Committee policy. Students are to ride assigned busses only.
- Students are not to ask bus drivers to make unauthorized stops.
- Students are to obey the bus drivers. Drivers are directly responsible for the safety of each student.
- Students are to exercise courtesy while loading, riding, and disembarking the bus.
- Students are to arrive at the bus stop on time and wait for the bus on the curb or off the road.
- Students should cross the street only after being directed by the driver to do so.
- Students are to cross only in front of the bus, under the protection of the flashing lights. Crossing is to take place approximately 10 feet in front of the bumper so that the bus driver can observe student crossing. Once off the bus, students are to avoid trespassing on private property.
- Seating assignments are left to the discretion of the bus driver and school authorities. If students are assigned seats, compliance is mandatory.
- Students are to remain seated until the bus has come to a complete stop.
- Any activities that may be distracting to the bus driver are prohibited.

- Students are not permitted to open bus windows/doors without permission. Students are not permitted to extend any body part out of the window.
- Students are not permitted to throw objects or spit from the windows.
- Eating, drinking, smoking, vaping, and gum chewing are prohibited on all busses.
- Bus aisles are to be kept clear of large musical instruments, etc.
- Students are not allowed to play bluetooth speakers or any type of speakers on the bus. This is distracting to the bus driver. Headphones for personal listening are allowed.
- The school district may videotape activities on the school buses.

Parent/Guardian Bus Responsibilities

- Parents/guardians should review bus rules and regulations with student.
- Parents/guardians should ensure students arrive at the bus stop on time.
- Parents/guardians should report any concerns or violations to the school administration.

Student Conduct

School Discipline Policies

Principal's Discretion

In every case of student misconduct for which suspension may be imposed, the principal, or his/her designee, shall exercise discretion in deciding the consequence for the offense. The principal shall consider ways to re-engage the student in learning and shall attempt to avoid long term suspension as a consequence until alternatives have been tried. These alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

Procedures for Short-Term Suspension

(Exclusion of a student from school premises and regular classroom activities for a specified period of not more than ten school days.)

The principal, or his/her designee, may suspend students on a short-term basis. Unless a student poses a danger to persons or property, substantially and materially disrupts the order of school, possesses a firearm, controlled substance, or assaults a school staff member, the student will receive the following prior to a short-term suspension:

1. Oral and written notice of the charges in English and the primary language of the home if other than English. This notice shall include:
 - i. The disciplinary offense;
 - ii. The basis for the charge;
 - iii. The potential consequences, including the potential length of the suspension;

- iv. The opportunity to have a hearing with the principal and the parent concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident;
 - v. The date, time, and location of the hearing;
 - vi. The right of the parent and student to interpreter services at the hearing; and
 - vii. If the student may be placed on a long-term suspension following the hearing with the principal:
 1. The rights set forth under the "Procedures for Long-Term Suspension"; and
 2. The right to appeal the principal's decision to the superintendent.
2. At the hearing, if the student and/or parent elects to attend, the student shall have the opportunity to present his/her version of the relevant facts and any mitigating circumstances. The principal shall make reasonable efforts to notify the parent orally of the opportunity to attend the hearing. To conduct the hearing without the parent, the principal must be able to document reasonable efforts to include the parent. The principal is presumed to have made reasonable efforts if the principal 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.
 3. Based on the available information, the principal shall make a determination as to whether the student committed the disciplinary offenses and what remedy shall be imposed. The principal shall notice the student and parent in writing of his/her decision, the reasons for it, and, if applicable, the type and duration of the suspension and the opportunity to make up assignments and other academic work.

Procedures for Emergency Removal

If the student's continued presence poses a danger to persons or property, or materially and substantially disrupts the order of the school and, in the principal's judgment, there is no alternative available to alleviate the danger or disruption, the principal shall temporarily remove the student from the school. This temporary removal shall not exceed two (2) days following the day of the emergency removal and the superintendent shall be immediately notified of the removal. Additionally, the principal shall make immediate and reasonable efforts to orally notify the student and student's parent of the emergency removal, the reason for the emergency removal, and the other information required in a short-term suspension notification. The short-term suspension notice shall be provided in writing to the student and parent. The opportunity for a hearing with the principal shall occur within two (2) school days, unless otherwise extended by the school and parent. A decision regarding the student's continued suspension or other removal shall be rendered the same day as the hearing and written notice shall be provided the following school day. This written notice shall include all the information required based on the type of discipline imposed (short-term suspension, in-school suspension, long-term suspension, or expulsion).

The principal may also remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on a student's misconduct. This type of removal is not subject to the procedures for suspension and expulsion outlined in this policy.

Procedures for an In-School Suspension

An in-school suspension may be used as an alternative to short-term suspension for disciplinary events. An in-school suspension means the removal of a student from regular classroom activities, but not from

the school premises, for no more than ten (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions in one school year.

If the principal chooses this alternative, the principal shall inform the student of the disciplinary offense charged and the basis for that charge and provide the student an opportunity to dispute the charge and explain the circumstances surrounding the charge. If an in-school suspension is issued, the principal shall make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the offense, and the length of the in-school suspension.

The principal shall also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. This meeting shall be scheduled on the day of the suspension, if possible, or as soon as possible thereafter. The principal shall also send written notice to the student and parent about the in-school suspension, including the reason and length of the in-school suspension, and invite the parent to the above described meeting, if such meeting has not already occurred.

Procedures for Long-Term Suspension

(Exclusion of a student from school premises and regular classroom activities for more than ten school days.) The principal, or his/her designee, may issue long-term suspensions at the building level. The principal may also issue expulsions for the offenses set forth in M.G.L. c. 71, §37H and §37H½. Expulsions for other offenses are handled by the School Committee pursuant to M.G.L. c. 76, §16 and §17.

1. In the event of a long term suspension or expulsion, the student will be provided oral and written notice of the charges in English and the primary language of the home if other than English. This notice shall include:
 - i. The disciplinary offense;
 - ii. The basis for the charge;
 - iii. The potential consequences, including the potential length of the suspension;
 - iv. The opportunity to have a hearing with the principal and the parent concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident;
 - v. The date, time, and location of the hearing; and
 - vi. The right of the parent and student to interpreter services at the hearing.

The principal shall make reasonable efforts to notify the parent orally of the opportunity to attend the hearing. To conduct the hearing without the parent, the principal must be able to document reasonable efforts to include the parent. The principal is presumed to have made reasonable efforts if the principal 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.

2. In advance of the hearing, the student shall have the right to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student.
3. The student shall also have the right to be represented by counsel or a lay person at the choice and expense of the student/parent.
4. At the hearing, if the student and/or parent elects to attend, the student shall have the opportunity to present his/her version of the relevant facts and any mitigating circumstances. The student shall also have

- the right to produce witnesses and the right to cross-examine witnesses presented by the school. The student may request that the hearing be audio recorded by the principal and may request a copy of the recording. All parties must be made aware that the hearing is recorded in advance of the hearing.
5. The parent, if present, shall have the opportunity to discuss the student's conduct and other information, including mitigating circumstances that the principal should consider in determining consequences for the student.
 6. The principal shall make a determination as to whether the student committed the disciplinary offenses and what consequences shall be imposed. The principal shall provide notice to the student and parent in writing of his/her decision, including the following information:
 - i. The disciplinary offense, the date on which the hearing took place, and the participants in the hearing;
 - ii. The key facts and conclusions reached by the principal;
 - iii. The length and effective date of the suspension and the date of return to school;
 - iv. The notice of the student's opportunity to receive education services to make academic progress during the suspension;
 - v. The student's right to appeal the principal's decision to the superintendent or his/her designee if a long-term suspension has been imposed. This notice of appeal shall include the process for appealing the decision, which requires the parent or student to file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension.
 - a. The superintendent shall hold the hearing within three (3) school days of the student's request, unless an extension is mutually agreed to.
 - b. The superintendent shall make a good-faith effort to include the parent in the hearing.
 - c. The hearing shall be conducted to determine whether the student committed the disciplinary offense and, if so, what the consequence shall be. The hearing shall be audio recorded and a copy of the recording shall be provided to the student or parent upon request.
 - d. All the same rights as are afforded in the above long-term suspension principal's hearing shall apply to the student in a superintendent's hearing.
 - e. The superintendent shall issue a written decision within five (5) calendar days of the hearing. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or lesser consequence than the principal.
 - f. The decision of the superintendent shall be the final decision of the school district.

Expulsion

Expulsion is the removal of a student from the school premises, regular classroom activities, and school activities for more than ninety (90) days, indefinitely, or permanently. Conduct that may lead to expulsion includes but is not limited to possession of a dangerous weapon, assault on school personnel or upon other students, possession of a controlled substance, and certain criminal convictions and charges. See also, the Policies and Laws Relating to Student Conduct section of the handbook. Procedures associated with expulsion are set forth under the Procedures for Expulsion section of the handbook.

Special Education Students: Additional Procedural Protections

In general, special education students may be excluded from their programs for up to ten school days per school year just as any other student. However, when the district seeks to exclude a special education student from his/her program for more than ten school days in the school year, the student's special education Team must first determine whether the student's behavior was caused by, or was directly and substantially related to, his/her disability or whether the conduct in question was the direct result of the district's failure to implement the student's IEP (a "manifestation determination"). If the Team determines that the behavior was a manifestation of his/her disability or was caused by a failure to implement the IEP, it must conduct a functional behavioral assessment and develop a behavior plan (or review and modify an existing plan, if necessary), and return the student to his/her current program, unless the student's parents and the district agree to a change in placement.

If the Team determines the behavior was not caused by, or directly and substantially related to, the student's disability or failure to implement the IEP, the school may discipline the student according to the school's code of student conduct, except that during the period of suspension or expulsion, the district must continue to provide the student with a free appropriate public education (FAPE) and, if appropriate, conduct a functional behavior assessment and provide intervention services and modifications to prevent the conduct from recurring. If the conduct involves weapons, drugs, or serious bodily injury, a special education student may be removed to an interim alternative educational placement for up to 45 school days regardless of the behavior's relationship to his/her disability.

Additional information regarding the procedural protections for students with disabilities can be obtained from the Office of the Director of Pupil Personnel and Special Education at 1-781-834-5000 ext. 40114 .

Possession of Weapons or Controlled Substances Policies / Assault of Educational Personnel Policy

Massachusetts General Law Ch. 71, §37H authorizes the principal to expel students as follows:

1. 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 a knife; or a controlled substance as defined in Chapter Ninety-Four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
2. Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
3. Any student who is charged with a violation of either paragraph (1) or (2) 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, at his/her discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (1) or (2).
4. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his 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.

5. 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 its schools or provide educational services to the student in an education service plan, under section 21 of chapter 76.
6. Districts shall report to the department of elementary and secondary education the specific reasons for all suspensions and expulsions, regardless of duration or type, in a manner and form established by the commissioner. The department of elementary and secondary education shall use its existing data collection tools to obtain this information from districts and shall modify those tools, as necessary, to obtain the information. On an annual basis, the department of elementary and secondary education shall make district level de-identified data and analysis, including the total number of days each student is excluded during the school year, available to the public online in a machine readable format. This report shall include district level data disaggregated by student status and categories established by the commissioner.
7. Under the regulations promulgated by the department, for each school that suspends or expels a significant number of students for more than 10 cumulative days in a school year, the commissioner shall investigate and, as appropriate, shall recommend models that incorporate intermediary steps prior to the use of suspension or expulsion. The results of the analysis shall be publicly reported at the school district level.

A copy of this law may be obtained in the main office.

Suspension/Expulsion Based upon a Felony Charge/Conviction M.G.L.

c. 71, § 37H½

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 of a school may suspend a student for a period of time determined appropriate by the principal if the principal 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 the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

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

The principal may expel a student who has been convicted, adjudicated, or admitted guilt with respect to a felony or felony delinquency, if the principal 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 effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

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

A copy of this law may be obtained in the main office.

Educational Services and Academic Progress during Suspensions and Expulsion

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

Any student expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through a school-wide education service plan. This plan will be developed by the principal and shall describe the services that the school district will make available to students who are expelled or suspended for ten (10) or more consecutive days. The plan will include the process for notifying such students and their parents of the services and arranging the services.

LEGAL AUTHORITY:

M.G.L. c. 71, § 37H

M.G.L. c. 71, § 37H ½

M.G.L. c. 71, § 37H ¾

M.G.L. c. 76, § 21

603 CMR 53.00

Teacher Detention

FBMS teachers will discuss classroom policies with students during an initial class meeting and subsequently when needed. Teachers may deal with unacceptable classroom behavior by issuing a teacher detention and contacting the Parent/Guardian. If unacceptable behavior continues, students may be sent to the office.

- Teachers will provide 24-hour notice when a detention must be served.
- Students will report to that teacher at school dismissal time and will be permitted to leave by 3:20 P.M.
- If school is cancelled or the student is absent, arrangements are to be made with the teacher to reschedule the detention.
- If a student cannot attend the scheduled detention, the student must bring a note from home to the teacher on the day of the detention and the detention will be rescheduled. If a student has two or more detentions scheduled for the same day, the student must stay with the teacher who issued the first detention and reschedule any other detentions.
- Failure to report to a detention will be reported to administration. After an investigation, further disciplinary action may be taken.

Office Detention/Suspension

Only a Principal or Assistant Principal may issue an office detention or suspension.

Teacher detentions are to be served before office detentions. Students must make arrangements with an Assistant Principal to reschedule an office detention if they have a teacher detention. It is a student's responsibility to notify the administrator assigning a detention of a teacher detention conflict. Arrangements for a new date will be made.

- If a student is late to or misbehaves during an office detention, additional detentions may be assigned.
- A student absent from school on the day an office detention is scheduled must serve the detention on the next day office detentions are scheduled.
- Office detentions are usually served on Mondays and Wednesdays. However administrators may assign detentions on days a late bus is not available. Parents/guardians must then make transportation arrangements. Athletic competition or after-school activities do not excuse the student from attending an office detention.
- Students are expected to report to office detention immediately after dismissal. If a student is unable to attend an office detention, arrangements must be made with an administrator. A written note is the only way a student may be considered for the rescheduling of an office detention
- Failure to attend an office detention will result in further disciplinary action.

Examples of Offenses That May Result in an Office Detention

- Chronic tardiness to school, homeroom, or class as indicated by office records or teacher referrals
- Out of class without a signed agenda or pass
- Skipping a detention
- Writing/drawing/scribbling in a textbook or on school property
- Consuming food/beverages in the hallways or when not allowed

- Disruptive behavior
- Talking during an emergency drill
- Rude, discourteous or disrespectful behavior
- Unacceptable language
- Pushing or shoving
- Inappropriate clothing as defined by the Appearance and Personal Dress Guidelines
- Unauthorized use of electronic devices or phones
- Selling items to classmates
- Failure to follow school policy or failure to comply with the reasonable directives of school personnel
- Locker offenses

Offenses That May Result in a School Suspension

It is impossible to list all situations for which a student might be suspended from school. When all other methods of discipline have failed to bring about the desired change, or in cases of extreme misbehavior or flagrant disrespect, the student may be suspended from school.

Any offense not listed herein which tends to endanger the health and safety of students or staff; impedes the teaching/learning process or disrupts the orderly operation of the school or school-sponsored or school-related events, including dances, concerts, or other action determined by the school administration to require such disciplinary action

- Any violation of Marshfield Public School policies
- Physical violence or verbal or physical expression of intent to harm or otherwise cause bodily injury directed toward any member of the school community
- Fighting
- Cheating - taking work from another or giving work to another student
- Disturbance of a school assembly
- Failure to cooperate during in-school suspension
- Failure to properly identify oneself or to follow the direction of a staff member, administrator, teacher, substitute teacher or other staff member or any act of insubordination or open and continued defiant behavior
- Forging notes - signing a school-required permission slip, absence note, dismissal note, tardy slip, mid-term progress report, field trip note, test, etc.
- Harassment or Bullying – see policy
- Leaving school without permission during school hours
- Possession or sale of anything that disrupts the education process that includes but is not limited to fireworks, flammable devices, stink bombs, prescription drugs, or illegal drugs or paraphernalia for using, preparing or distributing drugs or other intoxicants.
- Obtaining money, material goods or favors by threat or physical harm
- Possession or use of a weapon, instrument or any reasonable facsimile of a weapon, article or substance which is capable of causing injury
- Possession of pepper spray/mace

- The use of any aerosol product (e.g., deodorant, hairspray, perfume, sanitizer) in a manner with which it is not meant to be used
- Presence in an unauthorized area of the school or school grounds - such areas include but are not limited to a classroom or office area that is without a teacher or administrator present
- Public displays of affection
- Repeated office referrals or teacher detentions
- Skipping school, truancy - instances of excessive truancy will be referred to the district attendance officer and may be subject to Plymouth District Court CRA: Child Requiring Assistance petition
- Smoking or possession of smoking material, including e-cigarettes and/or vaping paraphernalia, matches or lighters. See Tobacco Policy Violation of the alcoholic beverage regulations
- Inhaling or ingesting any substance that intoxicates or impairs consciousness i.e. glue, fluids, etc.
- Stealing
- Vandalism - willful damage or destruction of property
- Malicious destruction or theft of school or personal property shall be repaid in full by the student
- Setting a fire to any part of the school building, grounds or school property
- Setting off the fire alarm system without a probable cause
- Verbal assault, abusive language, disrespect or insolence. This includes abusive, obscene, profane, sexually or racially offensive language, gestures or physical actions directed toward any member of the school community, students, faculty, secretaries, aides, custodians, or administrators. This may also result in possible legal action.
- Willful acts against the school - serious acts of disruption or harm
- Inciting or attempting to incite other students or create a disturbance
- Chronic disruptive behavior
- Chewing gum or other chewing products consistently may result in suspension for being disobedient.
- Throwing food, snowballs or other objects
- Filming or recording anyone without permission and without teacher or staff authorization, and/or inciting a fight or other disturbance by filming or recording.

Threats

Any student who threatens a staff member or student on school premises or at school-sponsored or school-related events, including Marshfield Public School events, may be subject to suspension from the school by the Principal or expulsion from the school district by the Superintendent.

If, after an investigation into an accusation of a possible threat, it has been determined that a student has made a threat to another student or a staff member, the student will be suspended for a period of time, determined by the administration, and will be required to undergo a safety assessment by a certified psychologist appointed by the Marshfield Public Schools. In these cases, the student must be determined to be safe to return to school before being allowed to return.

During the process of an investigation, a student who allegedly has made a threat may be excluded from school until the investigation is completed. If, after the investigation is completed, it is determined that the student did not threaten a staff member or other student, the student still may be suspended for disturbing a school assembly or for violating the school discipline code.

In the event of a suspension, the student and his or her parents/guardians will be required to meet with the Furnace Brook Middle School Administration prior to re-admittance.

Drugs and Alcohol

The District is committed to drug free schools; therefore, the administration follows the principle of reasonable suspicion. Any student smelling of alcohol or marijuana or behaving in a manner that would indicate ingestion of drugs or alcohol is subject to this policy. Any student suspected to be in possession of drugs/alcohol or drug related equipment, or ingesting or dispensing any drugs or alcohol is subject to this policy.

Disciplinary actions taken for drug, alcohol, or violence issues should always emphasize fairness and developmentally appropriate consequences which may include suspension from school or other necessary actions. Principals will always work closely with parents when such issues arise to ensure that students who violate school policy around drugs and violence are dealt with in a fair, consistent, and remedial manner.

- A student in possession of drugs/alcohol, or drug related equipment, must be reported to the administration immediately.
- Ingesting or dispensing any drugs or alcohol must be reported to the administration immediately.
- Any drugs/alcohol or drug related equipment found on school premises must be reported to the administration.
- In the case of an apparent drug or alcohol policy violation, the parents/guardians of an offending student will be notified by the administration.
- Students in possession of drugs, alcohol, or drug related equipment shall be reported to the Marshfield Police Department.
- The administration shall maintain a log of these offenses noting date, student name, grade, gender, brief description of the offense, action taken, and other comments.
- The administration shall report all instances of drug/alcohol related offenses to the Superintendent before the next school day.
- Students suspected of drug or alcohol abuse shall be reported to the school nurse. The school nurse shall examine the students and advise the administration of the findings. Parents will be notified.
- Drug or alcohol infractions occurring during any school related activity on or off school grounds, on school buses, or during embarking and disembarking busses, are subject to the provisions of the Drug/Alcohol Policy.
- All students arriving at any school related activity on or off school grounds are subject to the provisions of the Drug/Alcohol Policy.
- The District complies with MGL C272, S40A, alcoholic beverages in school, which provides for a punishment or fine for any student who gives, sells, delivers, or has in possession any alcoholic beverage.

Consequences for Drug/Alcohol Violations

Students who are found in possession of drugs or alcohol are subject to the following consequences:

1. First offense

- a. Minimum ten (10) day suspension; type of suspension to be determined by the administration
 - b. A meeting with the student, parents/guardians, principal, and/or counselors to determine a plan to bring about improved behavior
2. More severe consequences will be dispensed for subsequent violations of the Drug and Alcohol Policy. Harassment and Bullying: (See Policy Appendix 10)

Hazing

Hazing is any conduct or method of initiation into any student organization that willfully or recklessly endangers the physical or mental health of any student. Any intention or occurrence of hazing must be reported to the administration immediately.

Libel

Libel is a false and damaging statement regarding another that is expressed in print, writing, pictures, or signs. Libel includes notes and emails that ridicule another or hurt that person's reputation.

Slander

Slander is a false and damaging oral statement or gesture concerning another. Slander includes spreading false rumors and telling lies that damage another's reputation.

Sexual Harassment

Sexual harassment includes unwelcome advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's success;
- Submission to or rejection of such conduct by an individual is used as the basis of educational decisions affecting such individual;
- or such conduct has the purpose or effect of substantially interfering with an individual's educational performance or creating an intimidating, hostile, or offensive educational environment.

Confidentiality

FBMS will evaluate a confidentiality request in the context of its responsibility to provide a safe and nondiscriminatory environment for all. A confidentiality request may limit the school's ability to respond.

False Alarms/Prank Calls

- Any student who intentionally causes a false fire alarm or makes a prank emergency (911) telephone call will be reported to the police.
- Police and fire departments may prosecute.
- Parents/guardians/students may be required to make restitution for the full amount required to bring police and fire apparatus to the school.

Fire Drills and Evacuations

- Periodic fire drills and extraordinary circumstance evacuations will be conducted.
- Each student is expected to evacuate the building in silence, and to follow the staff's directions explicitly.
- If a student is not in class when the alarm sounds the student is instructed to leave the building by the nearest exit and report to the closest teacher.
- Evacuations may occur due to proximal hazardous accidents or circumstances that in the judgment of the principal warrant a building evacuation.

Critical Incident Procedure (Lock Down)

Students and teachers will be trained in the proper procedure for responding to a possible internal emergency. This training will include "Lock Down" drills, both announced and unannounced to faculty and administration. These situations may include an intruder in the building, medical emergency, failure of a building mechanical system, etc. The purpose of this procedure is to insure that the students and staff can quickly go to a safe and secure location in the building where attendance can be taken and order maintained until the situation can be brought under control. These exercises are very important and are taken very seriously. Students and staff are expected to be orderly at all times during these drills.

Lockers

Lockers are the property of the Marshfield Public Schools. Students are responsible for the safekeeping of the lockers they use.

- The school principal may search any locker at any time based on a reasonable suspicion that the locker contains an unlawful item or substance.
- Students may not share locker combinations.
- The school administration is not responsible if a student's belongings are stolen from a locker.
- Students must completely clean the inside and outside of the lockers before the end of each term.
- Students may not "rig" lockers causing them to open without a combination.

Plagiarism

Plagiarism is to take and use as one's own the writings or ideas of another person.

Students are required to conduct research and prepare research papers that contain the writings and ideas of other people, however, proper bibliographic references are required. Plagiarism is not tolerated.

School Search and Seizure

In the event that a school administrator has reasonable suspicion that a situation exists within the school that could compromise the safety or security of the students and/or staff in that building, the administrator may conduct a search of any locker or personal effects within the building. In addition, K-9 dogs specializing in drugs/weapons searches may be used by administration to ensure a safe and secure environment. The K-9 search may include (but not limited to) any and all school property, student hallways, parking lots, classrooms, and students' belongings.

Personal Searches

A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever a school administrator has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

Tobacco Policy

Smoking, smoking materials or chewing tobacco are prohibited in all areas in or on school property. Students found to be using or in possession of tobacco or smoking materials, including matches/lighter or vaping materials, regardless of form, during school hours, on school grounds, or within school facilities, shall be referred to the Administration. This policy extends to the use of electronic cigarettes and vaporizing (“vaping”) regardless of the contents of the electronic cigarette/vaporizer.

Massachusetts State Law M.G.L. C 71, Sec. 2A

Prohibiting the Use of Tobacco in the Public Schools

It shall be unlawful for any student, enrolled in either primary or secondary public schools in the Commonwealth, to use tobacco products of any type on school grounds during normal school hours. Tobacco products are prohibited within the school buildings, the school facilities, the school grounds and on school buses by any individual. Each school committee shall establish a policy dealing with students who violate this law. This policy may include, but not be limited to, mandatory education classes on the hazards of tobacco use.

Substitute Teachers

Every rule or policy that applies to teachers also applies to substitute teachers. A substitute teacher has the same authority to enforce school rules, policies, and procedures and deserves the same respect and courtesy as a regular teacher. Students should think of substitutes as Teachers and treat them accordingly. At the end of each day, the substitute teacher writes a report about the day's lessons for the regular teacher. Any student who does not complete the lesson or misbehaves will be held responsible for his/her actions. Substitute teachers will be issued an identification badge at the beginning of the day and are required to wear the badge while in the building.

Electronic Devices

Electronic Devices including Cell Phones

- Furnace Brook Middle School does not allow radios, MP3 Players, IPODs, smart watches, laser pointers, cellular phones, or video games of any type to be used in school during the school day. Exception to these rules may be allowed for projects and class work under teacher supervision with administrative approval. If students use any of the above items during the school day, those items will be confiscated and sent to an administrator in the front office. At that point the cell phone must be picked up by a parent. Subsequent use of a cell phone will result in increased discipline.
- Cell phones will be turned off and kept in lockers during school hours.
- MCAS - The use of any unauthorized electronic device during MCAS testing will result in a student's test be declared invalid. A report must be filed with the Department of Elementary and Secondary Education should this occur. This includes use in a lavatory or other location during the administration of the test.

Main Office Phone

- Students may use a classroom or office phone with permission.

Vandalism Policy

Vandalism is the willful or ignorant destruction, or defacement of property. Property includes both public and private property, whether in the school building, on the school grounds, in school vehicles or at school-related events. Vandalism constitutes both a violation of the law and of school policies on student behavior. Therefore, two avenues of redress could be pursued.

1. The superintendent, acting in cooperation with the Police Department and the judicial system, may prosecute, when appropriate, those individuals alleged to have committed any act of vandalism.
2. Whether or not criminal proceedings are pursued, or pursued to their fullest extent, appropriate disciplinary action, up to and including expulsion, could be taken against any student found to have committed an act of vandalism.

Weapons Policy

"Weapon" means any firearm, whether loaded or unloaded; any chemical, substance, device, or instrument designed as a weapon or through its use capable of threatening or producing bodily harm or death; or any device or instrument that is used to threaten, strike terror, or cause bodily harm or death.

- All weapons or instruments that have the appearance of a weapon are prohibited within all school environments and the school zone, except for educational purposes as authorized in advance by the building principal or designee. School environments include, but are not limited to, district-owned buildings, leased or rented facilities, school-sponsored activities, field trips, school vehicles and school buses, rented or owned, and school bus stops. Anyone found to be in possession of a weapon in any area defined in this policy, before, during, or after-school hours may be subject to administrative and/or legal action. Students may be subject to exclusion or expulsion for possession of a weapon in school or in any school environment.
- Possession - Students and non-students, including employees and other adults, are forbidden to knowingly or voluntarily possess, store in any area or in any vehicle subject to one's control, handle, transmit, or use any instrument that is considered a weapon or a "look-alike" weapon in any of the school environments listed above.
- Student Reporting - Students who see or become aware of a weapon at school must not touch it nor remain in the presence of a person or group if a weapon is present. Students must notify an adult immediately for the safety of all concerned.
- Weapons – (examples)
 1. All firearms, whether loaded or unloaded, etc., or similar devices
 2. Other guns of all types including pellet, BB, stun, look-alike, and non-functioning guns that could be used to threaten others, or similar devices
 3. Knives, switchblades or automatically opening blades, daggers, swords, razors, or similar devices
 4. Artificial knuckles or other objects designed to be worn over the fist or knuckles, or any other similar devices

5. Blackjacks, clubs, nunchucks, throwing stars, or any other martial arts instruments
6. Explosives--including fireworks or any other pyrotechnics device
7. Poisons, chemicals, or substances capable of causing bodily harm
8. Bow and arrows, slingshots, or any other propelling devices
9. Any other device or instrument used to intimidate, threaten or inflict harm

All incidents of suspected weapons possession will be reported to the office of the superintendent in writing within 24 hours. All incidents of suspected weapons possession will be reported to the Marshfield Police Department.

Weapons Violation by Students

If a student is found to be in possession of a weapon, the administration and/or staff will follow the following procedure:

- Confiscate the weapon (if it can be done safely) and turn it over to the police, and notify the superintendent, safety/security coordinator or designees
- Notify police
- Notify parent/guardian; notify district attorney
- Hold an administrative hearing with student and parent, which will:
 1. Inform the student of the policy provision that has been violated
 2. Confront the student with the evidence
 3. Provide an opportunity for the student to respond to the allegations
 4. Expel or exclude student consistent with Ch. 71, Section 37H1/2 and/or The Gun Free Act of 1994

Administrative Discretion Regarding Possession of Weapons

A student who finds a weapon on the way to school, on school property, or in the school building shall report it immediately to the administration.

Authorized Work-Related Equipment and Tools

This policy is not meant to interfere with instruction or use of appropriate equipment and tools by employees and students. Such equipment, when properly used and stored, shall not be considered a weapon for purposes of this policy. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, the guidelines and consequences of this policy will automatically take effect.

Exceptions

- This policy, pursuant to Massachusetts Statutes, provides for the following exceptions:
- Licensed peace officers, military personnel, or students participating in military training, who are performing official duties
- School district-approved firearm safety courses or activities conducted on school property
- School district- approved possession and use of dangerous weapons by a ceremonial color guard
- School district-approved possession and use of starter guns for high school athletic contests

Dress Code/Personal Appearance Guidelines

The Marshfield School District encourages students to dress for school in an appropriate manner, which reflects self-confidence and respect for the learning environment. Appropriate dress is the responsibility of 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 administration may ban dress that is a disruption of the educational process or is inappropriate due to health and/or safety.

Listed below are guidelines, which are intended to define appropriate attire:

- Dress must not be a safety hazard, disruptive to the school environment, or destructive to school property.
- Students may not wear any belts, jewelry, or clothing items that contain protruding appointments that can cause injury to self or others or damage school property.
- All clothing, tops and bottoms must be of appropriate coverage for natural movement. Student's abdomen/torso/chest and buttocks should be covered. This includes being able to sit at a desk, walk up the stairs, and bend over at a locker, etc., while maintaining proper coverage.
- Obscene or profane language or pictures on clothing and/or jewelry, as well as clothing that depicts images of violence, weapons, alcohol and illegal or inappropriate substances for juveniles are not to be worn.
- Hats, bandanas, hoods and sunglasses are not considered appropriate attire for safety reasons.
- Pajama pants and slippers are not considered appropriate attire.
- Personal bags are not to exceed 11" x 11".
- Special dress may be allowed on designated days.
- Final discretion belongs to administration.

Assembly Programs

Students are expected to be good listeners and show appropriate appreciation during assemblies. There are consequences for inappropriate behavior.

Parents/Guardians are invited to contact the PTO if they know of any organization that could present an age appropriate program.

Care of School Property

Defacement or intentional damage of school property or grounds is prohibited. Students/parents/guardians are required to make restitution for any school property damaged.

Textbooks must be covered at all times. Books should not be marked or defaced.

Parents/guardians/students must pay the replacement cost for any book lost, stolen or damaged. If a student loses a book, he/she should have his/her teacher issue a Lost Book Form. A second book will not be issued until the student has paid for the original book.

Film and Surveillance

Video Surveillance Policy

The Marshfield School Committee ensures that students, staff and all property owned by the district are protected at all times from possible damage, outside intrusion or disturbances occurring on school grounds or in school buildings. Security devices and measures such as, but not limited to, video cameras, motion detectors and alarms may be installed in any or all school buildings, or in school transportation vehicles. Students in violation of school policies, administrative regulations, building rules or law shall be subject to appropriate disciplinary action and/or referred to law enforcement agencies.

The School Committee authorizes the use of video camera surveillance in its transportation vehicles and on school grounds as follows:

- Video surveillance occurs on school property and on transportation vehicles.
- All main entrances shall be monitored. Electronic surveillance may be provided for other exterior doors and hallways.
- The use of video surveillance equipment on transportation vehicles shall be supervised by the transportation supervisor under the guidance of the building administration.
- The use of video surveillance equipment on school grounds and on other school property shall be supervised and controlled by the building administration.
- The use of video recording from surveillance equipment is subject to other policies of the district including policies concerning the confidentiality of students.

Guidelines Governing the Selection of Film Materials

Classroom teachers and building administrators are ultimately accountable for the appropriate use of all audiovisual materials in the classrooms; however, each school keeps an updated inventory of all its audio-visual materials available for parental perusal and review. Any questions or objections about these film materials should be directed first to the classroom teacher who will handle such issues as professionally and expeditiously as possible. Above all, teachers should use good judgment and employ sound pedagogical, personal and professional practices in order to enrich the academic experience of the students when showing a film.

In accordance with the educational goals of the Marshfield Public Schools, the following criteria must be met in the selection of films or film clips for academic use.

- Individual student learning modes, teaching styles, curricular needs, faculty and student needs and student maturity all must be carefully considered when choosing a film.
- Films must contribute and be relevant to the objectives in the instructional program; represent artistic, literary and intellectual qualities; reflect the problems, aspirations and ideals of society; be appropriate to the level of the user; and represent a balance of differing viewpoints on controversial subjects.
- Materials shall be judged according to the criteria listed above and will be accepted or rejected on the basis of these criteria.
- All films, regardless of rating, must be previewed in their entirety by the teacher.
- All films, if not being shown in their entirety, should be edited to meet the needs of the unit being taught and the guidelines of the policy.

Film Materials for Academic Use

Responsibility for the selection of film materials for academic use is delegated to the professionally trained personnel who are familiar with the courses of study, the teaching methods, and the individual differences of pupils in the schools for which the materials are provided. The criteria for selection of such materials are listed in the Guidelines Governing the Selection of Film Materials, approved by the Marshfield School Committee. Student generated projects using audio- visual materials are subject to these same guidelines.

Films rated other than “G” and “PG” that meet the criteria of the Guidelines Governing The Selection of Films may be shown only upon the completion of the following:

1. The showing of any such film will be approved, in writing, by the appropriate curriculum coordinator and/or the building principal.
2. Parents/guardians have granted written permission for the student to view the material.
3. Films will be edited for classroom use when the staff person showing the film, or the curriculum coordinator/building principal approving the film deem it appropriate.
4. Appropriate alternate educational activity is provided to students who are not duly authorized (refer to #2 above).
5. Parents/guardians will be informed of the Policy Governing the Selection of Films and Instructional Materials and the Guidelines Governing the Selection of Films and Instructional Materials.

Policy Appendix

Appendix 1: Title IX, Chapter 622 and Section 504 Equal Education Opportunity

Title IX of the Federal Laws and Chapter 622 of MA General Law requires that Marshfield Public Schools guarantees all students regardless of race, gender, sexual orientation, color, religion, national origin, or disability, equal and unbiased treatment in, and access to all aspects of public education. This policy of non- discrimination extends to and includes admission to programs and activities in accordance with Title IX of the Education Amendment of 1972 and Section 504. Any equity questions relating to students and programs at the middle school should be directed to Ms. Maureen Kemmett, Principal (781-834-5020), Mrs. Amy Scolaro, Director of Pupil Personnel, (781-534-5000 x114), or Jeffrey Granatino, Superintendent, Title IX Coordinator (781-834-5000 x108). If you have any questions or concerns regarding Title IX or Chapter 622 and how they affect you and/or your child, feel free to contact the school.

Appendix 2: Non-Discrimination

Marshfield Public Schools does not discriminate on the basis of race, color, religious creed, national origin, sex, sexual orientation, age, ancestry or disability in its admission or access to, or treatment or employment in its programs or activities. The Marshfield School Committee is committed to providing all students and employees with a safe and supportive school environment. Members of the school community are expected to treat each other with mutual respect.

Marshfield Public School District is an Equal Opportunity/Affirmative Action employer. Marshfield Public School District does not discriminate on the basis of race, color, religion, national origin, gender, gender identity, sexual orientation, disability, homelessness, or age in programs, activities, or employment.

Marshfield Public Schools will act to investigate all complaints and may discipline or take other appropriate action against any member of the school community who is found to have violated this policy.

Appendix 3: Policy on Criminal Offender Record Information (C.O.R.I)

It shall be the policy of the Marshfield Public Schools to obtain all available Criminal Offender Record Information (CORI) from the Criminal History Systems Board of prospective and existing employee(s) or volunteer(s) of the school department including any individual who regularly provides school related transportation to children, who may have direct and unmonitored contact with children, prior to hiring the employee(s) or to accepting any person as a volunteer. State law requires that school districts obtain CORI data for employees of taxicab companies that have contracted with the schools to provide transportation of pupils.

The Superintendent or Principal shall periodically, but not less than every three years, obtain all available Criminal Offender Record Information from the criminal history system board on all employees, individuals who regularly provide school related transportation to children, including taxicab company employees, and volunteers who may have direct and unmonitored contact with children, during their term of employment or volunteer service.

The Superintendent or Principal shall obtain Criminal Offender Record Information for any subcontractor or laborer who performs work on school grounds, and who may have direct and unmonitored contact with children, and shall notify them of this requirement and comply with the appropriate provisions of this policy.

Pursuant to a DESE CORI Law Advisory dated 02-17-03, "Direct and unmonitored contact with children means contact with a child when no other CORI cleared employee of the school or district is present. A person having only the potential for incidental unsupervised contact with children in commonly used areas of the school grounds, such as hallways, shall not be considered to have the potential for direct and unmonitored contact with children. These excluded areas do not include bathrooms and other isolated areas (not commonly utilized and separated by sight or sound from other staff) that area accessible to students."

In accordance with state law, all current and prospective employees, volunteers, and persons regularly providing school related transportation to the children of the Marshfield School District excepting taxi cab companies shall sign a request from authorizing receipt by the district of all available CORI data from the Criminal history Systems Board. In the event that a current employee has questions concerning the signing of the request form, he/she may meet with the Principal or Superintendent; however, refusal by a current employee to sign the CORI request form shall constitute insubordination and may result in progressive disciplinary action up to and including suspension and/or termination consistent with due process. In lieu of suspension, the Superintendent may place an individual on administrative leave due to failure to sign the CORI form until the matter is resolved. The foregoing disciplinary action may be taken subject to any appropriate impact negotiations which may be required with any collective bargaining representative of

the employee(s) concerned. Completed request forms must be kept in secure files. An employee, contractor or volunteer's receipt of the CORI Request Form shall serve as notice of the School District's intent to obtain CORI for that individual.

Note: A complete three page copy of the School Committee Policy #62 may be obtained by parental request to the school office

Appendix 4: Attendance

Chapter 76. School Attendance

Chapter 76: Section 5. Place of attendance; violations; discrimination

Section 5. Every person shall have a right to attend the public schools of the town where he actually resides, subject to the following section. No school committee is required to enroll a person who does not actually reside in the town unless said enrollment is authorized by law or by the school committee. Any person who violates or assists in the violation of this provision may be required to remit full restitution to the town of the improperly-attended public schools. No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, religion, national origin or sexual orientation.

Appendix 5: Rehabilitation Act of 1973 Title IX

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal assistance."

Chapter 622

"No person shall be excluded from or discriminated against in admission to a public school or any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, religion or national origin."

Section 504

"No otherwise qualified handicapped individual in the United States, shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance" or the Director, Office for Civil Rights, Department of Health, Education and Welfare, Washington, D.C. 20221.

Notice of Non-Discrimination

The Marshfield School District reaffirms that it does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, or exercise of civil rights in admission to, access to, treatment in or employment in its programs or activities. The Marshfield School District also affirms its commitment to maintain a school and work environment free of harassment based on race, color, religion, sex, national origin, age, disability, sexual orientation, or exercise of civil rights. Any harassment on the basis of sex, race, national origin, religion, age, disability, sexual orientation, or exercise of civil rights will not be tolerated. If you should have a complaint or concern that there has been discrimination, you may also utilize the following procedure:

1. Report the violation to the building principal. The building principal will meet with you and other persons who might have information about the issue promptly and will attempt to resolve the issue. Any additional investigation will be commenced within a reasonable period of time. The building principal will issue his/her decision in writing to you within ten (10) days of the conclusion of the investigation
2. If the complaint is not resolved, it can then be appealed to the district's Equal Opportunity/Title IX/Section 504/ADA Coordinator. This appeal must be in writing, describe the circumstances, and the relief you seek. This appeal should be taken within one week after receipt of the principal's decision.
3. The Equal Opportunity/Title IX/Section 504/ADA Coordinator will meet with you within a reasonable time. Following a review of the materials presented to the principal and any additional investigation which will be conducted promptly, the Coordinator will make a final determination on whether there has been a violation of the district's policy within ten (10) days after the conclusion of any additional investigation. If there has been a violation, the Coordinator will indicate the steps to be taken to correct it.

Inquiries concerning the application of nondiscrimination policies may also be referred to the Regional Director, Office for Civil Rights, U. S. Department of Education, J. W. McCormack POCH, Room 222, and Boston, MA 02109-4557.

Appendix 6: Discipline of Students with Special Needs

All students are expected to meet the requirements for behavior as set forth in this Handbook. State and federal special education and civil rights laws require that additional provisions be made for students who have been found by an evaluation TEAM to be eligible for special education or Section 504 services and whose program is described in an Individualized Education Plan (IEP) or Section 504 Plan. The "Notice of Procedural Safeguards" outlines the special education process and rights for parents and students. These provisions are very similar to those applicable to Section 504 students.

When a special needs student violates the school's disciplinary code, the school may suspend or remove the student from the current educational placement for a period not to exceed ten (10) school days. Suspensions or removals beyond ten (10) days must be accompanied by the provision of some educational services, such as tutoring.

When a special needs student, possesses, uses, sells or solicits drugs or other illicit substances on school grounds or at a school-sponsored event, or carries a weapon to school or to a school function, or causes serious bodily injury of another person, the school district may place the student in an interim alternative education setting for up to forty five (45) school days. Thereafter, the student will return to the previously agreed upon educational placement unless either a hearing officer orders another placement or the parent/legal guardian agrees to another placement. Anytime the school district removes a special needs student from his/her current educational placement for more than ten (10) consecutive school days in any school year, or for more than ten (10) cumulative days when a pattern of removal is occurring, this constitutes a "change in placement". A change in placement invokes certain procedural protections under the IDEA (the federal special education law) and Section 504. These protections include the following:

- a) Prior to any removal that constitutes a change in placement, the school district must conduct a functional behavioral assessment; this assessment will be used as the basis for developing specific strategies to address the problematic behavior. If a behavioral intervention plan has been previously developed, the TEAM shall review its implementation and modify it as necessary.
- b) Prior to any removal that constitutes a change in placement, the school district must send the student and parent a statement of their procedural rights and inform them that the TEAM will consider whether or not the behavior that forms the basis for the removal is caused by or was directly or substantially related to the student's disability. This consideration is called a "manifestation determination". The parent and student always have the right to participate as members of the TEAM in the manifestation determination meeting.

Consideration of whether the behavior is a manifestation of the student's disability: The law provides that the TEAM must consider evaluation data, observational information and the student's IEP and placement, and must determine whether the behavior prompting the disciplinary removal was a manifestation of the student's disability. If the TEAM determines that the behavior was caused by the student's disability, then the student may not be removed from the current educational placement (except in the case of weapons, drugs, or serious bodily injury) until the TEAM develops a new IEP and decides upon a new placement, and the parent consents to that new IEP and placement.

If the TEAM determines that the behavior was not caused by the student's disability then the school may suspend or otherwise discipline the student according to the school's code of student conduct, except that for any period exceeding the ten (10) days, the school district must provide the student with a Free Appropriate Public Education (FAPE). The school district must determine the educational services necessary for FAPE and the manner and location for providing those services.

In the case of disagreement with the TEAM's determination:

If the parent or student disagrees with the TEAM's decision on the manifestation determination or with the decision relating to the placement of the student in an interim alternative education setting or any other disciplinary action, the parent has the right to request a due process hearing from the Bureau of Special Education Appeals.

Appendix 7: Services for Pregnant Students

A student's marital, maternal, or paternal status shall not affect that student's rights and privileges to receive a public education or to take part in any extracurricular activity offered by the school. Pregnant students shall be permitted to continue in school in all instances. The rights and privileges of the expectant mother to receive a public education shall not be affected. Nor shall the student's right to participate in any extracurricular activity offered by the school be affected unless activity is deemed to be hazardous to the health of the expectant mother or unborn child.

Appendix 8: Expulsion & Suspension Statutes

Massachusetts General Laws Chapter 71, Sections 37H and 37H ½ As of October 18, 1994 Section 37H.

The superintendent of every school district shall publish the district's policies pertaining to the conduct of teachers and students. Said policies shall prohibit the use of any tobacco products within the school buildings, the school facilities or on the school grounds or on school buses by any individual, including school personnel. Copies of these policies shall be provided to any person upon request and without cost by the principal of every school within the district.

Each school district's policies pertaining to the conduct of students shall include the following: disciplinary proceedings, including procedures assuring due process; standards and procedures for suspension and expulsion of students; procedures pertaining to discipline of students with special needs; standards and procedures to assure school building security and safety for students and school personnel; and the disciplinary measures to be taken in cases involving the possession or use of illegal substances or weapons, the use of force, vandalism, or violation of other students' civil rights. Codes of discipline, as well as procedures used to develop such codes shall be filed with the Department of Education for informational purposes only.

In each school building containing the grades nine to twelve, inclusive, the principal, in consultation with the school council, shall prepare and distribute to each student a student handbook setting forth the rules pertaining to the conduct of students. The school council shall review the student handbook each spring to consider changes in disciplinary policy to take effect in September of the following school year, but may consider policy changes at any time. The annual review shall cover all areas of student conduct, including but not limited to those outlined in this section.

Notwithstanding any general or special law to the contrary, all student handbooks shall contain the following provisions:

- (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 a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
- (b) Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- (c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at 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). (Chapter 51 of the Acts of 1994, approved July 1, 1994, effective September 29, 1994.)

- (d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his 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) When a student is expelled under the provisions of this section, no school or school district within the Commonwealth shall be required to admit such student or to provide educational services to said student. If said student does apply for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion. (This section was amended by Chapter 380 of the Acts of 1993 on January 4, 1994)

Section 37H½. Notwithstanding the provisions of section eighty-four and sections sixteen and seventeen of chapter seventy-six:

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

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

Upon expulsion of such student, no school or school district shall be required to provide educational services to such student. (This section was added by Chapter 380 of the Acts of 1993 on January 4, 1994.) The Department of Education and the Department of Youth Services shall, pursuant to a study and recommendations conducted by the Mass Jobs Council, assure that an educational opportunity is provided for a student whose admission to a school or right to educational services is regulated by the provisions of this act. Said study shall contain a statistical analysis of the number of students who have been expelled and the services that are now provided, and recommendations for the provision of education to expelled students in the future. Said study shall be completed within five months and shall be submitted to the House and Senate Clerk and the House and Senate Chairmen of the Joint Committee on Education, Arts and Humanities.

Section 37L. (Section 37L of said chapter 71, as appearing in the 1990 Official Edition, is hereby amended by adding the following three paragraphs):

In addition, any school department personnel shall report in writing to their immediate supervisor an incident involving a student's possession or use of a dangerous weapon on school premises at any time. Supervisors who receive such a weapon report shall file it with the superintendent of said school, who shall file copies of said weapon report with the local chief of police, the department of social services, the office of student services or its equivalent in any school district, and the local school committee. Said superintendent, police chief, and representative from the department of social services, together with a representative from the office of student services or its equivalent, shall arrange an assessment of the student involved in said weapon report. Said student shall be referred to a counseling program; provided, however, that said counseling shall be in accordance with acceptable standards as set forth by the Board of Education. Upon completion of a counseling session, a follow-up assessment shall be made of said student by those involved in the initial assessment.

A student transferring into a local system must provide the new school system with a complete school record of the entering student. Said record shall include, but not be limited to, any incidents involving suspension or violation of criminal acts or any incident reports in which such student was charged with any suspended act.

Appendix 9: Synopsis of Federal Civil Rights Laws and District Coordinator Information

SYNOPSIS OF FEDERAL CIVIL RIGHTS LAWS AND DISTRICT COORDINATOR INFORMATION

MARSHFIELD PUBLIC SCHOOLS

Title VI of the Civil Rights Act of 1964

Coordinator: Jeffrey Granatino, Superintendent

781-834-5000

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, denied the benefits of, or subjected to discrimination under any program or activity on account of their membership in one of these protected categories (42 U.S.C. §2000d). Title VI, in conjunction with other federal statutes, also prohibits 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: Jeffrey Granatino, Superintendent

781-834-5000

Coordinator: Mr. Robert E. Keuther, Jr.

781-834-5050

Students Coordinator: Ms. Kristin Brandt

781-834-5050

Title IX of the Education Amendments of 1972 provides that no individual shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under 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 individuals can complain of alleged sex discrimination, including sexual harassment. State law also requires Massachusetts employers to have a policy against sexual harassment. (M.G.L., c. 151B, §3A)

Section 504 of the Rehabilitation Act of 1973

Coordinator: Ellen M. Martin, Ed. D.

781-834-5000

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 public schools provide a free appropriate public education to each qualified handicapped person who is in the recipient's jurisdiction, regardless of the nature of severity of the person's handicap. (34 C.F.R. §104.33)

Americans with Disabilities Act of 1990

Coordinator: Ellen M. Martin, Ed. D.

781-834-5000

The ADA provides that no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity. (42 U.S.C. § 12132) The standards, requirements, and grievance procedures of the ADA are substantially similar to the anti-discrimination provisions promulgated under Section 504. (28 C.F.R. § 35.103)

EQUAL EDUCATIONAL OPPORTUNITIES LAWS

Equal Educational Opportunities Act of 1974

This federal statute provides that an equal educational opportunity cannot be denied on account of race, color, sex, or 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 U.S.C. §1703(f))

Mass. General Laws, c.76, §5 (also known as Chapter 622)

This state law provides that "[n]o 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, gender identity, religion, national origin or sexual orientation."

Title I of the Elementary and Secondary Education Act of 1965

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., by 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).

SPECIAL EDUCATION

Chapter 688 (transition planning)

School districts file a Chapter 688 referral to other Massachusetts social service agencies 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 for the agency to determine the student's eligibility for adult services and to include the anticipated cost of services for the student in its annual budget request.

HOMELESS

McKinney-Vento Homeless Assistance Act

School districts must ensure that homeless children and unaccompanied youth have equal access to the same public education as provided to other children and youths. (42 U.S.C §11431). A homeless student has the right to continue attending in his/her school of origin or to enroll in the public schools of the district where the homeless student temporarily resides. Homeless students also have the right to continue attending in their school of origin until the end of the school year in which they obtain permanent housing.

ENGLISH LANGUAGE LEARNERS

ELL

Coordinator: Mary Bradshaw

781-834-5000

School districts have an obligation to identify, evaluate, and serve students with limited English proficiency and to coordinate with other agencies for the benefit of such students. Students with limited English proficiency are identified through an ELL survey given as part of the initial intake package for registering students. ELL students receive services through sheltered English immersion (SEI) programs, pull out SEI instruction, and professional development provided to staff. ELL students participate in grade level MCAS as well as 'ACCESS for ELL' testing.

DISTRICT COORDINATORS

Title IX of the Federal Laws and Chapter 622 of Massachusetts General Law requires that MARSHFIELD PUBLIC SCHOOLS guarantees all students regardless of race, gender, sexual orientation, color, religion, national origin, or disability, equal and unbiased treatment in, and access to, all aspects to public school education. This policy of nondiscrimination extends to and includes admission to programs and activities in accordance with Title IX of the Educational Amendments of 1972 and Section 504. Any equity questions relating to students and programs at the high school level should be directed to Mr. Robert Keuther, Principal, or Amy Scolaro, Pupil Personnel, or Dr. Ellen Martin, 504 Coordinator and Chapter 622 Coordinator. If you have any questions or concerns regarding Title IX or Chapter 622 and how they affect you and/or your children, feel free to contact your building principal.

Mr. Robert Keuther, Jr.,
Principal, Marshfield High School
167 Forest Street
Marshfield, MA 02050
(781) 834-5050

Amy C. Scolaro
Director, Special Education/Pupil Personnel Services
School Administration Building
76 South River Street
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The Title VI & Title IX Coordinator for Marshfield Public Schools:

Jeffrey W. Granatino
Superintendent
School Administration Building

76 South River Street
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Our District 504 Coordinators are:

Marshfield High School
Ms. Kristin Brandt
167 Forest Street
Marshfield, MA
(781) 834-5050

Furnace Brook Middle School
Dr. Jeanine Smith
530 Furnace Street
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Daniel Webster School
Mr. Michael Fish
1456 Ocean Street
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Eames Way School
Ms. Louise Low
164 Eames Way
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Gov. Winslow School
Ms. Elizabeth Brannan
60 Regis Road
Marshfield, MA
(781) 834-5060

Martinson Elementary
Ms. Celeste Karle
257 Forest Street
Marshfield, MA
(781) 834-5025

South River School
Ms. Alisa Pozner
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(781) 834-5030

Appendix 10: Student Records

The Marshfield Public Schools shall endeavor to adhere to the Massachusetts Students Records Regulations as promulgated under 603 CMR 23.00. Through this policy the School Committee authorizes the administration to implement the requirements of the Massachusetts Student Records regulations.

The following summary was developed by the Board of Education to assist in providing a broad overview of these regulations. Every Marshfield school shall maintain at least one copy of these regulations, and a copy shall be attached to this policy. Subsequent amendments to this regulation shall supersede this policy until its revision.

Summary of Regulations Pertaining to Student Records

The Student Record Regulations adopted by the Board of Education apply to all public elementary and secondary schools in Massachusetts. (They also apply to private day and residential schools that have state approval to provide publicly-funded special education services.) The regulations are designed to insure parents' and students' rights of confidentiality, inspection, amendment, and destruction of student records, and to assist school authorities in carrying out their responsibilities under state and federal law.

The regulations apply to all information kept by a school or school district on a student in a way that the student may be individually identified. The regulations divide the record into two parts: the transcript and the temporary record. The transcript includes only the minimum information necessary to reflect the student's educational progress. This information includes name, address, course titles, grades, credits, and grade level completed. The transcript is kept by the school district for at least sixty years after the student leaves the system.

The temporary record contains the majority of the information maintained by the school about the student. This may include such things as standardized test results; class rank; school-sponsored extracurricular activities; evaluations and comments by teachers, counselors, and other persons; disciplinary records; and other information. The temporary record is destroyed within five years after the student leaves the school system.

The following is a summary of the major provisions of the Student Record Regulations concerning the rights of parents and eligible students. Under the regulations, "eligible students" are at least 14 years old or have entered the ninth grade; they may exercise these rights just as their parents may.

Inspection of Record

A parent or an eligible student has the right to inspect all portions of the student record upon request. The record must be made available within two days after the request, unless the parent or student consents to a delay. The parent and eligible student have the right to receive a copy of any part of the record, although the school may charge a reasonable fee for the cost of duplicating the materials. The parent and eligible student may request to have parts of the record interpreted by a qualified professional from the school, or may invite anyone else of their choice to inspect or interpret the record with them.

Confidentiality of Record

Except where the regulations or federal law specifically authorize access by third parties, no individuals or organizations other than the parent, eligible student and school personnel working directly with the student are allowed to have access to information in the student record without the specific, informed, written consent of the parent or eligible student.

Amendment of Record

The parent and eligible student have the right to add relevant comments, information, or other written materials to the student record. In addition, the parent and eligible student have a right to request that information in the record be amended or deleted. They are entitled to meet with the principal (or the principal's designee) to discuss their objection to information that is in the record, and to receive a written decision. A parent or eligible student who is not satisfied with the principal's decision may appeal to higher authorities in the school district.

Destruction of Records

The regulations require school authorities to destroy a student's temporary record within five years after the student transfers, graduates or withdraws from the school system. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. In each case, the school must first notify the parent and eligible student and give them the opportunity to receive a copy of any of the information before it is destroyed.

The above is only a summary of some of the more important provisions of the Student Record Regulations that relate to the rights of parents and eligible students. The Student Record Regulations are included in the Code of Massachusetts Regulations at 603 CMR 23.00. For more detailed information, a full copy of the regulations is attached to this policy and is available through the Department of Education.

Appendix 11: Wellness Policy

The Marshfield Public School District promotes healthy schools by supporting wellness, good nutrition, and regular physical activity as part of the total learning environment. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. Schools contribute to the basic health status of children through the support and promotion of good nutrition and physical activity. Improved health optimizes student performance.

Adopted: 5/23/06 Revised: 6/18/2013

PART I: PURPOSE

The Marshfield Public Schools strives to meet the academic, physical, social, and emotional needs of all of its students and recognizes that a comprehensive school wellness program for all elementary, middle, and high schools supports student success. Components of this wellness program include a nutrition program, nutrition education, wellness/physical education, and other school-based activities that are designed to promote health and wellness for students and faculty.

PART II: SCHOOL WELLNESS ADVISORY COUNCIL

The Marshfield Public Schools will establish a district-wide School Wellness Advisory Council to monitor, review, and, as necessary revise school nutrition and physical activity guidelines. The School Wellness Advisory Council will act as a resource to individual schools for implementing these guidelines. The School Wellness Advisory council will be composed of individuals representing the schools and community, including parents, students, and representatives of the Food Services Department, members of the School Committee, school administrators, teachers, health professionals, and members of the public.

PART III: NUTRITION

All foods available in the Marshfield Public Schools will comply with the current USDA Dietary Guidelines for Americans, the Massachusetts School Nutrition Standards and the Marshfield Public Schools PEANUT & PEANUT PRODUCT & TREE NUT POLICY & PROCEDURES / SCHOOL HEALTH SERVICES. This includes food and beverage items obtained from vending machines, a la carte lines and student stores.

Marshfield Public Schools will:

- Assure a la carte and vending machine items available to students will be nutritious and consistent with the Massachusetts A La Carte Food and Beverage Standards. Selections will be made from the John C. Stalker Institute A List. www.johnstalkerinstitute.org/vending%20project/healthysnacks.html
- Provide information about the nutritional content of meals for parents, students, and staff.
- Food for classroom celebrations should adhere to the John C. Stalker Institute A List. (Grades K-8)
- Emphasize that food should not be used as a reward or punishment for student behaviors.

Fundraising should promote physical activity and health enhancing eating habits. The sale of items that meet Massachusetts school nutrition regulations shall be encouraged.

PART IV: NUTRITION PROMOTION

Promoting positive lifelong nutrition and wellness behaviors will be incorporated into curriculum, fundraising, and before and after school activities.

PART V: NUTRITION EDUCATION

The Marshfield Public Schools will teach, encourage, and support healthy eating by students. Nutrition education shall be offered at each grade level by a certified health educator, physical educator, or school nurse and will be offered as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills to select a diet that supports health and reduces the risk of illness and future chronic diseases, consistent with the Massachusetts Curriculum Frameworks, 1999.

PART VI: PHYSICAL ACTIVITY

The Marshfield Public Schools acknowledges the importance of physical activity and recognizes the Center for Disease Control (CDC) recommendation for 60 minutes physical activity for children daily. All students will receive wellness/physical education instruction taught by a certified physical education teacher. In addition, all elementary students will have periods of supervised recess and schools will promote additional opportunities for physical activity through intramural and interscholastic sports programs.

PART VII: MONITORING AND POLICY REVIEW

This policy and guidelines will be reviewed and revised, if necessary, by the School Wellness Advisory Council and the Superintendent or Superintendent's designee every three years following its adoption by the Marshfield School Committee.

References:

- Massachusetts Department of Elementary and Secondary Education, Comprehensive Health Curriculum Framework, 1999.
- Massachusetts Department of Public Health, 105 CMR 225.000 Nutrition Standards for Competitive Foods and Beverages in Public Schools. 2011.
- Massachusetts Department of Public Health, Massachusetts Department of Elementary and Secondary Education, John C Stalker Institute, Harvard School of Public Health, & Boston Public Health Commission. 2012.
- Healthy Students, Healthy Schools: Revised Guidance for Implementing the Massachusetts School Nutrition Standards for Competitive Foods and Beverages Massachusetts General Law (MGL) School Nutrition Law, Chapter 111 Section 223. Massachusetts General Law (MGL) Public Schools- Physical Education, Chapter 71, Section 3. Massachusetts Department of Public Health, 105 CMR 215.000 Standards for School Wellness Advisory Committee 2011.

The Marshfield Public School District will:

1. Provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors.
 - The entire school environment shall be aligned with healthy school goals for good nutrition and regular physical activity
 - The Marshfield Public School District shall have a comprehensive curriculum approach to nutrition beginning in Pre-Kindergarten through 12th grade. All PK-12 instructional staff will be encouraged to integrate nutritional themes into daily lessons when appropriate. The health benefits of good nutrition should be emphasized
2. Support and promote proper dietary / nutritional habits / opportunities contributing to students' health status and academic performance.
 - All foods available on school grounds and at school-sponsored activities during the instructional day should meet or exceed the district nutrition standards. Emphasis should be placed on foods that are nutrient dense per calorie
 - The full meal school lunch programs will continue to follow the USDA Requirements for Federal School Meals Programs
 - The School Food Service Program provider will follow the District's Nutrition Standards when determining the items in a la carte and "competitive foods" sales
 - The Food Service Director will work closely with the Nutrition & Physical Activity Advisory Council
 - The use of food items as part of a student incentive program is strongly discouraged. Should teachers feel compelled to utilize food items as an incentive, they are required to adhere to the District Nutrition Standards
3. Provide opportunities for students to engage in physical activity.
 - A quality physical education program is an essential component for all students to learn about and participate in physical activity. Physical activity should include regular instructional physical education which is sequential, comprehensive and standards-based, as well as co-curricular activities, and recess - as developmentally appropriate.
4. Establish and maintain a district-wide Nutrition & Physical Activity Council to:
 - Develop procedures to implement this policy
 - Evaluate policy implementation and propose revisions if necessary
 - Serve as a resource to school sites
 - Seek grant funding sources
5. Provide information regarding nutritional practices and standards
 - Nutrition information will be provided to parents beginning at the elementary level
 - Nutrition and physical activity information will be provided to all school staff at the elementary, middle and high school levels

Marshfield Public School District Nutrition Standards

The Marshfield Public School District strongly encourages the sale or distribution of nutrient dense foods for all school functions and activities. Nutrient dense foods are those foods that provide both calories and a significant amount of nutrients needed by the body to maintain good health.

Meal Charge Policy/EFD

The purpose of this policy is to ensure compliance with federal reporting requirements for the USDA Child Nutrition Program, and to provide oversight and accountability for the collection of outstanding student meal balance and pertain to regular priced school lunch meals only.

The school district provides this policy applicable to the Elementary and Middle Schools as a courtesy to those students that forget to bring or lose their lunch money. Marshfield High School students, as stated in the MHS student handbook, will not be allowed to charge.

Negative Balances and Meal Charges

Students will pay for meals at the district's published standard rate as determined by their meal benefits status (full pay, reduced-price, or free) each day. After the balance reaches zero and/or enters into a negative balance, students will not be allowed to purchase a la carte items such as second entrée (pizza slice, etc.), snack, ice cream, or an additional beverage. The student will still be allowed to take a meal and that meal will continue to be charged to the account at the standard lunch rate based on their meal benefit status. The parent/guardian is responsible for any meal charges incurred. Financial hardship request(s) shall be directed to the School Nutrition Department at 781-319-3812. The policies for each grade level are as follows:

1. Furnace Brook Middle School students will be allowed to charge a maximum of five (5) meals (\$15.00). At that time the Principal or designated representative will contact the parent/guardian and lunch purchasing privileges will be taken away until payment is made.
2. Elementary School students will be allowed to charge five (5) meals (\$13.75) and then a designated alternative meal will be offered. This designated alternative meal will be charged to the student's meal account at the current meal cost and the Principal or designated representative will be notified.

If a student is without meal money on a consistent basis, the administration may investigate the situation and take action as needed.

Account Tracking

Parents/Guardians are responsible for meal payments to the School Nutrition Department. Notices of low or deficit balances will be sent to parent/guardians at regular intervals during the school year. Parents will have access to track student purchases via www.myschoolbucks.com.

Point of Sales

School cafeterias shall utilize computerized point of sales/cash register systems that maintain records of monies deposited and spent for each student. The point of sale service shall be designed to prevent overt identification of student meal benefit statuses and notify Parents/Guardians of a negative balance.

Making Payments

Students/parents/guardians may pay for meals in advance. Further details are available on the district webpage (www.mpsd.org). Remaining funds for a student, whether positive or negative, will be carried over to the next school year.

Refunds

Refunds of any monies remaining in an account may be granted upon written request. E-mail requests are also acceptable. Graduating students also have the option to transfer funds to a sibling's account or to donate to a student in need with a written request.

Policy Communications

This policy shall be communicated to all staff and families at the beginning of each school year and to families transferring to the district during the year.

LEGAL REFS: MGL 71:72; USDA School Meal Program Guidelines May 2017

CROSS REFS: JQ, Student Fees, Fines & Charges

SOURCE: MASC February 2018

Voted & Approved by Marshfield School Committee, Marshfield Public School Department, February 27, 2018

Appendix 12: Life Threatening Allergies Policy

Marshfield Public School District cannot guarantee that a student will never experience an allergy-related event while at school. MPSD is committed to student safety, and therefore, has created this policy to reduce the risk that children with allergies will have an allergy related event.

There is an increasing prevalence of life threatening allergies in school age children. It is the goal of the Marshfield Public School District to maintain a safe and secure environment for its students. Marshfield Public School District maintains a safe and secure environment for students with life threatening allergies by defining (a) preventative measures and (b) emergency response procedures:

A. Education and training: The District will provide annual education and training to all appropriate personnel on management of student allergies. The training will address prevention efforts, information about common allergens, and recognition of signs of an allergic reaction, emergency response plan, and EpiPen administration where appropriate.

B. Individualized planning and accommodations: An Individual Health Care Plan (IHCP) or Emergency Health Care Plan that addresses the management of anaphylaxis will be developed for each student with a medically diagnosed life-threatening allergy.

C. Classroom management procedures: Appropriate accommodations will be made in the classroom, including designation of the classroom as "allergen-aware" as necessary. The use of food for celebrations and rewards will be minimized and bake sales will not be permitted at schools during school hours

D. Common Use Areas: The procedures will address foods used in common areas and cleaning of those areas, including use of those areas by groups other than students.

E. Kitchen and cafeteria procedures: The food service staff must make reasonable efforts to ensure that all food items offered to a student with life-threatening allergies are free of foods suspected of causing the allergic reaction.

F. Transportation procedures: School buses and vans must have a working means of two-way communication and a plan to check the communication system periodically. Bus and van drivers must have an emergency response plan. The eating and sharing of food will be prohibited on transportation routes unless medically indicated for a student.

G. Field trip procedures: Planning for field trips will include plans to implement a student's IHCP, and identification of the communication system (cell phone, walkie-talkie etc.). A trained staff member designated by the school nurse will attend field trips which include a student with a life-threatening allergy in the event that the parent doesn't attend.

H. Emergency response procedures: All staff members supervising students with life-threatening allergies must have a means of communication to call for assistance. The school nurse or another school staff member trained to administer epinephrine in accordance with 105 CMR 210 must be available in each school facility during the school day.

I. Procedures for handling epinephrine: Each school must maintain a current supply of epinephrine by auto-injector (EpiPen/Auvi-Q) and must comply with all Department of Public Health regulations for administration, storage, and record-keeping concerning epinephrine. The school nurse director shall register with the Department of Public Health and shall train other school personnel to administer epinephrine in accordance with 105 CMR 210.

LEGAL REFS: Massachusetts Department of Education, Managing Life-Threatening Food Allergies in Schools, Fall 2002; Section 504 - Rehabilitation Act of 1973

IDEA

ADA-Title II

USDA Federal Regulations 7 CFR 210.10

MA Dept. Public Health Reg. 105

CMR 210.000 to include appendix K

CMR 10.000

Appendix 13: Concussion Management Policy

Concussions are a serious and invisible injury that changes the way the brain normally functions. It is caused by a bump, blow or jolt to the head that causes the brain to move rapidly back and forth. Most concussions occur without loss of consciousness.

Concussions do not only happen to athletes. Student concussions can occur in any number of school settings ranging from the physical education class, playground, hallway, cafeteria, and beyond. While some students can come to school with symptoms of a concussion that occurred outside the school day, others may not experience or report symptoms until hours or days after the injury occurred. Though most young people with a concussion recover quickly and fully, others may experience signs and symptoms that last for days, weeks or longer.

Concussions can have a more significant effect on a young, developing brain. Though young people recover more slowly than adults, proper recognition and response to concussion symptoms can prevent further injury and help with recovery.

Children and adolescents are among those at highest risk. Subsequently, the Marshfield Public Schools has implemented a Concussion Management Procedure to assist students, parents/guardians, and staff with properly recognizing and responding to concussion symptoms in order to prevent further injury and help with recovery. Goals

- Increase educational outreach to all members of the school community.
- Identify essential school staff and communication pathways in the school setting to support the recovery of the student who sustains a concussion.

Legal Refs: M.G.L. Chapter 166: An Act Relative to Safety Regulations for School Athletic Programs. July 8, 2010

Concussion Management Policy

All students are referred to the school nurse after a bump, blow, or jolt to the head or body:

- 1) Observe student for signs and symptoms of a concussion for a minimum of 30 minutes. Complete the Concussion Signs and Symptoms Checklist and monitor student consistently during the observation period.
- 2) Notify the student's parent(s) or guardian(s) that their child has had an injury to the head.
- 3) Complete and file accident report
- 4) If signs or symptoms are present:
 - a) Refer student immediately to their primary care physician or if unavailable, emergency room
 - b) Send copy of the checklist with the student for review by medical personnel
 - c) Students must follow their primary care physician's written orders concerning return to school and physical activity.
 - d) Physical activity includes Physical Education class, recess, sports practice and/or games.
- 5) If signs or symptoms are not present:
 - a) The student may return to class
 - b) The student should not return to sports or recreational activities on the day of the injury
 - c) Send a copy of the checklist with the student for the parent(s) or guardian (s) to review
 - d) Request continued observation of the student for any changes at home
 - e) Instruct parent(s) or guardian(s) that signs and symptoms of concussion can take time to appear

- f) Instruct parent(s) or guardian(s) that if signs and symptoms appear, the student must be evaluated immediately by a licensed medical professional
- 6) The school nurse should inform the teacher of the injury.
- 7) The school nurse should instruct the teacher to return the student for follow-up evaluation if a child complains of any symptoms.
- 8) If a student exhibits deterioration of their condition, activate EMS (911) immediately and notify the parent(s) or guardian(s).

Stages of Recovery

The stages of recovery are a framework designed through a collaborative effort by local health care professionals. The purpose of this framework is to create a common language that will help guide students, families, school personnel and health professionals through the recuperation process. Placement in stages is based on assessment of the student's medical condition by a licensed medical professional and accompanied by written orders.

Red Stage (Usually 2 – 4 days, but could last weeks)

- 1. Rest
- 2. Students typically do not attend school

Orange Stage

- 1. Rest
- 2. Attend school half to full days
- 3. Avoid school bus and heavy backpacks
- 4. Work with designated educational personnel regarding school accommodations
- 5. No tests in school
- 6. No sports, band, chorus, physical education, or out-door recess (elementary only)

Yellow Stage

- 1. Attend school full-time if possible
- 2. Students and families work with teachers regarding homework deadlines (complete as much as possible) See school nurse for pain management and/or rest if needed
- 3. Limit one quiz/test per day (untimed testing is recommended)
- 4. Work in 15 minute blocks
- 5. No sports
- 6. Licensed medical professional will make decisions regarding band, chorus, physical education and out-door recess (elementary level) based on medical assessment

Green Stage

- 1. Attend school full time
- 2. Resume normal activities
- 3. Resume sports once school work is back on track, student is symptom-free, and has been cleared by a licensed medical professional

Communication Chain

Communication between families, educational personnel, athletic staff and health care providers is crucial to facilitate a student's healthy return to school and physical activity following a concussion.

- 1) The Massachusetts concussion law requires athletes and his or her parents to inform their coaches about prior head injuries at the beginning of the season.

- 2) All medical documentation is to be sent to the school nurse from either the family or licensed medical professional. A secure fax line is available.
- 3) The school nurse will relay information regarding stages of recovery to the guidance and athletic department at the high school level, guidance department at the middle school level and classroom teachers at the elementary level.
- 4) At the high school and middle school level, the guidance department will notify the appropriate educational personnel.

Professional Development

The Nurse Leader shall co-ordinate staff education regarding concussion management.

This effort shall be in collaboration with building principals, Athletic Director and central office administration team.

Training

The Commonwealth of Massachusetts requires annual safety training for designated school personnel as well as parents or legal guardians of children who participate in any extracurricular athletic activity. This annual safety training shall be required for coaches, trainers and parent volunteers; nurses and physicians employed by a school or school district, or who volunteer to assist with an extracurricular athletic activity; school athletic directors; directors responsible for a school marching band; and a parent or legal guardian of a child who participates in an extracurricular athletic activity.

Certificates of completion will be kept on file by the following department heads:

- 1) Nurse Leader – all school nurses and the School Physician Consultant
- 2) Athletic Director – all members of the athletic staff, volunteers at any extra-curricular athletic activity, and parents or legal guardians of children who participate in any extracurricular athletic activity
- 3) Director of Health Education – all members of the physical education staff
- 4) Director of Music – Director of Marching Band

High School Athletics

The Marshfield High School athletic program provides baseline neurocognitive testing for all athletes participating in contact sports. Follow-up testing is done as needed for students injured during athletic games and/or practice, and is scheduled by appointment after school on designated days.

Return to Play - Sports and Recreation

All students must be cleared to return to play by a licensed medical professional. It is recommended that this professional have familiarity with concussion diagnosis and management. This includes physical education class as well as sports practices and games.

- 1) The student should be completely symptom free at rest and with physical (sprints, non-contact aerobic activity) and cognitive exertion (school work).
- 2) Return to play should occur gradually
- 3) Students should be monitored for symptoms and cognitive function during each stage of exertion

- 4) Students should only progress to the next level of exertion if they are asymptomatic at the current level.

The Steps Students Will Follow With Returning to Play

#1: Rest, followed by

#2: Aerobic exercise, followed by

#3: Sport specific training, followed by

#4: Non-contact drills, followed by

#5: Full-contact controlled training, followed by

#6: Full-contact game play

This document shall be reviewed no less than every two years by the Nurse Leader, School Physician Consultant, Athletic Director and Athletic Trainer.

The reviewed document shall be submitted to the School Committee for review and approval. Prepared by: School Nurse Leader

Reviewed by: School Physician Consultant, Athletic Director, and Athletic Trainer

Appendix 14: Hazing

Policies and Procedures Prohibiting the Practice of Hazing

Policy: Hazing is prohibited in any school sponsored activity or event. Pursuant to Massachusetts General Law, Chapter 665 of the Acts of 1987, it is now a crime to participate in or organize hazing, or for a person at the scene of such a crime to fail to report the incident.

Chapter 665 of the Acts of 1987

Section 17. Whoever is a principle organizer participant in the crime of hazing as defined herein shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment. The term "hazing" as used in this section and in sections eighteen and nineteen 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 consumption of any food, liquor, beverage, drug or other substance, or any brutal treatment or 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 or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Section 18. Whoever knows that another person is the victim of hazing as defined in Section 17 and is at the scene of such a crime shall, to the extent that such person can do without danger peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such a crime shall be punished by a fine of not more than one thousand dollars.

Section 19.

Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams, or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations. Each said group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, pledges, or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution, an attested acknowledgment stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, pledges, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen. Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of regents and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report."

Penalties for Hazing

- Any person or persons organizing or participating in or having any knowledge of and failing to report the crime of hazing in any school sponsored activity or event will be suspended for up to ten (10) school days and social probation assigned for up to nine (9) weeks or one full school term and may be immediately referred to the Superintendent of Schools. Verification of the action is by following regular due process. Referral to the Superintendent could well result in a recommendation to the School Committee for exclusion of the student for the balance of the school year.
- Any person committing an act of hazing or whoever has knowledge that another person is the victim of hazing and who fails to report such shall be immediately referred to the appropriate police authorities and the administration will cooperate fully in providing information necessary to permit a proper police investigation.

Appendix 15: Energy Conservation and Management Policy

1. This policy reflects the Marshfield Public School Committee's objective to insure that every effort is made to conserve energy and natural resources while exercising sound financial management.
2. The overall objectives of this policy are:

- a. To eliminate energy waste;
 - b. To ensure the comfort for students, staff and guests during regular academic school days;
 - c. To ensure acceptable indoor air quality;
 - d. To ensure the best use of public funds while implementing this policy;
 - e. To provide leadership and education in developing among our students, staff and public a realistic energy ethic and awareness of energy needs and costs.
3. The School Committee believes that implementation of this energy conservation and management policy is the joint responsibility of the School Committee members, administrators, teachers, students and support personnel, and that the policy's ongoing success is based on the commitment and cooperation of all members of the Marshfield school community.
 4. The School Committee believes that maintaining accurate records of energy cost and consumption is vital to increasing energy awareness of students and staff. This cost and consumption information will be provided to individual schools on a monthly basis and to the School Committee at least annually. The information will be included in, and serve as part of, an "energy report card" on the goals and progress of the energy conservation and management program for the Marshfield Public Schools.
 5. Every student and staff member will be encouraged to contribute to energy efficiency by being more aware of energy issues and conducting themselves as an "energy saver."
 6. The School Committee believes that fostering and promoting energy awareness shall be accomplished through building administrators' commitment to:
 - a. Supporting the school leaders to focus on the energy performance of their buildings. This commitment will be a part of the principals' and district administrators' annual goals throughout the system.
 - b. Encouraging energy awareness by working with the building custodians to conduct and review energy audits and strive to improve their buildings' "energy report card."
 - c. Monitoring of the various energy systems of their building is the joint responsibility of the school principal and head custodian to ensure that an efficient energy protocol is maintained each day.
 - d. Providing ongoing training in specific strategies of energy conservation and management for appropriate members of the Marshfield Public Schools, including principals, custodians, teachers, staff, and the public at large.
 7. Administrative procedures shall be developed, adopted, and distributed throughout the schools to help ensure the overall success of this policy. This will include details and protocols for the implementation of our energy conservation and management program. These guidelines and procedures shall be implemented within thirty days of adoption of this policy, and reviewed annually thereafter.

Appendix 16: Transportation Policy

Marshfield students qualify for bus transportation to and from Marshfield Public Schools pursuant to state law (M.G.L. Chapter 71, Section 68) as most recently amended, i.e., if they are enrolled in grades K-6 and live two or more miles from school as measured along a commonly traveled route.

- Transportation may be provided to students residing in "hazardous areas" (areas without access to sidewalks) which are less than two miles from their schools. Disputes over identification of

hazardous areas which can not be resolved at the administrative level will be resolved by the Transportation Coordinator, Asst. Superintendent of Business and Finance, and ultimately, the Superintendent.

- Students may only ride their assigned busses.
- Requests for transportation to a bus stop other than the student's home address will not be approved by the Principal, or designee, unless the request is received in writing a minimum of five days in advance.
- If there is a family emergency, or medical situation, parents should notify the school Principal and other transportation arrangements may be made.
- Parents may not ask the bus driver to adjust their child's bus stop.
- Special Education and ADA/504 student transportation must be consistent with the agreed upon Individualized Education Program / 504 Accommodation Plan.

Riding the school bus is a privilege. This privilege can be taken away from any student who is not courteous, who endangers the health or safety of any student or bus driver, or who violates any school handbook policy. Any decision revoking the privileges of a student to ride the school bus will be made only by school authorities. Prior to such a decision, the matter will be discussed with the bus driver and the student, and the parent(s)/guardian of the student will be informed. Before a student can have the bus privilege reinstated, the student and the student's parents must meet with the school principal or designee. Special education/504 students require a re-convening of the Special Education Team before permanently changing the mode of special transportation.

The use of the school bus for any other reason is strictly prohibited by state law, except in cases of emergencies. Emergency use of the school buses may be granted by permission of the Superintendent of Schools; in his/her absence, the principal of the school may make this judgment, notifying the Superintendent in writing of the incident as soon as possible.

Bus Scheduling and Routing

The Superintendent of Schools or his/her designee shall establish bus schedules, routes, and stops in order to transport children to and from school safely, and as expeditiously as possible. This assignment of duty notwithstanding, it shall remain the responsibility of parents/guardians to ensure the safety of their children prior to boarding the bus, and after the students alight from the bus at their "return from school" destination.

The Administration may refer questions about safety to the Marshfield Police Department Safety Officer whose input may at the administrator's discretion be considered as part of the dispute resolution process.

Student Discipline on Buses

Refer to Student Discipline Policy in the school's Student Handbook.

NOTE: Student discipline issues should always be addressed by the building principal, who will notify the Transportation Coordinator and the bus driver.

Return to School of Students, Grades K-5

Kindergarten and first grade students will be taken back to school if they miss their designated stop in either morning or afternoon. The bus driver will radio their dispatcher indicating the circumstances asking

the dispatcher to call the school involved so that the returning student will be anticipated. At no time shall the driver leave a Kindergarten or first grade student unattended at the bus stop.

Under those circumstances when any Kindergarten through grade five student(s) of the Marshfield Public Schools misses his/her regularly scheduled bus stop in the afternoon, the driver will return the youngster(s) to the school after calling ahead to their dispatcher so the school can be notified of the student's return.

Use of Video Cameras on School Buses

The school buses used in Marshfield have the capability to videotape riders when, in the judgment of the building principals, independently or in collaboration with the Superintendent of Schools and/or his/her designee and transportation officials, student on school bus safety and/or security is in question.

All such videotapes are the property of the Marshfield Public Schools and may be used for internal safety or educational purposes or to provide police with evidence of a possible criminal act.

Objects Brought on Buses

Objects brought on the bus must be small enough to be carried in a school or book bag or held in one's own lap or at one's feet provided it does not extend into the aisle. All other items, such as large musical instruments or curriculum projects, must be transported to and from school by the parent.

Food on Buses

Students are not allowed to eat or drink anything while traveling on our buses or vans while traveling to and from school.

Transportation Procedures

Bus Accident Procedures: These procedures will be followed regardless of the severity of the accident or whether property damage and/or personal injury are evident.

Accidents Occurring on the Way to School with Passengers on Board

A. Driver:

Bus lists shall be maintained by the Transportation Coordinator and in individual buildings. Faculty in charge of students who are being transported for field trips, athletic events, performances, activities and the like shall draw up a list of participants and file this list with the Principal.

1. In case of an accident during such a trip, faculty sponsors or chaperones should also maintain and have ready access to a list of participants which includes addresses and telephone numbers.
2. In the event of an accident, the bus driver will take all necessary steps to contact the police, E.M.T. Service, Principal, Transportation Coordinator and bus contractor.
3. The primary means of communication shall be the bus radio system or cell phone if available. Since the driver is not to leave the bus unattended, such notification may require asking local residents to help in the placement of calls.
4. The driver shall not move the bus until directed by the police.
5. The driver shall not allow anyone but police, fire, or E.M.T., or school personnel to board the bus and talk with students.

6. Except in incidents involving fire or threat of bodily harm the bus driver will not remove students or allow students to be removed from the bus until the police and Transportation Coordinator arrive.
7. The names of all passengers on board the bus shall be noted in the presence of the police, E. M. T. personnel, and/or Transportation Coordinator. Special notation should be made of any students removed for medical reasons.
8. E. M. T. personnel shall be requested by the driver to check each child to ascertain whether or not injuries have been sustained.
9. The building administrator shall notify the parents of children who are treated and/or removed from the vehicle for further medical treatment.
10. The driver shall complete the accident form required by the Police Department and submit a copy to the Transportation Coordinator in a timely manner.

B. Principal:

1. When made aware of incident, the principal or his/her designee shall notify the Superintendent's Office immediately of the incident.
2. Where necessary, the principal or his /her designee deemed shall go to the site of the accident or incident.
3. Upon arrival at school, the principal or his/her designee shall utilize the bus list and check off students who are present.
4. Upon arrival at school all children shall be checked at the nurse's office for injuries.
5. The principal or his/her designee shall immediately notify the parents of all children who have sustained injuries.
6. The principal or his/her designee shall write a letter to all parents of children on the bus explaining the incident; relating that students have been checked by the nurse, but stating that parents should be alert to watch for other symptoms which may appear at a later time.
7. The principal or his/her designee may wish to bring the students together at a central location later in the day in order to speak with them regarding bus safety and hear concerns that they may have related to the incident.
8. The principal or his/her designee shall submit a written report of the accident to the Superintendent of Schools within 24 hours.

C. Transportation Coordinator:

1. Upon notification of an accident, the Transportation Coordinator or his/her designee shall proceed to the site.
2. The Superintendent of Schools or his/her designee shall be notified of the accident immediately.
3. Where appropriate, the Transportation Coordinator shall require an examination of the vehicle for damage.
4. When possible, the Transportation Coordinator shall gather all reports of the accident. A written report of the accident shall be submitted to the Superintendent of Schools within 24 hours.
5. Inquiries regarding the accident shall be channeled through the Transportation Coordinator.

D. Superintendent:

1. Upon notification and if the accident is deemed serious the Superintendent or his/her designee shall go to the site.
2. The Superintendent or his/her designee shall notify members of the School Committee of the accident that day.

Accidents Occurring on the Way Home from School, Field Trips, etc. with Passengers on Board

1. All of the afore-mentioned steps indicated in Sections A-D of "Accidents Occurring On The Way To School With Passengers On Board" shall be followed. In instances where students are being transported for field trips, athletic events, performances, activities and the like, the faculty sponsor/chaperone shall act in place of the Transportation Coordinator.
2. The driver and/or faculty sponsor/chaperone shall advise students to notify parents of the accident.

Accidents with no Passengers on Board

1. In the event of an accident, the driver will take all necessary steps to contact the police, Transportation Coordinator and bus contractor.
2. The driver shall complete the accident form required by the Police Department and submit a copy thereof to the Transportation Coordinator.
3. Where appropriate, the Transportation Coordinator shall notify principals.

Disciplinary Procedure: Responsibilities of the Bus Driver

All drivers should utilize good judgment, experience, and maturity in handling of students. Drivers should use good common sense and never exceed the bounds of good taste in redirecting a student and certainly never strike a child or use profane language. If the driver cannot correct the situation to provide a safe environment, he/she must take the following action (s):

1. Return to school if possible.
2. Otherwise pull the bus over to a safe location and immediately radio the dispatcher for police and school administrator assistance. Do not allow anyone off or on the bus until police or other authorities arrive at the scene except as needed in number three below.
3. Do not put a pupil off the bus or deny transportation to any student(s). In the event of a need to take emergency action (i.e., fighting) with high school or middle school students, if possible, separate students by re-assigning seats, and the driver must notify the respective school administrator via radio or telephone as to the exact name(s) of those students who were involved.
4. Maintain a written record of the incident including the date, student(s) name, address, school, nature of the offense, date the report is submitted to the building principal, and the Transportation Coordinator. If a building principal does not respond to the driver's written report of his/her action(s) taken, notify the transportation coordinator.

Drivers should always report immediately whatever corrective action is taken on the bus to the building principal and to the Transportation Coordinator.

Appendix 17: Acceptable Use Policy for Digital Learning and Communications

Scope of Policy

The Marshfield Public Schools provides access to technology devices, Internet, and data systems to employees and students for educational and business purposes. With this access comes a responsibility to use all technologies appropriately. This Acceptable Use Policy (AUP) governs all electronic activity of students, faculty and staff using and accessing the district's technology, Internet, cloud hosted systems and data systems regardless of the user's physical location. The district's primary purpose in making these digital technologies available to users is educational, and not for personal or social use. Personal or social use of the MPSD technology will not be tolerated if, in the judgment of the school district, such use is excessive, inappropriate to the school setting, inconsistent with the position of an educator or student or in conflict with one's job duties or studies.

The Marshfield School Committee has adopted the following policy and has approved the implementation of appropriate filtering and monitoring tools in accordance with the Children's Internet Protection Act (P.L. 106-554, 47 USC Sec. 254 (i)), in order to promote the safe and appropriate use of the Internet and other digital information and communication technologies in and for the Marshfield Public Schools.

Student AUP Agreement and Consent

The Acceptable Use Policy is provided to all students as part of each school's student handbook. The handbook signature, electronic or in paper form, must be completed and signed EACH YEAR by all students and their parent/guardian after reviewing the AUP together. The signed contract must be recorded in Aspen before the student may begin using the MPSD network resources.

Staff AUP Agreement and Consent

The Acceptable Use Policy is provided to all faculty and staff/employees as part of the MPSD Faculty Handbook. Signature, electronic or in paper form, must be completed and signed EACH YEAR by all faculty. The signed handbook must be recorded in Aspen at the beginning of each school year or at the start of employment for that school year.

Consequences of Breach of Policy

Use of all Marshfield Public Schools technology resources is a privilege, not a right. By using Marshfield computer network, wireless infrastructure, internal and cloud based systems and devices, the user agrees to follow all regulations, policies and guidelines. Students and staff are encouraged to report misuse or breach of protocols to appropriate personnel, including building administrators, direct supervisors and to the Director of Technology.

Abuse of these privileges may result in one or more of the following consequences:

- Suspension or cancellation of use or modified access privileges.
- Payments for damages or repairs.
- Discipline under appropriate MPSD School Department policies, up to and including suspension, termination of employment, subject to any collective bargaining obligations and all other consequences at the discretion of the building principal and/or Superintendent of Schools.
- Liability under applicable civil or criminal laws.

Student Photo Policy: Website and school sponsored cloud based communication

Using digital photos of students and staff, including videos, on the Marshfield Public Schools website/social media platforms promotes learning, collaboration and provides an opportunity to share the achievements of students. However, the safety of students is a priority. The school website and social media applications will follow all procedures for content, copyright and appropriateness. By signing the MPSD Photo Consent form, included in the student handbook, electronically or in paper form, images of students may be included with the following guidelines.

- Photos/Videos of students in grades PreK-8 cannot be of only one student and when possible should minimize any identifiable information.
- Photos/Videos of students in grades 9-12 may be included with first initial, last name. Full names can be used, if necessary, to showcase student work, honors and/or achievements.

Any exceptions to this guideline will be communicated through the building administrators or the Superintendent of Schools. .

Content Filtering and Monitoring

As required in the Children's Internet Protection Act (CIPA), Marshfield Public Schools is required to protect students from online threats, block access to inappropriate content, and monitor Internet use by minors on school networks. The Marshfield Technology Department is responsible for managing the district's Internet filter and will work with the MPSD community to ensure the filter meets the academic and operational needs of the district while protecting minors from inappropriate content.

Marshfield Public Schools takes no responsibility for any information or materials that are transferred through our network. Unfortunately, many kinds of materials eventually find their way to the Internet, even with the use of filtering tools. If a user finds materials which are inappropriate while using a Marshfield Public Schools account, he or she shall refrain from downloading/accessing this material and shall not identify or share the material. Any users that intentionally access non educational materials are subject to the **Consequences of Breach of Policy**. Marshfield Public Schools makes no guarantees, implied or otherwise, regarding the reliability of the data connection and or content filters. Marshfield Public Schools shall not be liable for any loss or corruption of data resulting while using the Internet or network connection.

Device access and file storage, including cloud based and local storage

Access to and use of student accounts is a privilege and Marshfield Public Schools maintains the right to withdraw the access and use of an account when there is reason to believe that violations of the law or district policies have occurred. In such cases, the alleged violation will be thoroughly investigated. Marshfield Public Schools does not guarantee the security of electronic files located on the Google system or any other hosted or cloud based system. MPSD reserves the right to access, review, copy, store, or delete any files (unless other restrictions apply) stored on any MPSD system and all other employee and students communication using the MPSD network. Electronic messages, search & access history and files stored on MPSD systems, both internal and cloud based, or transmitted using MPSD systems may be

treated like any other school property. Privacy will be maintained to the extent possible; however, system administrators and building administrators may have to examine activities, files, and electronic mail to gather sufficient information to diagnose and correct problems with system software or hardware, as well as investigate any alleged violations as stated above. MPSD may choose to deploy location tracking software on devices for the sole purpose of locating devices identified as lost or stolen.

Except as otherwise specifically provided, Marshfield Public Schools assumes no responsibility for:

1. Any unauthorized charges or fees, including telephone/data charges, and/or equipment or line costs incurred by individual users
2. Any financial obligations arising out of unauthorized use of the system for the purchase of products or services
3. Any cost, liability or damages caused by a user's violation of this policy
4. Any information or materials that a user transmits over the Marshfield Public Schools computer network
5. Any other inappropriate use of electronic resources of the Marshfield Public Schools.

Marshfield Public Schools reserves the right to seek restitution from any user for costs incurred by the school district, including legal fees, for such user's inappropriate use of electronic resources.

ACCEPTABLE USE

All users should keep in mind that when they use the Internet and other digital information and communication technologies, they are entering a global community, and any actions taken by them will reflect upon Marshfield Public Schools. In that regard, all users must behave in an ethical and legal manner. Behavior that is inappropriate is considered a breach of this policy.

Such inappropriate or abusive conduct includes but is not limited to:

1. Using any profane, vulgar, threatening, abusive, prejudicial, discriminatory, libelous, or criminal language or media in any form.
2. Cyberbullying in any form (see Marshfield School Committee Policies).
3. Posting false or defamatory information about a person or organization/or posting information that could cause damage, panic, or disruption.
4. Accessing any prohibited sites on the Internet.
5. Bypassing or interfering with the operation of the content filtering software used on school computers or its network or cloud based systems.
6. Overriding or encouraging users to override any firewalls used to prevent unauthorized access into another computer or network, commonly called "hacking," or bypassing or attempting to bypass the district's filtering tools to gain access to blocked sites or content.

7. Permitting another individual to use their password, using another person's password, or pretending to be someone else when sending information over the computer network or cloud based systems.
8. Disseminating passwords, codes, access telephone numbers, or account numbers and, if a student, revealing one's residential address or telephone number using any digital means.
9. Accessing Marshfield Public Schools' networks without authority to view or modify data that contain private student records and information.
10. Attempting to harm, modify, or destroy data of another user.
11. Discussing highly sensitive or confidential school department information in email communications, except where such communications are necessary to comply with the provisions of educational plans or in the discharge of one's job duties. Email communications are to be treated with the same discretion and judgment as all other forms of written communication.
12. Exhibiting any other action whatsoever that would in any way subject the employee and/or employer to a possible criminal action.
13. Placing unlawful and/or inappropriate information on a system.
14. Sending messages that are likely to result in the loss of a recipient's work or systems.
15. Sending messages to lists or individuals including sharing files that include inappropriate materials, cheating or any other activity deemed unacceptable.
16. Participating in other types of use which would cause congestion of the network or interfere with the work of others.
17. Using the Internet in a manner that would violate any U.S. or state law including, but not limited to copyright infringement, spreading of computer viruses or using public resources for political campaigning purposes.
18. Installing or modifying software or data on any component of the district system without first having the information scanned by the technology department personnel for viruses or other incompatibility.
19. Damaging or vandalizing computers, computer systems, or networks either through physical alteration or through the introduction of malicious digital agents.
20. Vandalizing, damaging, or disabling the property of another person or organization, or disrupting equipment, software, or system performance, including stickers.
21. Creating, accessing or transmitting materials, including but not limited to emails, files, pictures and/or videos that are obscene, sexually explicit, harmful to minors or not of educational purpose.
22. Utilize any video/photographic device including but not limited to phones, computers to take video of any student or staff member without their knowledge or consent.

HOME USE OF DISTRICT-OWNED TECHNOLOGY

The Marshfield School Committee believes in the power of technology and the positive impact it can have on teaching and learning. In keeping with this philosophy, the Marshfield School Committee allows and encourages faculty and administrators to use technology to enhance the educational experience. To

facilitate teacher and administrator use of technology, Marshfield Public Schools may allow faculty and administrators, as well as students, to borrow district-owned technology as applicable for home use related to educational purposes.

In order to protect Marshfield Public Schools' investment in information technologies, the Superintendent of Schools is directed to develop regulations governing the Home Use of District- Owned Technology. Those regulations may be amended periodically as development in technology occurs and the implementation of this policy may warrant. If devices, including chargers, are lost, stolen or damaged the user may be responsible for the repairs or replacement of the device.

The purpose of this regulation is to protect the investment the MPSD has made in information technologies while helping to ensure a reliable and safe computing environment for all.

Marshfield Public Schools reserves the right to change these regulations at any time without notice.

G-Suite/Google Apps for Education Accounts:

Marshfield Public Schools supports the use of G Suite (Google Apps for Education) which is a set of education productivity tools from Google, including Gmail, Calendar, Docs, Drive & Google Classroom, to enhance the teaching and learning process. Students will use their G Suite accounts to complete assignments, communicate with their teachers, sign into Chromebooks, and learn 21st century digital citizenship skills.

All district supported accounts are designated with a mpsd.org or students.mpsd.org domain. All students in grades K-12 will be assigned a students.mpsd.org account with a standard naming convention. This account will be considered the student's official Marshfield Public Schools account until such time as the student is no longer enrolled in the Marshfield Public Schools district. Students are not to use this account to set up any external services or applications not associated with the Marshfield Public Schools or its educational objectives.

Student Account Access.

- Accounts for students in grades K-5 students will only have access to Google applications, and will not have access to email.
- Accounts for students in grades 6-8 will have access to Google applications including email. However, email will be restricted to internal communications in the Marshfield Public Schools domain only.
- Accounts for students in grades 9-12 will have access to Google applications including email.

G Suite for Education offers two categories of Google services: Core Services (like Gmail, Drive, Calendar, and Classroom) that are provided under the MPSD G Suite for Education agreement, and Additional Services (including but not limited to YouTube, Maps, Flipgrid, Screencastify and Blogger) that are designed for consumer users and can be used with G Suite for Education accounts for educational purposes. By signing the MPSD Handbook, which includes this AUP, you are providing consent for your child to access Google Core and additional cloud services. More information on these services and Google's commitment to protecting our students can be found in the G Suite for Education Privacy Notice.

Microsoft Office 365 Accounts: (Faculty and Grades 9-12 Only)

Microsoft Office 365 for Education offers Microsoft Word, Excel, Powerpoint and OneDrive for Business, a cloud file storage and sharing service. Although Office 365 is not our preferred tool, we offer this service to our students and staff in order to ensure MPSD students have exposure to many types of online tools and applications. More information on these services and Microsoft's commitment to protecting our students can be found in the Microsoft 365 Education Privacy Notice.

Acceptance of this Policy

This policy does not require a signature as it is referenced in each school's student handbook as well as the Staff Faculty Handbook.

Digital Citizen Pledge (taught in grades K-5)

Digital Citizen Pledge

Following the MPSD Acceptable Use Policy helps all members of the MPSD community to be responsible and respectful digital citizens. By signing this pledge, you understand what it means to be a good digital citizen and promise to follow these rules to create a kind, respectful digital world.

Be Polite, Positive & Respectful

I will . . .

- use my school login account information for use on school approved accounts, devices and applications only.
- not use my school Google account to set up any non-school related account or services such as, but not limited to, social media accounts such as Instagram, Twitter, Snapchat
- communicate responsibly and kindly with, and about, one another.
- stand up to cyberbullying, if I notice something I will say something to a teacher.
- use school devices carefully and responsibly.

Protect Personal Information

I will . . .

- protect my own and others' personal information online.
- be aware of the responsibility of my digital presence and understand what I do or say can affect my future.

Keep Settings the Same

I will . . .

- keep settings on devices as they are.
- not install any software, apps, or extensions on school devices or using school G Suite accounts without permission.

Use and Share Information Appropriately

I will . . .

- ONLY look for online content that is related to my school work.
- respect the ideas and opinions of others.
- get permission for anything (text, images, video) I share online.
- follow copyright laws and give proper credit when using information from others.

I, _____, read the pledge with my
parent(s)/guardian(s) and I agree to use technology devices and tools safely and
responsibly this school year.

Student Signature

Date

Parent Signature

Date

POLICY UPDATED, APPROVED & VOTED BY SCHOOL COMMITTEE: 8/13/2019



Furnace Brook Middle School

500 Furnace Street – Marshfield, MA 02050 ■ (781)834-5020 ■ FAX (781)834-5899

Maureen A. Kemmett
Principal

Lisa A. Lynch
Assistant Principal

Jeanine Smith, Ph.D.
Assistant Principal

Mr. Scott Madden
Assistant Principal

FURNACE BROOK MIDDLE SCHOOL CONSENT FORM

Please read this form carefully and have your student return it to his/her homeroom teacher on the first day of school. This can also be found in the student handbook.

The 2019-2020 Furnace Brook Middle School Handbook has been prepared so students, parents, and guardians will be familiar with procedures, available services, rules and policies that guide our Furnace Brook Middle School community.

Students and parents/guardians please read the Student Handbook, which can be found on the Furnace Brook home page under “Our School”. (www.mpsd.org/fbms)

Student Handbook

I hereby acknowledge that I have received/accessed a copy of the Furnace Brook Middle School 2019-2020 Student Handbook.

Photo Consent

I hereby consent and authorize the school to use and reproduce photographs taken of my child and to circulate same for advertising, recognition and/or publicity purposes.

Computer and Internet Policy

I have read and understand the computer policy in this handbook. I also agree not to allow other individuals to use my account for network activities, nor will I give anyone my password.

I (student and parent/guardian) have read and acknowledged the policies outlined by the Massachusetts General Laws, the Marshfield School Committee, Office of the Superintendent and the Furnace Brook Middle School Handbook.

Please indicate by a check mark

I consent to all of the above mentioned _____

I **DO NOT** consent to the above mentioned _____

Please indicate what you do not wish to consent to: _____

Please fill in below legibly:

Homeroom Number: _____ (Found on TOP of Schedule)

Student Name (Please Print): _____

Student Signature: _____

Parent/Guardian Signature: _____

**MARSHFIELD PUBLIC SCHOOLS INTERNET, DIGITAL INFORMATION AND
COMMUNICATION TECHNOLOGIES ACCEPTABLE USE**

User Agreement and Parental Consent Form

I (please print your name.) _____, have read the **INTERNET, DIGITAL INFORMATION AND COMMUNICATION TECHNOLOGIES ACCEPTABLE USE** and accept and agree to abide by the following:

I agree to abide by all rules which are listed in or to be added to the Marshfield Public School **INTERNET, DIGITAL INFORMATION AND COMMUNICATION TECHNOLOGIES ACCEPTABLE USE** which is attached and an integral part of this document. Revisions and changes will be disseminated from time to time when approved.

I realize that the purpose of the network connection is educational. I realize that the use of the network is a privilege, not a right. I accept that inappropriate behavior, as determined by Marshfield Public Schools, will lead to penalties including revoking of my account, disciplinary action, and/or legal action.

I agree not to participate in the transfer of inappropriate or illegal materials through the network connection. I agree not to participate in the transfer of material when such transfer of material would involve the infringement of a copyright and/or a trademark. I realize that in some cases, the transfer of such material may result in legal action against me. I agree not to participate in the transfer of material which may be considered treasonous or subversive via the network.

I agree not to allow other individuals to use my account for network activities nor will I give anyone my password. I release the Marshfield Public Schools and all other organizations related to the network connection from any liability or damages that may result in any way from my use of the network. In addition, I will accept full responsibility and liability for the results of my actions with regard to the use of the network. I release the school and related organizations from any liability relating to consequences resulting from my **use** of the network.

Signed_____

Date _____

The following section need only be signed if the applicant is **under eighteen years of age**. I,

(Please print your name), the parent/legal guardian of the above, (please indicate relationship:_____) agree to accept all financial and legal liabilities which may result from my son/daughter/ward's use of the network.

Signed _____

Date _____

Updated, Approved & Voted 6/18/2013
Marshfield Public Schools

Home Use of District-Owned Technology Regulations

Staff members who wish to use a district-owned laptop computer, tablet, or other technology equipment may be assigned one subject to the following conditions:

- While on school premises, staff members must take care to protect their assigned laptop, computer, or tablet. Staff members assigned a laptop, computer, or tablet must not leave it unattended in a room that is not secured with a lock. If a staff member chooses to leave it in the classroom overnight, it must be kept in a secure location such as a locked cabinet or closet.
- Any laptop, computer, or tablet that is removed from the school must be returned in the same condition in which it was issued. Reasonable care shall be taken by the staff member to protect the technology against theft, accidental damage, and environmental harm caused by extreme temperatures, magnets, dust, etc. Only the staff member assigned the equipment may use it.
- Laptops, computers, or tablets issued by the school district may be subject to recall for periodic maintenance. No software may be installed, removed, or altered on staff equipment without specific permission of the technology department (not including updates to current software). Staff members may be responsible for the removal of any infected items such as viruses and spyware resulting from an unauthorized download or software installation.
- The staff member assigned to the laptop, computer, or tablet is financially responsible for any damages incurred off school premises, including those caused by environmental conditions or theft. Compensation for damages may include the cost of parts and labor to repair and/or replace the technology, at the discretion of the Technology Director and/or Superintendent. It is the responsibility of the staff member to notify their building principal or supervising director of any damage or theft occurring on or off school premises.
- Staff members will only take district-owned technology out of the building with approval and may be required to return the equipment periodically for the purpose of maintenance work. All laptops, computers, or tablets will be returned on or prior to the last day of school or by arrangement with the principal or Technology Director. Teachers may request a laptop, computer, or tablet for loan over the summer months and will be provided with one whenever possible.

All other conditions of the Marshfield Public Schools Internet, Digital Information and Communication Technologies Acceptable Use Policy apply to use of staff assigned equipment.

I have read and agree to the Marshfield Public Schools Internet, Digital Information and Communication Technologies Acceptable Use Policy and Regulations.

Name: _____

School: _____

Signature: _____

Date: _____

Marshfield Public School District

Student Form for Borrowing Technology Equipment

Borrowers must agree by the following guidelines:

Only MPSD students may borrow technology equipment. Students may not check out equipment if they have pending fines for lost overdue books or equipment.

1. No one other than the borrower will use the equipment.
2. Student borrowers are required to have a faculty or staff member validate that the equipment will be used for school use.
3. Equipment can only be checked out by an MPSD staff member.
4. Equipment sign out privileges may be revoked at any time without warning due to wrong operation of equipment, careless handling of equipment, or repeated lateness. For example: an unattended camera/Kindle is considered careless handling.
5. The borrower is responsible for returning all equipment received in the same condition as when received. Equipment will not be modified in any way. Any software on the device is the licensed property of MPSD.
6. The borrower and his/her parent/guardian will assume any responsibility for damage.
7. Equipment must be returned to MPSD and checked in by an MPSD staff member. The borrower and his/her parent/guardian will be responsible to pay the cost of replacement of any equipment not returned, or equipment returned which is damaged beyond repair. The borrower and his/her parent/guardian will be responsible to pay the repair or replacement for any equipment that is returned in damaged condition or lost for any reason.
8. Borrowers must adhere to the MPSD Internet, Digital Information and Communication Technologies Acceptable Use Policy. Any violation will result in the restriction and/or termination of the use of MPSD technology equipment.

First Name: _____ Last Name: _____

Phone (h/c): _____ Email: _____

Name of Equipment: _____ Serial# _____

Condition of Equipment : ☐ New ☐ Good ☐ Fair ☐ Other

I agree to abide to all conditions:

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

EQUIPMENT TRACKING: (TO BE FILLED OUT UPON RETURN OF EQUIPMENT, BY FACULTY MEMBER)

Returned to: _____ (staff member) Date Returned: _____

Condition: ☐ New ☐ Good ☐ Fair ☐ Other

Staff Member Signature: _____

Appendix 18: Parental Consent to Access MassHealth (Medicaid)

Parental Consent to Access MassHealth (Medicaid)

To: Administrators of Special Education and Other Interested Parties
From: Marcia Mittnacht, State Director of Special Education
Date: June 13, 2013

I. Introduction

On February 14, 2013 the U.S. Department of Education published final regulations in the Federal Register for IDEA, Part B, that change the requirements of 34 CFR 300.154(d) related to parental consent to access public health insurance, in Massachusetts, MassHealth (Medicaid). Previously, if a school district wished to use a student's MassHealth, parental consent was required each time services changed (such as when the IEP was revised annually). The final change in regulation in this area became effective on March 18, 2013, and will make it easier for school districts to access MassHealth while still protecting family and children's rights.

II. New Requirements

The new regulations in this area: (1) ensure that parents are informed of all of their legal protections before they consent and before the school district seeks to access MassHealth to pay for services; and (2) reduce the amount of paperwork and time spent meeting these requirements by seeking consent only *once* and providing notice annually thereafter.

II. One-Time Consent

The school district must provide written notification to the parent and obtain a one-time consent before accessing MassHealth for the first time. The notification must meet the requirements of the law. The Massachusetts Department of Elementary and Secondary Education (the Department) has developed a template for this first notice and consent activity. Using this template, the school district can be confident of meeting all of the required data elements; for this reason, the Department is designating the template as a *mandated* form (28M/13). Districts may add their unique district information, but may not alter or change the contents of the 28M/13 template.

In brief, the required elements describe the provisions of law, assure the parent that special education services are provided at no cost to the parent, state the personally identifiable information that will be exchanged in order to access MassHealth, and state that the parent can withdraw their consent at any time and that such withdrawal would not result in any change or denial of special education services nor would there be any cost to the parent. Finally, the parent indicates that he/she understands and agrees that the school district may access MassHealth to pay for special education services. If the parent speaks another language other than English or otherwise indicates a lack of understanding, the district must take whatever steps are necessary to ensure the parent understands the content of the notice and the consent being given. The Department will develop and make available this notice in more than one language, but until these documents are available, the district is obligated to take whatever steps are necessary to ensure that the parent understands the nature of the consent and gives consent freely.

The new requirements allow digital or electronic signatures for this consent if, when such digital or electronic signatures are used, the consent includes a record that "identifies and authenticates a particular person as the source of the electronic consent" along with all of the other required elements of the consent.

If districts have already obtained consent following former regulatory requirements and are accessing MassHealth pursuant to that consent, the new requirements allow a district to continue to use the previously obtained written consent. However, when the type or amount of student's services change or the cost of the services change, the school district must then obtain the one-time consent in order to ensure clear understanding of the singular nature of the one-time consent going forward.

Once one-time consent is obtained, school districts are not required to obtain consent again in order to access MassHealth, even if there is a change in the type or amount of services to be provided to the student or a change in the cost of the services to be charged to MassHealth.

Annual Notice

After the one-time consent is obtained, school districts are required to provide notice annually thereafter to the parents of students with disabilities. The Department intends to reissue the Parent's Notice of Procedural Safeguards (PNPS) within this calendar year, revised to include a notice regarding parental consent to access MassHealth that meets the new requirements of the law. As districts should already

have in place procedures to provide the PNPS to all parents of students with disabilities at least once annually, once the aforementioned change is made, the PNPS will meet all of the annual notice provisions required for access to MassHealth.

I. Special Considerations

While this new regulation will ease the administrative burden of seeking consent and using student's or family's MassHealth, it has no effect on districts' legal obligations under federal and state special education laws to provide such students a free, appropriate, public education (FAPE) in the least restrictive environment.

Refusal to consent: If a parent declines to provide consent (or withdraws consent), the school district may make reasonable requests, after providing the written notification (included on the one-time consent form) to obtain the one-time consent. However, a parent's withdrawal of consent or refusal to provide consent does not affect the district's legal obligation to provide FAPE (i.e. IEP services) to the student. School districts may not require parents to obtain IEP services outside of school through MassHealth, and school districts may not unilaterally reduce the level of a service (such as speech therapy) provided through the IEP because a student receives the same or similar services outside of school through MassHealth or any other insurance program.

Student transfers to other schools or districts: The one-time consent requirements apply to the school district that is accessing MassHealth to assist in paying for the student's special education services. Therefore, if the student moves from one school to another in the same district, or is placed in a private special education school by the district who continues to be responsible for the student's IEP, then no additional consent is required, although the annual notice requirements continue. However, if the responsibility for the student changes to another district, the new district must obtain the one-time consent also in order to bill MassHealth for any services provided by that district.

Who consents for students who do not have parents acting for them?

A student who does not have parents able to act on their behalf may provide consent if the student is over 18 years of age. Otherwise, if the student is under 18 years of age, a legal guardian may provide consent, or an appropriately

authorized agent of a state agency that has custody may provide consent. Districts must obtain one-time consent from newly-appointed guardians or agency representatives if custody for the student changes. It is not appropriate to receive consent for access to MassHealth from a Special Education Surrogate Parent, as this is an insurance decision and, although related to the provision of special education services, is not a special education decision.

II. Conclusion

We hope this information is both helpful and results in reduced paperwork. School districts should be careful to maintain the one-time consent on file, not only for special education compliance purposes, but for audit purposes by MassHealth. School districts may use the new one-time consent form (28M/13) immediately.

Massachusetts ESE Mandated Form 28M/13 Massachusetts Parental Notice with One-Time Consent to Allow the School District To Access MassHealth (Medicaid) Benefits

Dear Parent/Guardian:

Marshfield Public School District (0171)

The purpose of this letter is to ask your permission to bill MassHealth for the cost of special education services that the district provides your child under the IEP that we developed with you. If you agree, MassHealth will reimburse the cost of services that they cover, such as therapy services as well as the cost of time spent by providers of such services to participate in Team meetings. We cannot send records and information about your child and your child's IEP services to MassHealth to ask for reimbursement without your consent and without first notifying you of the following:

1. The school district cannot require you to sign up for MassHealth in order for your child to receive the Special education services to which your child is entitled;
2. The school district cannot require you to pay anything towards the cost of your child's special education services. This means that the school district cannot require you to pay a co-pay or deductible so that it can bill MassHealth. The school district can agree to pay the co-pay or deductible if any such cost is expected.
3. If the school district receives your consent:
 - a. Your consent will not decrease your child's available lifetime coverage or other MassHealth benefit; nor will it in any way limit our own family's use of MassHealth benefits outside of school.
 - b. Your consent does not affect your child's special education services or IEP rights in any way.
 - c. Your consent will not lead to any changes in your child's MassHealth rights; and
 - d. Your consent will not lead to any risk of losing eligibility for other Medicaid or MassHealth funded programs.
 - e. If you consent, you have the right to change your mind and withdraw your consent at any time. If you withdraw your consent, or refuse to allow the school district to share your child's records and information with MassHealth for the purpose of billing the cost of his/her IEP services, the school district will continue to be responsible for providing your child the special education services in his/her IEP at no cost to you.

I have read the notice and understand it. I have had my questions, if any, answered. I agree to give my consent to the school district to share records and information concerning my child and his/her IEP services as necessary to bill MassHealth to obtain federal reimbursement for the cost of the IEP services that MassHealth covers.

Parent/Guardian Signature: _____

Date: _____

Student Name: _____ DOB: _____ SASID: _____

Massachusetts ESE Mandated Form 28M/13 Developed June 2013

Appendix 19: Marshfield Public Schools Safe Schools Bullying Prevention and Intervention Plan

I. INTRODUCTION

The Marshfield Public Schools (also referred to hereinafter as “the District”) is committed to providing all students with a safe learning environment that is free from bullying and cyber bullying. This commitment is an integral part of our comprehensive efforts to promote learning, and to prevent and eliminate all forms of bullying and other harmful and disruptive behavior that can impede the learning process.

The District recognizes that certain students may be more vulnerable to become targets of bullying, harassment, or teasing based on actual or perceived characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identify or expression, physical appearance, or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics. The school or district will identify specific steps it will take to create a safe, supportive environment for vulnerable populations in the school community, and provide all students with the skills, knowledge, and strategies to prevent or respond to bullying, harassment, or teasing.

The Marshfield Public Schools will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyber bullying, or retaliation, in our school buildings, on school grounds, or in school-related activities. The District will investigate promptly all reports and complaints of bullying, cyber bullying, and retaliation, and take prompt action to end that behavior and restore the target’s sense of safety. The District will support this commitment in all aspects of our school community, including curricula, instructional programs, staff development, extracurricular activities, and parent or guardian involvement.

The Bullying Prevention and Intervention Plan (“Plan”) is a comprehensive approach to addressing bullying and cyber bullying, and the District is committed to working with students, staff, families, law enforcement agencies, and the community to prevent issues of violence. In consultation with these constituencies, we have established this Plan for preventing, intervening, and responding to incidents of bullying, cyber-bullying, and retaliation. The plan shall apply to students and members of a school staff including, but not limited to, educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities and paraprofessionals. This plan will be updated biennially. School principals are responsible for implementing and overseeing the Plan except when a reported bullying incident involves the principal or the assistant principal as alleged aggressor. In such cases, the Superintendent or his/her designee shall be responsible for investigating the report and taking all other steps necessary to implement the Plan, including addressing the safety of the alleged victim. If the Superintendent is the alleged aggressor, the School Committee or its designee shall be responsible for investigating the report and taking all other steps necessary to implement the Plan, including addressing the safety of the alleged victim.

II. PROHIBITION AGAINST BULLYING AND RETALIATION

Any unlawful or disruptive behavior, including any form of bullying, cyber bullying, or retaliation, in our school buildings, on school grounds, or in school-related activities is prohibited.

Acts of bullying, including cyber-bullying, are prohibited:

- On school grounds and property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function, or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school; or through the use of technology or an electronic device owned, leased, or used by a school district or school, and
- At a location, activity, function, or program that is not school-related through the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the acts create a hostile environment at school for the target or witnesses, infringe on their rights at school, or materially and substantially disrupt the education process or the orderly operation of a school.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is also prohibited. Students or members of a school staff who engage in bullying or retaliation will be subject to disciplinary action; however, disciplinary action taken must balance the need for accountability with the need to teach appropriate behavior. The range of disciplinary action includes, but is not limited to, one or more of the following: verbal warnings, written warnings, reprimands, detentions, short-term or long-term suspensions, or expulsions from school as determined by the school administration and/or school committee, subject to applicable procedural requirements. Nothing in this plan is designed or intended to limit the District's authority to discipline or take remedial action under General Laws Chapter 71, §37H, or in response to violent, harmful, or disruptive behavior, regardless of whether this plan covers the conduct.

As stated in M.G.L. c. 71, § 37O, nothing in this Plan requires the district or school to staff any non-school related activities, functions, or programs.

III. DEFINITIONS

Aggressor is a student or member of a school staff who engages in bullying, cyber-bullying, or retaliation.

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

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

Cyber-bullying means bullying through the use of technology or any electronic communication, including, but not limited to, any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by:

- Wire;
- Radio;
- Electromagnetic;
- Photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

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

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

"Hostile environment" means a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

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

School Staff includes, but is not limited to, educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity, and paraprofessionals.

Target is a student against whom bullying, cyber-bullying, or retaliation has been perpetrated.

IV. LEADERSHIP

The principal of each school is responsible for the implementation and oversight of the Bullying Prevention and Intervention Plan.

The principal of each school is responsible for:

1. Receiving reports of alleged bullying
2. Investigating reports of alleged bullying
3. Collecting and analyzing reports
4. Developing a process for tracking aggressors and targets
5. Providing supports for the needs of targets and aggressors
6. Including age-specific language about the bullying plan in student and staff handbooks
7. Overseeing each of the remaining responsibilities within his or her school.

The Assistant Superintendent is responsible for:

1. Planning for ongoing professional development in bullying prevention and intervention
2. Reviewing and updating bullying prevention curricula
3. Revising policies and protocols, including Internet Safety Policies
4. Facilitating meetings of the Safe Schools Committee

The Safe Schools Committee, comprised of representatives from PK-12 District leadership, staff, parents, and the community, is responsible for:

1. Planning for and implementing parent involvement and information sessions
2. Reviewing and updating the Bullying Prevention and Intervention Plan

The District will conduct a needs assessment in alternate years of the plan to assess the need to prepare for revision.

Public Involvement in Developing the Plan. This Plan was developed in consultation with teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, parents, and guardians as required by M.G.L. c. 71, § 37O,. The School Committee established a Safe Schools Committee, comprised of individuals from the aforementioned groups, to develop the Plan. Before the School Committee adopted the Plan, the draft plan was published on the District's website. The School Committee provided a public comment period and conducted a public forum to provide the Marshfield Community additional opportunity for input into the plan's development.

V. TRAINING AND PROFESSIONAL DEVELOPMENT

- A. Annual staff training on the Plan. Annual training for all school staff on the Plan will include staff duties under the Plan, an overview of the steps that the principal or his or her designee will follow when he or she receives a report of bullying or retaliation, and an overview of the bullying prevention curricula to be offered in all grades throughout each school in the District. Staff members hired after the start of the school year will participate in school-based training during the school year in which they are hired unless they can demonstrate participation in an acceptable and comparable program within the last two years.

B. Ongoing professional development. The goal of professional development is to establish a common understanding of tools necessary for staff to create a school climate that promotes safety, civil communication, and respect for differences. Professional development will build the skills of staff members to prevent, identify, and respond to bullying. As required by M.G.L. c. 71, § 37O, the content of school-wide and district-wide professional development will be informed by research and will include information on:

- developmentally (or age-) appropriate strategies to prevent bullying;
- developmentally (or age-) appropriate strategies for immediate, effective interventions to stop bullying incidents;
- information regarding the complex interaction and power differential that can take place between and among an aggressor, target, and witnesses to the bullying;
- research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk for bullying in the school environment;
- information on the incidence and nature of cyber-bullying; and
- internet safety issues as they relate to cyber-bullying.

Professional development will also address ways to prevent and respond to bullying or retaliation for students with disabilities that must be considered when developing students' Individualized Education Programs (IEPs). This will include a particular focus on the needs of students whose disability affects social skills development.

Additional areas identified by the school or district for professional development include:

- promoting and modeling the use of respectful language;
- fostering an understanding of and respect for diversity and difference;
- building relationships and communicating with families;
- constructively managing classroom behaviors;
- using positive behavioral intervention strategies;
- applying constructive disciplinary practices;
- teaching students skills including positive communication, anger management, and empathy for others;
- engaging students in school or classroom planning and decision-making; and
- maintaining a safe and caring classroom for all students;
- engaging staff and those responsible for the implementation and oversight of the Plan to distinguish between bullying behaviors and acceptable managerial behaviors designed to correct misconduct and instill accountability in the school setting.

C. Written notice to staff. The Marshfield Public Schools will provide all staff with an annual written notice of the Plan, including sections related to staff duties, by publishing information about it on the District website, in the school or district employee handbook, and in the code of conduct.

VI. ACCESS TO RESOURCES AND SERVICES

1. Counseling and referral to outside services. The principal in each building will maintain resources and current tools for intervening and preventing bullying. These tools may include but are not limited to: behavioral intervention plans, social skills groups, and individually-focused curricula.

The strategy for providing counseling or referral to appropriate services for aggressors, targets, and family members of those students will be specific to each school and may include the use of school adjustment counselors, school guidance counselors, school psychologists, teachers, special educators or other school or community resources.

2. Students receiving special education services. As required by 603 CMR 49.00: M.G.L. 71, §37O, as added by Chapter 92 of the Acts of 2010 and Chapter 86 of the Acts of 2014, when the IEP Team determines the student has a disability that affects social skills development or the student may participate in or is vulnerable to bullying, harassment or teasing because of his/her disability, the Team will consider what should be included in the IEP to develop the student's skills and proficiencies to avoid and respond to, or prevent participation in bullying, harassment or teasing.

Any parent wishing to file a claim/concern or seeking assistance outside of the district may do so with the Department of Elementary and Secondary Education Program Resolution System (PRS). That information can be found at: <http://www.doe.mass.edu/prs>, emails can be sent to compliance@doe.mass.edu or individuals can call 781-338-3700. Hard copies of this information is also available at the Superintendent's office.

ACADEMIC AND NON-ACADEMIC ACTIVITIES

The Marshfield Public Schools will provide age-appropriate instruction on bullying prevention in each grade that is incorporated into the District's curricula. Curricula will be evidence-based. Effective instruction will include classroom approaches, whole school initiatives, and focused strategies for bullying prevention and social skills development.

Bullying prevention curricula are informed by current research emphasizing any number of the following approaches:

- using scripts and role plays to develop skills;
 - empowering students to take action by knowing what to do when they witness other students or school staff engaged in acts of bullying or retaliation, including seeking adult assistance;
 - helping all parties understand the dynamics of bullying and cyber-bullying, including the underlying power imbalance;
 - emphasizing cyber-safety, including safe and appropriate use of electronic communication technologies;
 - enhancing students' skills for engaging in healthy relationships and respectful communications; and
 - engaging students in a safe, supportive school environment that is respectful of diversity and difference.
- Grade-specific curricula will be outlined in the student handbook for each school. The student-related sections of the Bullying Prevention and Intervention plan will be reviewed with students at the start of each school year. Initiatives will also teach students about the student-related sections of this Marshfield Public Schools Safe Schools Bullying Prevention and Intervention Plan.

General teaching approaches that support bullying prevention efforts. The following approaches are integral to establishing a safe and supportive school environment. These underscore the importance of our bullying intervention and prevention initiatives:

- setting clear expectations for students and establishing school and classroom routines;
- creating safe school and classroom environments for all students regardless of race, color, religion, national origin, gender, gender identity, sexual orientation, disability, homelessness, or age;
- using appropriate and positive responses and reinforcement, even when students require discipline;
- using positive behavioral supports;
- encouraging adults to develop positive relationships with students;
- modeling, teaching, and rewarding pro-social, healthy, and respectful behaviors;
- using positive approaches to behavioral health, including collaborative problem-solving, conflict resolution training, teamwork, and positive behavioral supports that aid in social and emotional development;
- using the Internet safely; and

- supporting students' interest and participation in non-academic and extracurricular activities, particularly in their areas of strength.

The Marshfield Public Schools will continue to evaluate information from the Youth Risk Behavior Survey on an annual basis to look at trends regarding bullying and social development.

VIII. POLICIES AND PROCEDURES FOR REPORTING AND RESPONDING TO BULLYING AND RETALIATION

Policy: The Marshfield School Committee adopted the following bullying policy on April 8, 2014

Marshfield Public Schools

BULLYING POLICY

GOALS

The Marshfield Public Schools is committed to providing our students equal educational opportunities and a safe learning environment free from bullying or retaliation. This will be possible when all members of the Marshfield school community treat each other with respect and appreciate the rich diversity in our schools. This policy is an integral part of the Marshfield Public Schools' comprehensive effort to promote learning and prevent and eliminate all forms of violent, harmful, and disruptive behavior. The Marshfield Public Schools' response to bullying actions will include, as appropriate, disciplinary and/or corrective action, and the involvement of appropriate state and/or federal agencies addressing the remediation of discrimination or harassment. In addition, a referral to a law enforcement agency may be made if criminal charges could be pursued against a perpetrator or perpetrators. The Marshfield Public Schools will support this policy in all aspects of its activities, including its curricula, instructional programs, staff development, extracurricular activities, and parental involvement.

The Marshfield Public Schools will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyber-bullying, or retaliation, in its schools before, during, or after school, and school-related activities, and will promptly investigate all reports of bullying.

DEFINITIONS

"Bullying" is the repeated use by one or more students or members of a school staff including, but not limited to, educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity and paraprofessionals, of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target that:

- Causes physical or emotional harm to the target or damage to the target's property;
- Places the target in reasonable fear of harm to him/herself, or in reasonable fear of damage to his/her property;
- Creates a hostile environment at school for the target;
- Infringes on the target's rights at school; or
- Materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this policy, bullying shall include cyber-bullying.

“Cyber-bullying” means bullying through the use of technology or any electronic communication, including, but not limited to, any transfer of signs, signals, writings, images, sounds, data, or intelligence of any nature which is transmitted in whole or in part by:

- Wire;
- Radio;
- Electromagnetic;
- Photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages, or facsimile communications.

Cyber-bullying shall also include the creating of a web page or blog in which the creator assumes the identity of another person, or knowingly impersonates another person, as the author of posted content or messages if the creation of the web page or blog or the impersonation causes any of the five (5) harm enumerated in the definition of bullying above.

Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting causes any of the five (5) harms enumerated in the definition of bullying.

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

“Hostile environment” means a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student’s education.

III. PROHIBITIONS

Bullying is prohibited:

- On school grounds;
- On property immediately adjacent to school grounds;
- At school-sponsored or school-related activities;
- At functions or programs, whether on or off school grounds;
- At school bus stops;
- On school buses or other vehicles owned, leased, or used by the school district; or
- Through the use of technology or an electronic device owned, leased, or used by the Marshfield Public Schools.

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

- Create a hostile environment at school for the target;
- Infringe on the target's rights at school; and/or
- Materially and substantially disrupt the education process or the orderly operation of a school.

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

VI. RATIONALE

The Marshfield Public Schools prohibits all forms of harassment, discrimination and hate crimes based on race, color, religion, national origin, gender, gender identity, sexual orientation, disability, homelessness, or age. The civil rights of all school community members are guaranteed by law. The protection of those rights is of utmost importance and priority to our school district. While bullying may constitute an illegal form of harassment which is prohibited by state and federal law and may result in criminal prosecution, the Marshfield Public Schools prohibits bullying of school community members for any reason, whether related or unrelated to race, color, religion, national origin, gender, gender identity, sexual orientation, disability, homelessness, or age. Further, the Marshfield Public Schools will also not tolerate retaliation against persons who act consistent with this policy.

V. APPLICATION

This policy applies to all sites and activities under the supervision and control of the Marshfield Public Schools, or where it has jurisdiction under the law. The policy applies to all students, school committee members, school employees, independent contractors, school volunteers, visitors, parents, and legal guardians of students of the Marshfield Public Schools. Bullying and cyber-bullying may occur in or out of school, during or after school hours, at home or in locations outside the home. When bullying and cyber-bullying are alleged, the Marshfield Public Schools expects the full cooperation and assistance of parents and families. The Marshfield School Committee shall implement this policy by developing and adopting a plan to address bullying prevention and intervention. This plan will include age appropriate notices to students, ways to inform parents and guardians about bullying prevention and intervention, and annual professional development for employees. Any plan so adopted shall provide that reports of bullying or retaliation may be made anonymously, but no disciplinary action may be taken against a person solely on the basis of an anonymous report. The plan shall also provide for disciplinary action to be taken against any person who knowingly makes a false accusation of bullying or retaliation. This policy and any plan adopted pursuant to it shall at all times be construed and implemented so as to be consistent with the provisions of M.G.L. Chapter 71, Section 37O, and shall be reviewed and updated at least annually. Nothing in this policy is designed or intended to limit the Marshfield Public Schools' authority to discipline or take

remedial action under General Laws Chapter 71, §37H or in response to violent, harmful, or disruptive behavior, regardless of whether this policy covers the conduct.

VI. DISCIPLINARY AND CORRECTIVE ACTION

Violation of this policy and the plan developed pursuant to it shall be considered a serious offense. Violators may be subject to appropriate disciplinary and/or corrective action to stop the conduct and prevent its recurrence, including expulsion from school, involving appropriate federal and state agencies to remediate harassment and discrimination, and/or criminal prosecution by law enforcement agencies. The Marshfield Public Schools is committed to protecting a complainant and other similarly-situated individuals from bullying at all times. A bullying prevention and intervention plan containing the reporting procedures, complaint process, alternatives for resolution, and protection against retaliation shall be in place throughout the School District. This policy shall be printed in each school handbook and employee handbook, and shall be posted on the District's website.

Procedures for reporting and investigating bullying and retaliation.

All viable reports of bullying will be investigated.

Staff, students and parents/guardians will report incidents of suspected bullying by any one of the following methods:

- Completing a Bullying/Cyber-bullying Report Form and submitting it to the principal or designee. The form is available:
 - in school offices
 - from classroom teachers
 - through the District's website
- Submitting a report by email through the "REPORT BULLYING" link on the Marshfield Public Schools homepage at www.mpsd.org.
- Submitting a report by mail to the principal of the school where the suspected bullying occurred. Addresses are available on the District's homepage at www.mpsd.org.
- Making an oral report to the school principal who shall reduce the oral report to writing.

Completion of the Bullying/Cyber-bullying Report Form is not required to report bullying. Families and students may meet with a staff member for assistance in completing the form.

Reports made by students, parents or guardians, or other individuals who are not school or District staff members, may be made anonymously through any of the above methods.

Reporting by Staff: A member of school staff, including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional, shall immediately report to the school principal or his or her designee any instance of bullying or retaliation s/he has witnessed or of which s/he has become aware.

Reporting by Students, Parents/Guardians, and Others: The District expects students, parents/guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report the incident to the school principal or his or her designee. An individual may make an anonymous report of bullying or retaliation, however, no disciplinary action may be taken against a student solely on

the basis of an anonymous report. A student who knowingly makes a false accusation of bullying or retaliation shall be subject to disciplinary action.

Notice to Parents/Guardians: Upon investigation and determination that bullying or retaliation has occurred; the principal or designee shall promptly notify the parents/guardians of the target and of the aggressor of the determination and of the District's procedures for responding to the bullying or retaliation. The principal or his or her designee shall also inform the target's parents/guardians of actions that school officials will take to prevent further acts of bullying or retaliation. Nothing in this provision prohibits the principal or his or her designee from contacting a parent/guardian of a target or aggressor about a report of bullying or retaliation prior to a formal determination that bullying or retaliation has occurred. If the alleged target and the alleged aggressor attend different schools, the principal receiving the report shall inform the principal of the other student's school, who shall be responsible for implementing this reporting requirement for the student attending his or her school. Any parent wishing to file a claim/concern or seeking assistance outside of the district may do so with the Department of Elementary and Secondary Education Program Resolution System (PRS). That information can be found at: <http://www.doe.mass.edu/pqa>, emails can be sent to compliance@doe.mass.edu or individuals can call 781-338-3700. Hard copies of this information is also available at the Superintendent's office.

Reporting to Local Law Enforcement: If at any point after receiving a report of bullying or retaliation, including after an investigation, the school principal or his or her designee has a reasonable basis to believe that criminal charges could be pursued against the aggressor, the school principal or designee will notify the local law enforcement agency. In addition, if an incident of bullying or retaliation occurs on school grounds and involves a former student under the age of 21, who is no longer enrolled in a school, the principal of the school who is informed of the bullying or retaliation or his or her designee will notify the local law enforcement agency if s/he has a reasonable basis to believe that criminal charges could be pursued against the aggressor. The principal shall document the reasons for his or her decision to notify law enforcement.

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

INVESTIGATING REPORTED BULLYING INCIDENTS

The investigator will seek to determine the basis of the complaint. He or she shall gather information from the target or witness, including such matters as: what specifically happened, who committed the alleged acts, who was present or may have information about the events, when the events occurred (date, time of day), and where the events occurred.

If age appropriate, the target or witness may be asked to put the complaint in writing and to sign and date it. If the target or witness cannot, or chooses not to, write a complaint, the investigator will record the allegations, read them to the target/witness to confirm accuracy, and ask him or her to sign the document. If the target/witness cannot, or chooses not to, sign, the investigator may sign and date the document her/himself.

Interviews: Once the allegations are established, the investigator will gather other evidence, which will often involve interviews of the alleged aggressor and/or other witnesses. If appropriate, the investigator should remind the alleged aggressor and witnesses that retaliation against anyone they believe might have reported the incident(s) or cooperated with the investigation is strictly prohibited and will result in disciplinary action.

Confidentiality: The confidentiality of the person who reports bullying or retaliation and/or provides information during an investigation of bullying or retaliation will be maintained to the extent practicable, consistent with the school's legal obligations.

DETERMINATION OF BULLYING AND FOLLOW-UP

School personnel must weigh all of the evidence objectively to determine whether the alleged events occurred and, if they did, whether the events constitute bullying or retaliation. The determination must be based upon all the facts and circumstances and the perspective of a reasonable person. When applied to children, the "reasonable person" standard is generally "that of a reasonable person of like age, intelligence, and experience under like circumstances." See *Ellison v. Brady*, 924 F.2d 872 (9th Cir. 1991).

If bullying or retaliation is substantiated, the school will take steps reasonably calculated to prevent recurrence and ensure that the target is not restricted in participating in school or benefiting from school activities. As with the investigation, the response will be individually tailored to all of the circumstances, including the nature of the conduct and the ages of the students involved. Students who engage in bullying or retaliation will be disciplined. The range of discipline which may be imposed includes detention, suspension, and exclusion from participation in school-sponsored or school-related functions, after-school programs, and/or extracurricular activities. In addition to taking disciplinary action, the following are examples of steps that may be taken to prevent the recurrence of bullying or retaliation:

- Holding parent conferences;
- Limiting or denying student access to a part, or area, of a school;
- Enhancing adult supervision on school premises;
- Providing relevant educational activities for individual students or groups of students. Guidance counselors and others in the school setting who have been trained in working with students on interpersonal issues may be helpful in providing such programs.
- Personalized Action Plan and directives for future conduct, including providing the target with a process for reporting any concerns about future conduct immediately. It is critical to involve the student in creating an action plan that involves a reporting process that works for that particular student.
- Arranging for communication between the parties, if appropriate, to assist them in resolving issues which have arisen between them. (This approach will be used cautiously since communication can sometimes exacerbate, rather than alleviate, the target's concerns, and since the conduct often involves an imbalance of power.)
- Providing counseling (or other appropriate services) or referral to such services for the target and/or the aggressor and/or for appropriate family members of the students, as necessary.

The principal or his or her designee shall promptly notify the target's parents and the aggressor's parents of the results of the investigation and, if bullying or retaliation is found, describe the District's procedures for

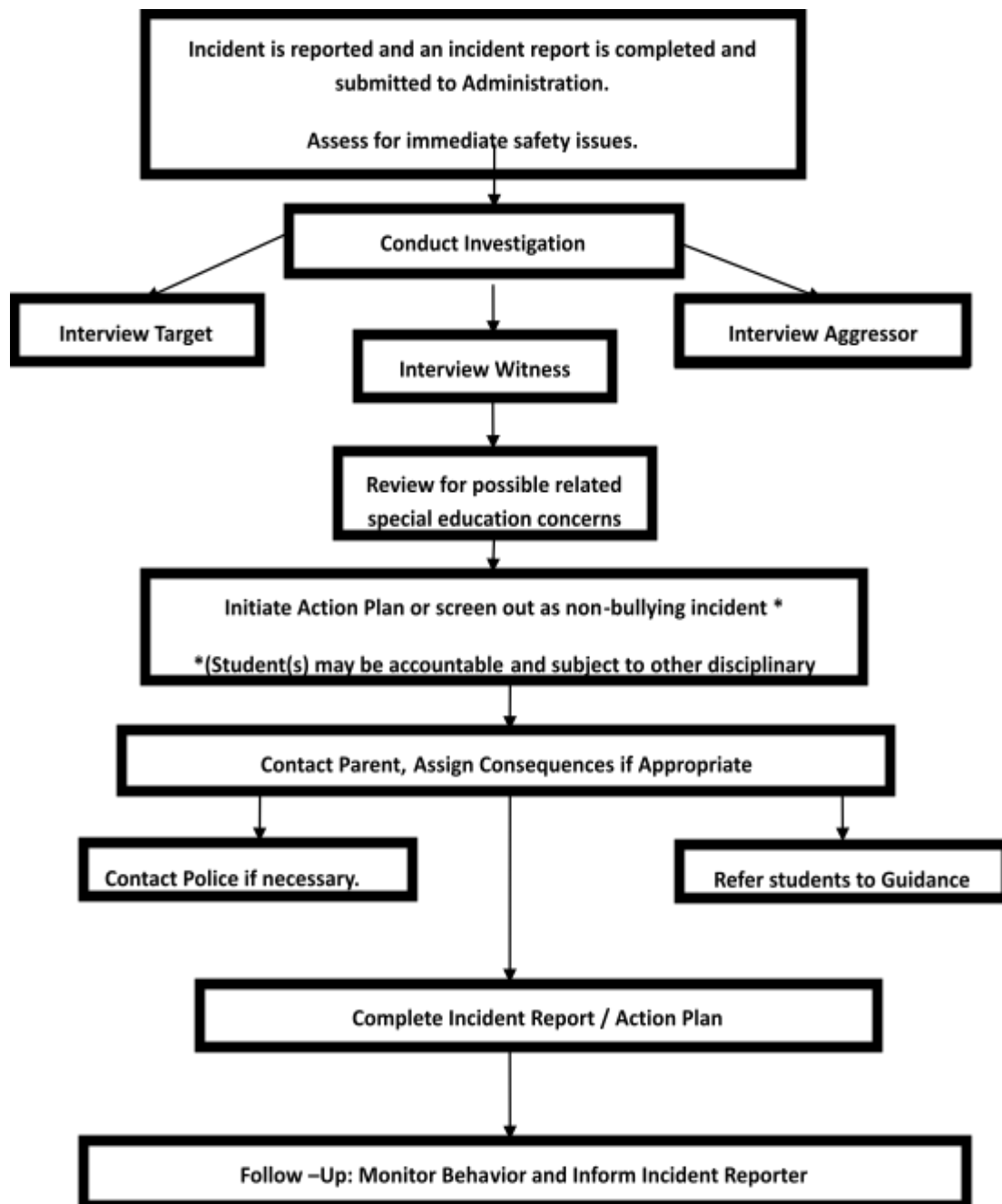
responding to the bullying or retaliation. The principal shall inform the target's parent of actions that school officials will take to prevent further acts of bullying or retaliation. As required by 603 CMR 49.07, the principal's notice to parents of an incident or report of bullying or retaliation must comply with the confidentiality requirements of the Massachusetts Student Records Regulations, 603 CMR 23.00 and the federal Family Educational Rights and Privacy Act Regulations, 34 CFR Part 99. Because of these legal requirements

concerning student record confidentiality, the principal or his or her designee cannot report specific information to the target's parent about the disciplinary action taken against a student aggressor unless it involves a "stay away" order or other directive of which the target must be aware in order to report violations. Any parent wishing to file a claim/concern or seeking assistance outside of the district may do so with the Department of Elementary and Secondary Education Program Resolution System (PRS). That information can be found at: <http://www.doe.mass.edu/pqa>. Emails can be sent to compliance@doe.mass.edu or individuals can call 781-338-3700. Hard copies of this information is also available at the Superintendent's office.

If appropriate, within a reasonable time period following the determination that bullying or retaliation occurred, the principal or designee will contact the target to determine whether there has been any recurrence of the prohibited conduct. If there has been a recurrence, the principal or his or her designee will determine the appropriate next steps.

Each school will retain a report of the complaint which will contain the name of the target, the date of the complaint, the investigator's identity, the school, a brief statement of the nature of the complaint, the outcome of the investigation, and the action taken.

Process for Responding to a Report of Bullying / Cyber-bullying



IX. COLLABORATION WITH FAMILIES

- A. Parent education and resources.** The Marshfield Public Schools will offer education programs for parents and guardians that are focused on the parental components of the anti-bullying curricula and any social competency curricula used by the District or school. The programs will be offered in collaboration with the PTO, PTA, School Councils, Special Education Parent Advisory Council, or similar organizations.
- B. Notification requirements.** Each year the Marshfield Public Schools will inform parents or guardians of enrolled students about the anti-bullying curricula being used in the District. This notice will include information about the dynamics of bullying, including cyber-bullying, and online safety. Marshfield Public Schools will send parents written notice each year about the student-related sections of this Plan and the District's Internet safety policy. All notices and information made available to parents or guardians will be in hard copy and electronic format, and will be available in the language(s) most prevalent among parents or guardians. The Marshfield Public Schools will post this Plan and related information on its website.

X. RELATIONSHIP TO OTHER LAWS

- I.** Consistent with state and federal laws, and the policies of the school or district, no person shall be 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, religion, national origin, gender, gender identity, sexual orientation, disability, homelessness, or age in programs, activities, or employment. Nothing in the Plan prevents the school or district from taking action to remediate discrimination or harassment based on a person's membership in a protected class.

Bullying/Cyber-bullying Incident Report Form

Bullying is defined as a verbal, physical, written, or electronic action, or incident or other direct or indirect behavior that is cruel and repetitive. Cyber-bullying is bullying using technology or electronic communication. Bullying is characterized by an imbalance of physical, psychological or emotional power. The bullying policy applies to students and members of the school staff including, but not limited to, educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity and paraprofessionals.

This report must be submitted to the principal / assistant principal / designated staff member as soon as it is completed.

Name of Reporter, Role, School	
Name of Target of Bullying And contact information	
Name(s) of Alleged Aggressor (s)	
Date and Time of Incident	
Location of Incident	
Witness(es) (Indicate whether student, staff, or "other")	
Previous Incidents	

Details of Incident (Include details and names of people involved, what occurred, what each person said and did)	
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To your knowledge, has this occurred before? Yes _____ No _____ If yes, date: _____	Are there immediate safety or transportation concerns? Yes _____ No _____
	If yes, describe safety planning (i.e. parent transport) and date of follow-up with Target

Was there a finding of bullying or retaliation?	
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Yes ____ No ____	
------------------	--

If needed, describe incident or concerns in more detail

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<u>Signature</u>	<u>Date</u>
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Investigation Form		
Today's Date		
Person Completing this Form (Name, School, Role)		
Date(s) of Investigation		
Investigator(s) Name, school, role		
Additional Follow-Up Dates		
List Persons Interviewed and Dates of Interview(s)		
Summary of Follow-Up Investigation		
Conclusions from Investigation (Was there a finding of bullying or retaliation?)		
Action Taken (Nature of Discipline)		
Date contact Made with Parent or Guardian of Target ____ / ____ / ____	Verbal _____	Written _____
Date Contact Made with Parent or Guardian of Aggressor		

____ / ____ / ____	Verbal _____	Written _____
Dates of Follow-Up Conferences		
(if needed)		
Results of Follow-Up Conferences		
Was the Incident Reported to the Office of the Superintendent? Yes _____ No _____	Details:	
Was the Incident Reported to the SRO / Police Department? Yes _____ No _____	Details:	

Signature of Investigator
 (When Investigation is Completed)

Date

Action Plan

To be completed by principal / assistant principal/ designated staff

Date	
Interviewed Target	
Interviewed Child Accused of Aggression	
Interviewed Witness	
Summary of Findings	
Action Taken	
Parent Notified	
Signature of Principal / Designee	

Note: This sample Bullying / Cyber-bullying Report Form is a sample. The Safe Schools Committee may review this form and make appropriate changes in an effort to make the form most effective in use.

Marshfield Public Schools

Process for Responding to a Report of Bullying

This process applies only to situations where bullying is alleged. Other behavioral incidents will be reported using the District's Incident form and process.

1. Step One:	Complete Incident Report Form
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If an adult witnesses or reports incident:

- Staff member completes incident report and gives to designated administrative staff member. If a student reports incident to staff member:
 - Acknowledge student's feelings
 - Determine if there are safety issues that must be addressed immediately
 - Staff member completes incident report and gives to designated administrative staff member

2. Step Two:	Conduct Investigation (Have parties involved complete a narrative of the event)
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Interview Target of bullying:

- Interview the target first, then the alleged aggressor
- Target and alleged aggressor should be separated
- Do not ask to see target in the alleged aggressor's presence
- Mediation should not be used with bullying situations
- Encourage target to report any additional incidents with the alleged aggressor

Interview the person(s) accused of bullying:

- Identify the problem
- Focus more on the alleged aggressor's behavior, protecting the target's confidentiality
- In case of denial or if further information is needed, interview witnesses.
- Document the witness account
- Make the alleged aggressor aware of consequences of retaliation against target and reporter

Contact parent/guardian of target

Contact parent/guardian of alleged aggressor if aggressor is a student

3. Step Three:	Assign Consequences if needed
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- Assign appropriate consequence
- If the alleged aggressor denies the incident and there is insufficient evidence, tell the alleged aggressor that you hope s/he is right and that nothing happened, but you will continue to monitor behavior
- Monitor safety of target

4. Step Four:	Document Incident and Consequences
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- Document outcome of investigation on Follow-up Form
- Target will be notified of action taken or not taken
- Provide update to appropriate staff member(s)
- Monitor students' behavior
- Notify teachers who have contact with target and/or aggressor if necessary

Appendix 20: Office of Civil Rights Grievance Procedures Section 504



Marshfield Public Schools

76 South River Street – Marshfield, MA 02050 ■ (781)834-5000 ■ FAX (781)834-5070

Office of Civil Rights / Section 504

Section 504 prohibits discrimination on the basis of disability. For the purposes of Section 504, the term “disability” with respect to an individual means: (a) a physical or mental impairment that substantially limits one or more major life activities of such individual; (b) a record of such an impairment; or (c) being regarded as having such an impairment. “Major life activities” include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. A major life activity also includes the operation of a major bodily function, including, but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine and reproductive functions.

Marshfield Public School District provides for the prompt and equitable resolution of complaints alleging any violation of Section 504. In order to facilitate the timely resolution of such complaints, any eligible person, including any student, parent/guardian, staff member or other employee who feels that he/she has been discriminated against on the basis of disability should submit a verbal or written complaint to the school’s designated Section 504 Coordinator within 5 school days of the alleged occurrence. Each school within the Marshfield Public School District has a designated 504 coordinator. If the complaint is made verbally, the 504 Coordinator taking the complaint will reduce it to writing. Complaints regarding a student’s rights with respect to his/her identification, evaluation, or educational placement shall be addressed in accordance with the procedures set forth below.

- Retaliation against any individual who complains pursuant to the District’s policy and regulations listed herein is strictly prohibited. The District will not tolerate any reprisals or retaliation that occur as a result of the good faith reporting or complaint of charges of disability-based discrimination, or as a result of an individual’s participation or cooperating in the investigation of a complaint. The District will take necessary actions to prevent retaliation as a result of filing a complaint or the participation in an investigation concerning same.
- If the Section 504 District Coordinator is the subject of the complaint or is otherwise unavailable, the complaint should be submitted directly to the Pupil Personnel Director. Upon receipt of the complaint, the 504 Coordinator will decide to investigate the complaint or appoint a designee to conduct the investigation. If the complaint is submitted to the Pupil Personnel Director because the 504 Coordinator is the subject of the complaint or is otherwise unavailable, the Pupil Personnel Director shall appoint someone to conduct the investigation. The investigator will be someone who did not witness or make decisions relating to the incident that forms the basis of the complaint.

- Complaints will be investigated promptly and corrective action will be taken when allegations are verified. Confidentiality will be maintained by all persons involved in the investigation to the extent possible.

<p align="center">Procedures for Complaints Alleging Discrimination on the Basis of Disability and Procedures Complaint Resolution.</p>
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- Complaints should begin with:
 - LEVEL I: Building level 504 Designee
 - LEVEL II: District level 504 Coordinator
 - LEVEL III: Superintendent of Schools
- The complaint should contain the following information:
 - The name of the complainant;
 - The date of the complaint;
 - The date(s) of the alleged discrimination;
 - The names of any witness(es) or individuals relevant to the complaint; and
 - A detailed statement describing the circumstances in which the alleged discrimination occurred.
- Upon receipt of the complaint, the individual who will be investigating the complaint shall:
 - Provide a copy of the written complaint to the complainant;
 - Meet with the complainant within 5 school days to discuss the nature of the complaint;
 - Provide the complainant with a copy of District's Section 504 Policy;
 - Investigate the factual basis for the complaint, including interviews with individuals with information relevant to the complaint;
 - Attempt to resolve the complainant's concerns, whenever possible;
 - Maintain confidentiality to the extent practicable throughout the investigative process, in accordance with state and federal law;
- Upon conclusion of the investigation:
 - Communicate the outcome of the investigation in writing to the complainant and any individual properly identified as a party to the complaint within 30 school days from the date the complaint was received.
 - The investigator may extend this deadline for no more than 15 additional school days if needed to complete the investigation. The complainant shall be notified in writing of any such extension.

iii. The written notice shall include a finding whether the complaint was substantiated and if so, shall identify how the district will remedy any identified violations of Section 504.

- a. Ensure that appropriate remedial and/or disciplinary action is taken whenever allegations are verified.
- b. If a complaint is made during the summer recess, the complaint will be reviewed and addressed as quickly as possible given the availability of staff.

- If the complainant is not satisfied with the findings and conclusions of the investigation, the complainant may present the complaint and written outcome to the Superintendent within thirty (30) days of receiving the findings. Upon receipt of a written request from the complainant, the Superintendent shall review the investigative results and determine if further action and/or investigation is warranted. Such action may include consultation with the investigator and complainant, a meeting with appropriate individuals to attempt to resolve the complaint or a decision affirming or overruling the investigator's conclusions or findings. The Superintendent shall provide written notice to the complainant of the proposed actions within 15 school days following the receipt of the written request for review.
- If the complainant is not satisfied with the Superintendent's decision or proposed resolution, he/she may request that the Superintendent submit the matter to a mediator or to an impartial hearing officer. This request for a hearing/mediation should be made within fifteen (15) school days of the Superintendent's decision. Mediation shall only occur by mutual agreement of the parties.

Mediation or Impartial Hearing Procedures:

- The mediator or impartial hearing officer must be someone who is knowledgeable about Section 504 and the differences between Section 504 and the regulations and requirements of the Individuals with Disabilities Education Act (IDEA).
- The mediator or impartial hearing officer shall inform all parties involved of the date, time and place of the mediation and of the right to have legal counsel or other representation at the complainant's own expense, if desired.
- The mediator or impartial hearing officer shall meet with the parties jointly, or separately, as determined by the mediator, and shall facilitate a voluntary settlement of the dispute between the parties, if possible.
- If the parties are not able to reach a voluntary settlement of the dispute, the complainant may request an impartial hearing, as described below.

The time limits noted throughout this document may be extended if more time is needed to permit thorough review and opportunity for resolution. Parties will be notified in writing should this be required.

The Section 504 Coordinator for this district is:

Dr. Ellen Martin, Assistant Superintendent of Schools

Telephone: 781-834-5000

Complaints to State and Federal Agencies

- At any stage in these complaint procedures, the complainant has the right to file a formal complaint with the U.S. Department of Education, Office for Civil Rights, 5 Post Office Square, Boston, MA 02109-0111, (617) 289-0111. Any such complaints should be filed within one hundred and eighty (180) days of the date of the alleged violation of Section 504.
- Any employee who believes that he or she has been discriminated against on the basis of disability may also file a complaint with the Equal Employment Opportunity Commission, Boston Area Office, John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02114 (telephone number 617-565-3200).

Marshfield Public School District Section 504 of the Rehabilitation Act of 1973 Title II of the American's Disability Act of 1990 District Contact Persons

LEVEL I

MARSHFIELD HIGH SCHOOL

Mr. Robert Keuther
167 Forest Street
Marshfield, MA 02050
(781)834-5050
FAX: 781-834-5040

FURNACE BROOK MIDDLE SCHOOL

Ms. Maureen Kemmett
500 Furnace Street
Marshfield, MA 02050
(781) 834-5020
FAX: 781-834-5899

DANIEL WEBSTER SCHOOL

1456 Ocean Street
Marshfield, MA 02050

Ms. Sara MacNeil
(781) 834-5045
FAX: 781-834-5072

EAMES WAY SCHOOL

165 Eames Way
Marshfield, MA 02050

Mr. William Campia
(781) 834-5090
FAX: 781-834-5094

MARTINSON SCHOOL

257 Forest Street
Marshfield, MA 02050

Mrs. Jill Dore-Cotreau
(781) 834-5025
FAX: 781-834-5003

SOUTH RIVER SCHOOL

Hatch Street
Marshfield, MA 02050

Ms. Emily Baird
(781) 834-5030
FAX: 781-834-5071

GOVERNOR WINSLOW SCHOOL

60 Regis Road
Marshfield, MA 02050

Ms. Karen Hubbard
(781) 834-5060
FAX: 781-834-5075

LEVEL II

SCHOOL ADMINISTRATION BUILDING

76 South River Street
Marshfield, MA 02050

Ellen M. Martin, Ed. D.
Assistant Superintendent
(781) 834-5000
FAX: 781-834-5070

Amy C. Sclaro

Director of Special Education/ Pupil Personnel Services (781) 834-5000 FAX: 781-834-5070	
LEVEL III SCHOOL ADMINISTRATION BUILDING 76 South River Street Marshfield, MA 02050	
	Jeffrey Granatino Superintendent (781) 834-5000 FAX: 781-834-5070

Marshfield Public School District is an Equal Opportunity/Affirmative Action employer. Marshfield Public School District does not discriminate on the basis of race, color, religion, national origin, gender, gender identity, sex, sexual orientation, disability, homelessness, or age in programs, activities, or employment.

Appendix 21: Restraint Policy

Policy for Restraint of Students in Marshfield Public Schools

The Marshfield Public Schools complies with the Department of Elementary and Secondary Education (DESE) restraint regulations, 603 CMR 46.00 et seq. ("Regulations"), to the extent required by law. According to their terms, the Regulations apply not only at school but also at school-sponsored events and activities, whether or not on school property.

603 CMR 46.01 (3) Purpose

Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the school district. Students participating in the Marshfield Public Schools shall be free from the use of physical restraint that is inconsistent with the Regulations. Physical restraint shall be used with extreme caution only in emergency situations of last resort, after other lawful and less intrusive alternatives have failed or been deemed inappropriate.

603 CMR 46.03 Use of Restraints

Physical restraint, including prone restraint where permitted, shall be considered an emergency procedure of last resort. Restraints shall be prohibited except when a student's behavior poses a threat of assault, or imminent, serious, physical harm to self or others and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions, or such interventions are deemed to be inappropriate under the circumstances. Physical restraint shall **not** be used:

- As a means of punishment;
- When a student cannot be safely restrained because it is medically contradicted, as documented by a licensed physician;
- As a response to property destruction, disruption of the school order, a student's refusal to comply with a school rule or staff directive, or verbal threats when those actions do not constitute a threat of assault, imminent, serious physical harm; or

- As a standard response for any individual student. No written behavior plan or individualized education program (IEP) may include use of physical restraint as a standard response to any behavior. Physical restraint is an emergency procedure of last resort.

Medication restraint, mechanical restraint, prone restraint unless permitted by 603 CMR 46.03(1)(b), seclusion, and the use of physical restraint in a manner inconsistent with 603 CMR 46.00 is ***prohibited***.

Physical Restraint shall not be used in a manner inconsistent with the Regulations at 603 CMR 46.00 and only personnel who have been trained in the use of restraint pursuant to this policy shall administer physical restraint of students. Whenever possible, a restraint shall be witnessed by at least one adult who does not participate in the restraint.

The Regulations do not prevent the teacher, employee, or agent of the District from using reasonable force to protect students, other persons, or themselves from assault or imminent serious harm.

A person administering a physical restraint shall use only the amount of force necessary to protect the student or others from physical injury or harm. A person administering physical restraint shall use the safest method available and appropriate to the situation subject to the safety requirements in the Regulations. Floor restraints, including prone restraints, are prohibited unless the staff members administering the restraint have received in-depth training.

Duration of Restraint

All physical restraint must be terminated:

- As soon as the student is no longer an immediate danger to himself or others;
- As soon as the student indicates that he/she cannot breathe; or
- If the student is observed to be in severe distress, such as having difficulty breathing, or sustained or prolonged crying or coughing.

Additional Safety Requirements for the Use of Physical Restraint

- Staff shall review and consider any known medical or psychological limitations, known or suspected trauma history, and/or behavioral intervention plans regarding the use of physical restraint on an individual student.
- No restraint shall be administered in such a way that the student is prevented from breathing or speaking. During the administration of a restraint, a staff member shall continuously monitor the physical status of the student, including skin temperature and color, and respiration.
- Restraint shall be administered in such a way so as to prevent or minimize physical harm. If, at any time during a physical restraint, the student expresses or demonstrates significant physical distress including, but not limited to, difficulty breathing, the student shall be released from the restraint immediately, and school staff shall take steps to seek immediate medical assistance.
- If a student is restrained for a period longer than twenty (20) minutes, staff shall obtain the approval of the principal (or his/her designee) to continue the restraint. The approval shall be based upon the student's continued agitation.

- After the release of a student from a restraint, the staff member and administrator will review the incident with the student to address the behavior that precipitated the restraint, the administrator will review the incident with the staff person(s) who administered the restraint to discuss whether proper restraint procedures were followed, and staff will consider whether any follow-up is appropriate for students who witnessed the incident.

603 CMR 46.04 Training

Within the first month of the school year and, for employees hired after the school year begins, within one month of their employment, all school staff must receive training with respect to the district's restraint prevention, behavior support policy and requirements for when restraint is used.

603 CMR 46.06 Reporting

- Staff members are mandated to report on any and all physical restraint regardless of duration or outcome.
- The Superintendent, in conjunction with school administration, shall develop procedures and a description of the school training to comply with reporting requirements including, but not limited to, ensuring reasonable efforts are made to verbally inform the student's parent of the restraint within 24 hours of the event.
- The principal shall provide the student and the parent an opportunity to comment orally and in writing on the use of the restraint and information in the written report.
- The District will provide a process for obtaining principal approval for time out exceeding 30 minutes.
- The District will develop procedures for receiving and investigating complaints.
- The District will develop procedures for conducting periodic review of data and documentation on the use of physical restraints as described in 603 CMR 46.06(5) and (6).

Any restraint which results in an injury must be reported to DESE. The District must, within five school working days of the restraint, provide a copy of the written report to the DESE along with a copy of the school's record of physical restraint covering the thirty-day period prior to the date of the restraint.

Procedure for the Use of Time Out

The use of time-out will be permitted either by choice of student or by direction from staff, for the purpose of calming. During time-out a student must be continuously observed by staff and staff will remain available to the student at all times. Time-outs shall cease as soon as the student has calmed. Time-outs lasting longer than 30 minutes, Principal approval is required.

The use of "time out" procedures during which a staff member remains accessible to the student shall not be considered "seclusion restraint."

The Superintendent, in conjunction with school administration, shall develop procedures identifying:

- Methods of preventing student violence, self-injurious behavior, and suicide including crisis planning and de-escalation of potentially dangerous behaviors among groups of students or individuals;
- Descriptions and explanations of alternatives to physical restraint as well as the school's method of physical restraint for use in emergency situations;
- Methods for engaging parents in discussions about restraint prevention and use of restraint solely as an emergency procedure.

This policy and its accompanying procedures shall be reviewed and disseminated to staff annually and made available to parents of enrolled students.

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Appendix 22: FACE COVERINGS

The Marshfield Public School Department is committed to providing a safe environment as schools reopen during the COVID-19 pandemic. According to public health experts, one of the best ways to stop the spread of coronavirus and to keep members of our school community safe is the use of face masks or face coverings. Therefore, in accordance with guidance from the Center for Disease Control (CDC), the Department of Elementary and Secondary Education (DESE) and the Massachusetts Department of Public Health (DPH), the following requirements are in place until further notice.

A face covering that covers the nose and mouth must be worn by all individuals in school buildings, on school grounds and on school transportation, even when social distancing is observed.

Individuals may be excused from the requirement for the following list of reasons, per CDC guidance:

The individual:

- has trouble breathing;
- is unconscious;
- in incapacitated;
- cannot remove the mask or face covering without assistance.

In addition, masks or face coverings will not be required for anyone who has a medical, behavioral or other challenge making it unsafe to wear a face mask or face covering. A written note from a physician is required for a requested exemption. Parents may not excuse their child from the face mask requirement by signing a waiver.

Additionally, face masks or face coverings will not be required when appropriate social distancing is enforced:

- during mask breaks;
- while eating or drinking;
- during physical education classes;
- while outside.

Exceptions to this policy under certain circumstances, such as for students with medical, behavioral or other challenges who are unable to wear masks, must be approved by the building principal in consultation with the school nurse or local Board of Health. Face shields or physical barriers may provide an alternative in some instances. Based on guidance from health authorities, neck gaiters, open-chin triangle bandanas and face covering containing valves, mesh materials or holes of any kind will not be considered appropriate masks.

A student's mask or face covering is to be provided by the student's family. Staff members are responsible for providing their own face coverings. However, the district will supply disposable face covering for individuals who arrive at a building, or board school transportation, without one.

If students are in violation of this policy, the building principal will consult with the parent/guardians to determine whether an exception is appropriate, or the student may be removed from the school building for in-person learning until such time as they can comply with the requirement or the requirement is lifted.

Violations of this policy by staff will be handled in the same manner as other violations of School Committee policy.

Visitors in violation of this policy will be denied entry to the school/district facility.

This policy will remain in place until rescinded by the School Committee.

LEGAL REF.: Commonwealth of Massachusetts, COVID-19 Order No. 31 - <https://www.mass.gov/doc/may-1-2020-masks-and-face-coverings/download>

REFS.: Center for Disease Control and Prevention – Considerations for Wearing Masks - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>
 Massachusetts Department of Elementary and Secondary Education – Reopening Guidelines - <http://www.doe.mass.edu/covid19/>
 Commonwealth of Massachusetts – Mask Up MA! – <https://www.mass.gov/news/mask-up-ma>

SOURCE: MASC – August 2020