

Dr. Kevin M. Hurley Middle School

Student Handbook



2021-2022

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The Seekonk Public Schools strives to provide a safe, respectful, and supportive learning environment in which all students can thrive and succeed in its schools. The Seekonk Public Schools prohibits discrimination on the basis of race, disability, color, sex, age, gender identity, religion, homelessness, national origin, or sexual orientation and ensures that all students have equal rights of access and equal enjoyment of the opportunities, advantages, privileges, and courses of study.

If you need this Handbook translated into another language, please contact the main office.

GREEK:

Εάν χρειάζεστε αυτό το εγχειρίδιο μεταφράζονται στα Ελληνικά, επικοινωνήστε με το κεντρικό γραφείο.

PORTUGUESE:

Se você precisa deste manual traduzido para o português, por favor contacte o escritório principal.

SPANISH:

Si necesita este manual traducido al español, por favor póngase en contacto con la oficina principal.

CHINESE:

如果你需要這本手冊翻譯成中文，請聯繫主要辦公室。

POLISH:

Jeśli potrzebujesz niniejszy podręcznik w języku polskim, proszę skontaktować się z głównym biurem

ARABIC:

إذا كنت بحاجة إلى هذا الكتيب ترجمة إلى اللغة العربية، يرجى الاتصال المكتب الرئيسي.

HAITIAN CREOLE:

Si ou bezwen manyèl sa-a ke nan kreyòl, souple kontakte Biwo pwensipal la.

URDU:

اگر آپ کو اس کتابچہ کا اردو میں ترجمہ کی ضرورت ہے، مرکزی دفتر سے رابطہ کریں

GUJARATI:

.તમે આ હેન્ડબુક ગુજરાતી અનુવાદ જરૂર હોય તો, મુખ્ય ઓફિસ સંપર્ક કરો

KHMER:

ប្រសិនបើអ្នកត្រូវបានបកប្រែទៅជាភាសាខ្មែរសៀវភៅនេះសូមទាក់ទងការិយាល័យមេ។

SOMALI:

.Haddii aad u baahan tahay Handbook this turjumay Soomaali, fadlan la xiriir xafiiska weyn

MANDARIN:

若您需要這手冊翻譯成中文，請聯絡辦事處。

Welcome

Dear Student:

We would like to welcome you to the Dr. Kevin M. Hurley Middle School. You will have many opportunities and challenges both academically and personally. The years that you spend here will be rewarding and enjoyable. It is the goal of the entire faculty and staff to provide you with the best possible education as well as to prepare you to meet the challenges of the future.

Your responsibilities at Dr. Kevin M. Hurley Middle School are varied. Strive to ensure that you get the most out of each class and that you complete all requirements to the best of your ability. If you are struggling through a particular concept or need extra help, feel free to talk to your teachers and actively seek their assistance. By setting a good example, working hard, and properly behaving, you are recognizing the seriousness of a good education. This way you are establishing positive patterns that will remain with you throughout your life.

As middle school students, you will be called upon to make good decisions and to be responsible for your behavior. Consider your experiences here as a voyage of discovery that will carry you through grades 6, 7, and 8. Throughout this voyage, you will find that our democratic society is founded on the worth of each individual and the value of each individual's unique contribution to society. It is important that you understand that one's life is governed by rules and it is your responsibility to know and follow these rules. This handbook will provide you with specific reference points for acceptable behavior while you are a student here at Dr. Kevin M. Hurley Middle School.

This handbook is provided to help you and your parents/guardians better understand the policies and procedures of the Dr. Kevin M. Hurley Middle School. Once you and your parents/guardians have finished reading the handbook, please have them complete the

parent/guardian acknowledgment form and return this signed form to your homeroom teacher within three days after receiving your handbook.

We encourage you to take advantage of any or all of the opportunities that are available to you at Dr. Kevin M. Hurley Middle School. The following Hurley principles are being provided to you so that this school year will be both productive and successful.

Dr. Kevin M. Hurley Middle School Administration

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The policies and procedures set forth in this handbook are subordinate to the authority of the administrators of the school to make any decisions they deem to be necessary and appropriate within the limits of district policy and all applicable state and federal laws.

In the event of a pandemic (e.g. COVID-19), natural disaster, or other unforeseeable event, the policies and procedures outlined in this handbook may be altered or amended as reasonable and necessary. In such an occurrence families will be provided updated information regarding the implication of such an event on the policies, practices and procedures as discussed herein. Further, to the extent that language outlined in this handbook contradicts the policies or regulations established by the Department of Elementary and Secondary Education (DESE), adherence will be given to the policies and regulations as established by DESE.

MISSION STATEMENT

The Dr. Kevin M. Hurley Middle School community seeks to develop students' greatest academic, personal, social, and physical potential by providing a challenging, quality education incorporating the latest theories of learning and adolescent development. We look to prepare students for the challenges of the future by assisting them in becoming self-directed learners with the necessary problem solving and critical thinking skills and creativity to be successful in an informational, technological, and global society.

SCHOOL CALENDAR 2021-2022

Opening Day of School: Wednesday, September 1, 2021

Tentative Final Day of School: Monday, June 13, 2022 (Early Release Day)

Scheduled Holidays

October 11, 2021 Columbus Day

November 11, 2021 Veterans Day

November 24, 2021 Early Release Day

November 25-26, 2021 Thanksgiving Holiday

December 24, 2021-January 2, 2022 Holiday Break

January 17, 2022 Martin Luther King, Jr. Day

February 21, 2022 Presidents' Day= No School

February 22-25, 2022 Winter Vacation

April 18, 2022 Patriots' Day= No School

April 19-22, 2022 Spring Vacation

May 30, 2022 Memorial Day= No School

In-Service Days

October 5, 2021 (Early Release for Professional Development)

November 2, 2021 (Full Day for Professional Development-No School Students)

February 2, 2022 (Early Release for Professional Development)

March 24, 2022 (Early Release for Professional Development)

SPECIAL ROOMS AND AREAS

MAIN OFFICE: The main office is located off the lobby to the right as you enter the front door of the building. The office of the principal and assistant principal are located after the main office on the right. The office secretaries work in this area and may assist you with various needs.

GUIDANCE OFFICE: The guidance counselors are available to help any pupil who may have a question or something that he/she would like to discuss. The counselors welcome anyone with a concern to make an appointment and from time to time a counselor may call an individual student or groups of students to their office.

NURSE'S OFFICE: The nurse's office is open daily to provide for the medical and health needs of all students. Parents are encouraged to call with any questions they may have.

CAFETERIA: The cafeteria is utilized for lunch services. Also, students who arrive at school before 8:00 am should report to the cafeteria.

LIBRARY: The library is available to all students. A certified Librarian and a library aide staff the library. Pupils may use the library when escorted by a teacher or on an individual basis with a pass from their teacher. Students must sign up with the librarian prior to staying after school.

DISCIPLINE:

The School Committee and the administration expect students to respect and obey the rules and regulations of the school. Therefore, all disciplinary actions and procedures are directed toward serving educational ends. Those who enjoy the privileges and rights the school provides must also accept the responsibilities, including respect for and compliance with school rules.

IN GENERAL:

Violations of local, state, and federal laws may be reported to the police department, subject to state and Federal confidentiality requirements. All students are required to obey school and classroom rules which are delineated in this handbook. Students may be excluded from class/school field trips and other school related activities due to unsafe behaviors or disciplinary infractions, at the discretion of the school administration.

Consequences for infractions are at the discretion of the administrator, and if aggravating circumstances exist, the disciplinary procedures listed in this handbook will be used as minimum penalties. Please refer to the Disciplinary Actions for Hurley Middle School Students section at the end of this handbook. Disciplinary actions for serious offenses may include long-term suspension or expulsion. Administration may also direct students to alternative consequences, such as school service or restitution.

DETENTION:

Teacher detention sessions are held Monday - Wednesday at the discretion of the teacher assigning the detention. Failure to serve the detention will result in additional consequences. Students who are assigned detention will be given a one-day written notice unless the teacher and student agree otherwise. Office Detentions will be held on Wednesday's from 2:40-3:30. Students who are assigned detention will be given a one-day written notice and must report to the detention on the day assigned. Failure to do so will result in additional consequences. Office detention takes precedence over athletics. Teacher detention takes precedence over office detention. Students must produce documentation from the teacher in such instances. Lunch detentions may also be assigned to students. Two lunch detentions are equivalent to an after school teacher/office detention.

IN-SCHOOL SUSPENSION:

In-school suspension is a disciplinary program that removes the student from the classroom setting and places him/her in a temporary alternate setting where he/she will receive work from classes they are missing. Students therefore have the opportunity to make academic progress while in in-school suspension. This program will be utilized as an intermediate step between detention and out-of-school suspension. If a student does not rectify

his/her behavior in this program, he/she may be suspended externally and, upon return, be required to make up the initial time assigned to the in-school suspension program.

Prior to assigning a full day of in-school suspension, the school administration will inform the student of the disciplinary offense with which he or she is charged and provide the student an opportunity to dispute or explain the circumstances surrounding the incident. After communicating with the student, the administration will inform the student whether in-school suspension is being assigned, and if so, for what length of time. If a student is placed in in-school suspension for more than ten days, consecutively or cumulatively during a school year, such suspension shall be deemed a long-term suspension for due process, appeal, and reporting purposes. The school administration will then immediately make reasonable efforts to orally notify the student's parent/guardian of the In-school suspension. A written notification of the in-school suspension will then be sent to the parent/guardian, which will include an offer to meet with the parent/guardian to discuss the student's current performance and behavior in school, strategies for student engagement, and possible responses to the behavior that triggered the In-school suspension.

In-School Suspension (ISS) Rules

1. Students report to the ISS room before the start of first period or period assigned.
2. Students who miss any ISS time due to early dismissal, tardiness, absence, or emergency school closing will make-up the time missed on the next day of attendance.
3. Restroom breaks are provided periodically.
4. Students eat lunch in the ISS room.
5. Students must bring all necessary assignments, text and materials.
6. All school rules apply in ISS.
7. Students will remain seated in assigned seats and work on assignments, behavioral packets, or read appropriate material.
8. Students must produce complete academic assignments for every period of the school day.
9. Talking or interfering with other students, sleeping, lounging, and eating or drinking at any time other than lunch is not allowed.
10. Violation of ISS rules may result in Out-Of-School Suspension.
11. Participation in or attendance at any extracurricular activity from the time the ISS is assigned until the next school day after completion may not be permitted.

DUE PROCESS

PROCEDURES FOR SHORT-TERM SUSPENSION

Exclusion of a student from school premises and school-sponsored programs/activities for a specified period of not more than ten school days

The principal, or his/her designee, may suspend students' out-of-school on a short-term basis. Unless a student possesses a firearm, controlled substance, assaults a school staff member, or is charged or convicted of a felony complaint (see Administrative Procedures based on G.L., c. 71, §§37H and 37H ½, below) the student will receive the following due process 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 the disciplinary offense, basis for the charge, the potential length of the suspension and other potential consequences of the disciplinary offense, if applicable, provide for the opportunity to have a hearing before the principal, or designee, provide for the opportunity for the parent/guardian to attend the hearing, the date and time of the hearing, and provide for the right to an interpreter during the hearing.
2. At the hearing, if the student and/or parent/ guardian elect to attend, the student shall have the opportunity to present his/her version of the relevant facts and any mitigating circumstances.
3. Based on the available information, the principal, or designee, shall make a determination as to whether the student committed the disciplinary offenses and what discipline shall be imposed. The student and parent/guardian shall receive notice in writing of the principal's, or his/her designee's decision, the reasons for it, and, if applicable, the type and duration of the suspension and the opportunity to make academic progress while excluded, including the right 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 may temporarily remove the student from the school prior to any hearing. 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. The principal shall make immediate and reasonable efforts to orally notify the student and student's parent/ guardian of the emergency removal. Additionally the principal must provide written notice of the emergency removal including the reason for the emergency removal, and the other information required in a short-term suspension notification. During the

temporary removal, a notification of hearing for either a short-term suspension or a long-term suspension shall be provided in writing to the student and parent/ guardian. The opportunity for a hearing with the principal or designee shall occur within two (2) school days, unless otherwise extended by the school and parent/ guardian. 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).

in-school suspension

EXCLUSION FROM PRIVILEGES

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

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 G.L. c. 71, §37H and §37H½ (described in the School District Policies, State and Federal Regulations section, below)

1. In the event of a potential long-term suspension the student must 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 the disciplinary offense, the basis for the charge, the potential length of the suspension and other potential consequences of the disciplinary offense, if applicable, the opportunity to have a hearing before the principal, or designee concerning the proposed suspension, the right for the parent/ guardian to attend the hearing, the date, time and location of the hearing, the right to interpreter services, the right to appeal to the superintendent, the opportunity to view the student's records, the right to be represented by counsel at the student/parent/ guardian's own expense, the right to produce witnesses, the right to cross examine witnesses, and the right to request the hearing be recorded and receive a copy of the audio recording.

2. At the hearing, if the student and/or parent/ guardian elect 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. Please note that student witnesses may only be called at the discretion of the principal, and may not be called without a signed letter of permission to participate in the hearing from that student's parent/guardian. As indicated above, the student and/or parent/ guardian may also be represented by counsel, at private expense, and may request that the hearing be audio recorded.

3. After the hearing, the principal, or designee, shall make a determination as to whether the student committed the disciplinary offenses, the key facts and conclusions reached, and what consequences shall be imposed. The student and parent shall be notified in writing of his/her decision, including, if applicable, the disciplinary offense; the date on which the hearing took place; the participants at the hearing; key facts and conclusions reached by the principal/ designee; the length and effective date of the suspension; the date of return to school; notice of the student's opportunity to receive education services and make academic progress during the suspension; and the student's right to appeal to the superintendent or his/her designee if a long-term suspension has been imposed. The long term suspension will remain in effect unless and until the superintendent reverses the decision on appeal.

EXPULSIONS

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. While excluded, students shall have the opportunity to receive educational services and make academic progress.

Students may be expelled under the following statutes:

- G.L.c.71§ 37H, which permits the principal to expel a student for possession of a dangerous weapon; possession of a controlled substance; or assault on a principal, teacher, teacher's aide, or other educational staff members on school premises or at a school sponsored event
- G.L.c.71§ 37H ½, which permits the principal to suspend a student, for a period of time determined appropriate by the principal, if the student is charged with a felony and 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 principal may expel a student for being convicted of a felony, or upon an adjudication or admission in court of guilt with respect to such a felony, and the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.
- See the School Committee Policies and Massachusetts Regulations section, below, for more information about these statutes.

SEEKONK SCHOOLS' TRANSPORTATION POLICY

The primary purpose of school-based transportation for Seekonk Public Schools is to provide students with access to educational programming in a safe, efficient, and cost-effective manner. We are required to maintain compliance with the laws of the Commonwealth of Massachusetts (G.L. c. 71, § 68) and the regulations of the Massachusetts Department of Education.

Please click the link below to access the Seekonk Public Schools Transportation Policy.

<http://seekonk.sharpschool.com/common/pages/DisplayFile.aspx?itemId=35301865>

SCHOOL COMMITTEE POLICIES AND MASSACHUSETTS' REGULATIONS

TECHNOLOGY RESPONSIBLE USE & INTERNET SAFETY POLICY: Students and parents are required to read, sign-off, and abide by this policy set forth by Seekonk Public Schools. Please click the links to access the Technology Responsible Use and Internet Safety Policy along with the Access to Technology Resources Student Contract before using the school computer network, Internet, e-mail, and google accounts at the Middle School.

[Seekonk Public Schools Technology Responsible Use and Internet Safety Policy](#)

[Seekonk Public Schools Access to Technology Resources Form Middle and High School Students](#)

DRUGS, WEAPONS, AND ASSAULTS ON SCHOOL STAFF

Massachusetts General Laws, chapter 71, §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. Said policies shall further restrict operators of school buses and personal motor vehicles, including students, faculty, staff and visitors, from idling such vehicles on school grounds, consistent with section 16B of chapter 90 and regulations adopted pursuant thereto and by the department. The policies shall also prohibit bullying as

defined in section 37O and shall include the student-related sections of the bullying prevention and intervention plan required by said section 37O. 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 of 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 a student's 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 six 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 student handbook shall include an age-appropriate summary of the student-related sections of the bullying prevention and intervention plan required by section 37O. 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 discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

(d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

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

(f) 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.

(g) 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.

FELONY CHARGES AND CONVICTIONS

Massachusetts General Laws, chapter 71, §37H ½

(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 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.

(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.

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 under an education service plan, under section 21 of chapter 76.

OBLIGATION TO REPORT:

Massachusetts General Laws, chapter 71, §37L

The school committee of each city, town or regional school district shall inform teachers, administrators, and other professional staff of reporting requirements for child abuse and neglect as specified in sections fifty-one A to fifty-one F, inclusive, of chapter one hundred and nineteen, and the reporting requirements relating to fires in section 2A of chapter 148.

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.

SEARCH AND SEIZURE POLICY

The Seekonk School Committee recognizes that School Administrators are under an obligation to ensure that reasonable safety, discipline and good order be maintained by and for all students at all times. It also recognizes, however, that students have certain constitutional rights. It is to balance the sometimes-conflicting need of school officials to ensure order and safety on the one hand, and the need to insure applicable constitutional rights of students on the other hand that this policy is written.

SEARCH OF STUDENT LOCKERS AND DESKS

1. Lockers and desks are the property of the Seekonk Public Schools. The Seekonk Public Schools maintain control of all locks affixed to lockers. No other locks are permitted; and such locks will be removed by the school administration.
2. Students shall not have any expectation of privacy in school lockers and desks and should be aware that school lockers and desks may be searched at any time by school officials.
3. It is prohibited to store any illegal items/substances or items/substances in violation of any school rule or Federal, State or Local law in a locker or desk.
4. Items/substances prohibited from being in lockers include but are not limited to guns/knives/weapons (real or fake), drugs or alcohol, fireworks/explosives, fire/smoke/odor producing products, and any other evidence of a school rule or legal violation.
5. Students should be aware that, at the discretion of a school administrator, a student's locker or desk may be searched at any time and prohibited items/substances will be seized.

SEARCH OF STUDENT AND STUDENT BELONGINGS

1. Search of a student will only be performed, and seizure of a student's belongings will only take place, if there exists reasonable suspicion that the student has violated or is violating either the law or the rules of the school.

The search will be conducted in a manner reasonably related to its objectives and will not be excessively intrusive in light of the age and sex of the student and the nature of the infraction. Whenever a personal search is collaboratively deemed necessary, the student shall be advised of the reason for the impending search prior to its implementation. Search of a student may extend to articles of clothing such as pockets; and to the removal and search of outer garments such as hats/caps/headgear, jackets, coats, sweaters, sweatshirts, or shoes; and to items such as pocketbooks, lunch bags, book bags, athletic bags, or backpacks.

2. Search of a student's belongings will only be performed, and seizure of a student's belongings will only take place, if there exists reasonable suspicion that the student has violated or is violating either the law or the rules of the school. The search will be conducted in a manner reasonably related to its objectives and will not be excessively intrusive in light of the age and sex of the student and the nature of the infraction. When reasonably possible, search of a student's belongings not in the immediate possession of the student will be in the presence of the student(s) whose conduct is under scrutiny and in the presence of a second school official.

3. Should a student refuse to voluntarily comply with a request for a search, the student will be detained until parents, and, if necessary, police, can arrive at school to assist, as appropriate, in the investigation.

4. Search of a student or his/her belongings in accordance with the above policy may take place at school or at any school sponsored event on or off school property or during the transportation to such event.

K-9 SEARCH POLICY

Dr. Kevin M. Hurley Middle School Administration is committed to providing students with an environment that is free of drugs and other contraband. In order to reinforce the message that drugs and other contraband will not be tolerated in school, the Middle School Principal/designee may conduct searches of the building for such items using the assistance of Seekonk Police Department, the Sheriff's Office, Massachusetts State Police, and canines (K-9's) trained for such searches.

Searches by canines at HMS will generally be limited to public areas of the building and lockers. The school administration will generally rely on the Seekonk Police Department or other law enforcement agencies to provide canines for searches. If canines from other agencies/organizations are used, steps will be taken to ensure that their reliability and accuracy have been established.

Search Procedures

1. Each canine will be accompanied at all times by a qualified and authorized trainer who will be responsible for the dog's actions. (One or more administrative staff members will be assigned to accompany each canine unit).
2. Arrival of the canines and handlers will be coordinated so that the search begins immediately upon their arrival.
3. Depending upon the area to be searched, a non-classroom area will be designated as the place to which the

canine and handler will report in case the search has to be aborted, i.e. in the case of a fire alarm.

4. Just prior to the beginning of the search, the administration will inform teachers in search area to close their doors and keep students inside the rooms until further notice. If a student needs to leave for an emergency, he/she will be escorted away from the area by an administrator.
5. Canines and handlers will work only within areas designated by the principal. No variations will be permitted.
6. If during the search the canine indicates on a locker area, backpack, or other particular area, administrators will mark the item with a sticker and record time, place, and identifying number. Lockers on either side of the indicated locker will also be searched.
7. When a locker or backpack has been indicated, an administrator will make every effort to keep it under supervision until the search is completed.
8. At the conclusion of a search, a school administrator will be responsible for determining whether to conduct a more thorough search of the specific item/area where the canine indicated. Generally, indication on a locker by a canine will be considered sufficient basis for searching both that locker and the locker on each side of it.
9. If contraband is not found where a canine has indicated, the parent and student will be so notified.
10. If contraband is found, the student will be afforded due process as provided by the school handbook prior to any disciplinary action.
11. School officials will refer students suspected of criminal activity to the police.

The above considerations and procedures are designed to serve merely as guidelines when conducting canine searches at the Middle School. Whether or not set forth in the Guidelines, the Principal/designee is authorized to take the steps necessary to effectively respond to circumstances as they may arise, so long as the steps comply with basic legal principles governing the search of students and their belongings in a school setting.

Family Education Rights and Privacy Act and Student Records

Both Massachusetts and the federal government have laws that exist to insure parents' and students' rights of confidentiality, inspection, amendment and destruction of student records, and to assist school authorities in their responsibilities for the maintenance of school records. In Massachusetts, those laws are found at G.L. c. 71 §§34A, 34B, 34D, 34E, and 34H and at 603 CMR 23.00. The federal student records law is called the Family Educational Rights and Privacy Act and is found at 30 U.S.C. § 1232g and 34 CFR 99.

Under 603 CMR 23.07(4)(a) a school may release the following "directory" information without prior consent:

“a student’s name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans.” Parents and eligible students may request that this information not be released without prior consent.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student’s education record. However, FERPA and Massachusetts student records laws allow schools to disclose those records, without consent, to the following parties or under the following conditions:

- School administrators, teachers, counselors and other professionals who are employed by the school committee or who are providing services to the student under an agreement between the school committee and a service provider, and who are working directly with the student in an administrative, teaching counseling, and/or diagnostic capacity. It includes contractors, electronic/online vendors, consultants, volunteers, interns, or other parties to whom the school has outsourced institutional services or functions.
- Administrative office staff and clerical personnel who are either employed by the school committee or are employed under a school committee service contract, and whose duties require them to have access to student records for purposes of processing information for the student record;
- Other schools to which a student is transferring. Please note that our schools will also request and receive student records from the school of origin for students transferring into the District, and will be able to receive these records without additional consent upon receiving notice that the student will be enrolling in the District;
- Specified officials for audit, enforcement or evaluation purposes provided that except when collection of personally identifiable data is specifically authorized by law, any data collected by such officials shall be protected so that parties other than such officials and their authorized agents cannot personally identify such students and their parents;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- Local and state health department personnel to student health records, when such access is required in the performance of official duties;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Please also note that all student records will be destroyed 30 days after their graduation from Seekonk High School or 30 days after transferring to another school. Parents/ guardians are encouraged to request and procure student records from the central office within 30 days of students' graduation or transfer to another school.

NON-CUSTODIAL PARENTS RIGHTS

As required by G.L. c. 71, § 34H, a non-custodial parent may have access to the student record in accordance with law and Department of Education regulations, found at 603 CMR 23.07. Any parent who by court order does not have physical custody is considered a non-custodial parent. A non-custodial parent requesting information shall submit a written request to the school principal. A non-custodial parent is eligible to access the student's record unless:

- Parent's access is currently prohibited by temporary or permanent protective order, unless this order specifies access to such information.
- The parent has been denied visitation; or, based on threat to safety of the child, is currently denied legal custody, or is court-ordered to be under supervised visits, and such threat is specifically noted in the custody or visitation order.
- There is an order of a probate and family court judge which prohibits the distribution of student records to the parents.

Once a request is received, the school shall review the student's records for any documentation limiting or restricting the non-custodial parent's access to the information or records. The district shall notify the custodial parent of the request by certified mail in both primary language of the custodial parent and in English. The notification shall also inform the custodial parent that requested information shall be provided to the non-custodial parent after 21 days, unless the custodial parent provides the principal with documentation that the parent is not eligible for the information. Such documentation includes:

- A court order prohibiting contact with the student, as outlined above;
- A (temporary or permanent) court order plainly prohibiting the distribution of information to provide protection to the student from abuse by the requesting parent; and
- Subsequent orders modifying a protective order that would otherwise allow such access. In this case, the custodial parent must contact the school to notify administration of any such modified court orders and

provide documentation

If the custodial parent responds and provides any of the above documents, these records are to be placed in the student's file. If the custodial parent does not produce such documentation, the student records will be provided to the non-custodial parent, except that all electronic and postal address and telephone numbers relating to work or home of the custodial parent shall be removed from the records sent. Furthermore, student records provided to a non-custodial parent will be stamped to indicate that they cannot be used to enroll the student in school elsewhere.

If a student is the subject of any temporary/permanent custody order, decree, or agreement, a copy of the custody order, decree or agreement – either signed by the judge of the probate court in the case of an order or decree or signed by both parents in the case of an agreement – must be provided to the main office.

These orders are important for determining access to the student's records, the right to have the student dismissed into the care of an individual, the right of access to a student's teacher and similar issues. Parents are responsible for notifying the school of any changes in the custody order, decree, or agreement.

Protection of Pupil Rights Amendment Act

The Protection of Pupil Rights Amendment (PPRA) requires that the school notifies you to obtain consent or allow you to opt out of the following school activities: a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior;
4. Critical appraisals of others with whom respondents have close family relationships;
5. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
6. Religious practices, affiliations, or beliefs of the student or parents; or
7. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

The Seekonk Public Schools will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, a notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

Firearms

G. L. c. 269, § 10 Prohibition against Firearms in Schools

(j) Whoever, not being a law enforcement officer, and notwithstanding any license obtained by him under the provisions of chapter one hundred and forty, carries on his person a firearm as hereinafter defined, loaded or unloaded or other dangerous weapon in any building or on the grounds of any elementary or secondary school, college or university without the written authorization of the board or officer in charge of such elementary or secondary school, college or university shall be punished by a fine of not more than one thousand dollars or by imprisonment for not more than one year, or both. For the purpose of this paragraph, “firearm” shall mean any pistol, revolver, rifle or smoothbore arm from which a shot, bullet or pellet can be discharged by whatever means.

Any officer in charge of an elementary or secondary school, college or university or any faculty member or administrative

officer of an elementary or secondary school, college or university failing to report violations of this paragraph shall be guilty of a misdemeanor and punished by a fine of not more than five hundred dollars. Amended by St.1987, c. 150, s.2; St. 1989, c.648.

NONDISCRIMINATION

According to G.L. c. 76, § 5, 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, gender identity, religion, national origin or sexual orientation. Additionally, pursuant to Federal and state law, no person shall be discriminated against on account of disability, homelessness, or age. This prohibition does not prevent the Seekonk Public Schools from making age qualifications for entering and attending school or participating in extracurricular activities.

The Seekonk Public Schools does not discriminate against any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the United States Code as a patriotic society, and rather

provides equal access and fair opportunity to any group under this classification.

This policy extends to students, staff, the general public, and individuals with whom the school does business.

It will be a violation of this policy for any student, district employee or third party based on a student's, employee's or third party's actual or perceived race, color, creed, ethnicity, religion, national origin, sex/gender, disability, sexual orientation, gender identity, homelessness, or age to: (1) harass a student, district employee or third party through conduct or communication (e.g., physical, verbal, graphic or written) or to (2) inflict, threaten to inflict or attempt to inflict violence; or to (3) discriminate against or treat differently a student, District employee or third party.

This policy applies to all of the academic and nonacademic (for example, athletic and extracurricular) programs of the district and will be enforced before, during, or after school hours on all school property, including the school bus, school functions, or events held at other locations. The policy also applies to any off-campus conduct that causes or threatens to cause a substantial and material disruption at school, or interferes with the rights of students, employees or third parties to be free from a hostile school environment, taking into consideration the totality of the circumstances on and off campus.

The District will reasonably accommodate and modify the policies in this Handbook for individuals with disabilities when necessary to ensure that individuals with disabilities have an equal opportunity to access and participate in the programs of the District and to ensure that students with disabilities receive a free and appropriate public education. If a student or other individual requires a reasonable accommodation or modification to a policy or procedure, please contact the student's Team Chair or the Director of Pupil Services.

HARASSMENT AND NON-DISCRIMINATION PROCEDURES

INVESTIGATION PROCESS

It is the policy of Seekonk Public Schools to maintain a learning environment that is free from harassment or discrimination of any kind, including sexual harassment. It is a violation of this policy for any member of the school community to harass or discriminate another individual as outlined in this policy. Any allegation of harassment or discrimination will be investigated, and, if a violation of this policy is substantiated, disciplinary action will be taken. All reports of harassment or discrimination shall be investigated promptly, impartially and

in a manner which will preserve the confidentiality of all concerned to the extent practicable under the circumstances.

Any employee, student or third party who believes that he or she has experienced harassment, violence or discrimination on the basis of his or her actual or perceived race, color, creed, ethnicity, religion, national origin, sex/gender, disability, sexual orientation, gender identity or age or who has witnessed or learns about the harassment, violence or discrimination of another person in the school environment, should inform the principal of the relevant school site as soon as possible.

Harassment and discrimination are banned, not just at school during school hours, but also before or after school hours on all school property, including the school bus, school functions, or at school events held at other locations. The policy also applies to any off-campus conduct that causes or threatens to cause a substantial and material disruption at school, or interferes with the rights of students or employees to be free from a hostile school environment taking into consideration the totality of the circumstances on and off campus. However, this policy does not cover allegations of sex-based harassment under Title IX occurring off-campus.

Harassment is defined as unwelcome conduct that creates a hostile environment. Harassing conduct may take many forms, including but not limited to verbal acts and name-calling, as well as nonverbal behavior that is physically threatening, harmful, or humiliating. Conduct is unwelcome if the student or employee did not request or invite it and considered the conduct to be undesirable or offensive.

Sex-based harassment includes both sexual harassment and gender-based harassment. Sexual Harassment as defined in G.L. c. 151 B and Title IX, includes the following:

- Conditioning educational benefits on participation of unwelcome sexual conduct,
- Unwelcome sexual misconduct that a person would reasonably believe is so severe and pervasive, and objectively offensive, that it effectively denies equal access to the educational program or activity,
- Sexual assault (including dating/domestic violence and stalking) , and
- Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 - o Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development.

- Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance by creating an intimidating, hostile, humiliating, or sexually offensive work or educational environment.

Gender-based harassment includes acts of verbal, nonverbal, or physical aggression, intimidation, or hostility that are based on sex, although they are not necessarily sexual in nature, including harassment based on gender identity and expression. Gender-based harassment includes, but is not limited to, harassment based on the person's nonconformity with gender stereotypes, regardless of the actual or perceived sex, gender identity, or sexual orientation of the harasser or target of the harassment.

Title IX Sex-Based Harassment Reporting Responsibilities

Allegations of sex-based harassment under Title IX require the filing of a formal complaint (see process for formal complaints below). Additionally, IX requires that a formal complaint is filed by a victim or the parent/guardian of the victim or signed by the Title IX Coordinator, and alleges sexual harassment for which there is a request to investigate. A Title IX Coordinator may sign a formal complaint and start an investigation where an alleged victim does not wish to file a formal complaint under conditions specified under Title IX. Further, upon receipt of a formal complaint, written notice to both parties of the allegations, including the identities of the parties, if known, is required.

Harassment Reporting Responsibilities

Everyone in the school community is responsible for immediately reporting incidents of harassing, discrimination, different treatment, and/or retaliation, by anyone, in any form, that are directed at or witnessed by them at school or school sponsored event. Failure to cooperate with an investigation of such an incident may result in disciplinary action. Deceptive reporting may also be subject to a disciplinary response.

An individual may report to either the principal of the relevant school site or appropriate discrimination/harassment complaint official at his or her discretion. Students may additionally report incidents that they believe involve harassment or discrimination to their guidance counselor, any teacher, administrator or

any member of the support staff, and the staff member will refer the complaint to the principal or the district complaint official. The discrimination/harassment complaint officials for the Seekonk Public Schools are the principals of each building and the following individuals on a district wide level:

Title I of ADA

Assistant Superintendent for Teaching & Learning

25 Water Lane, Seekonk, MA 02771

508-399-5106 phone

508-339-5128 fax

Title III & VIII

Director of Student Services (III)

Assistant Superintendent for Teaching & Learning (VIII)

25 Water Lane, Seekonk, MA 02771

508-399-5106 phone

508-339-5128 fax

Title IX/Age/Boy Scouts

Assistant Superintendent for Teaching & Learning

25 Water Lane, Seekonk, MA 02771

508-399-5106 phone

508-339-5128 fax

Title II of the ADA, VI, VII

Assistant Superintendent for Teaching & Learning

25 Water Lane, Seekonk, MA 02771

508-399-5106 phone

508-339-5128 fax

Fax: (508) 336-0324

Section 504

Director of Student Services
25 Water Lane, Seekonk, MA 02771
508-399-5106 phone
508-388-5128 fax

Although Seekonk Public Schools encourages a written complaint, use of a formal reporting requirement is not required. Oral reports will be considered complaints as well. However, formal complaints are required related to allegation of sex-based harassment under Title IX.

Seekonk Public Schools will promptly (within 48 hours) determine whether the alleged victim wants to utilize formal or informal procedures and, if the alleged victim chooses formal procedures, begin to investigate every complaint of harassment, discrimination or violence.

Complaints between the alleged victim and the alleged perpetrator may be handled two ways: through an Informal or a Formal Procedure, except that a formal complaint is required for allegations of sex-based harassment under Title IX.

The informal process is entirely voluntary and the complaints can opt out at any time and trigger the formal complaint process.

Confidentiality of the complaint and investigation will be maintained to the extent consistent with the school's obligations under law and under applicable collective bargaining agreements. The grievance officer or discrimination/complaint official will inform witnesses and others involved in the resolution process of the importance of maintaining confidentiality, but will not issue any gag orders to the alleged victim or aggressor. However, related to allegations of sex-based harassment under Title IX, upon receipt of a formal complaint, written notice to both parties of the allegations, including the identities of the parties must be provided.

In certain cases, the harassment of a student may constitute child abuse under state law. Seekonk Public Schools will comply with all legal requirements governing the reporting of suspected cases of child abuse and will report suspected criminal activity to the appropriate authorities.

PROCEDURES FOR FILING A COMPLAINT

INFORMAL

It may be possible to resolve a complaint through voluntary conversations between the alleged victim and the alleged perpetrator, which will be facilitated by a school employee or by a designated discrimination/harassment complaint official. If, the alleged victim or alleged perpetrator is a student under the age of eighteen (18), the facilitator will notify the student's parent(s)/guardian(s) if, after initial consultation with the student, it is determined to be in the best interest of the student. If, the alleged victim and the alleged perpetrator feel that a resolution has been achieved, then the conversation remains confidential and no further action needs to be taken. The voluntary conversation must occur within five (5) workdays after receiving the complaint of discrimination or harassment. The results of an informal resolution shall be maintained by the facilitator, in writing.

FORMAL

Step 1

The grievance officer or the discrimination/harassment complaint official shall within forty-eight (48) hours of receiving the complaint or the termination of an unsuccessful informal resolution process, meet with the complainant and/or alleged victim (if they are different) by telephone or in person. The grievance officer or the discrimination/harassment complaint official will complete a discrimination/harassment complaint form based on the written or verbal allegations of the alleged victim within forty-eight (48) hours of meeting with the complainant. The complaint form will be maintained by the grievance officer or the discrimination/harassment complaint official.

Step 2

A prompt investigation shall be completed by the grievance officer or the discrimination/harassment complaint official within thirty (30) work days from the date of the complaint or report, unless impracticable.. If the grievance officer or the discrimination/harassment complaint official anticipates that there may be discipline due to the allegations, he or she will provide written notice of the investigation to the alleged perpetrator before conducting an interview of the alleged perpetrator. However, related to sex-based allegations under Title IX, the investigator of the complaint must be different from the individual who will render a determination related to the allegations.

The investigation may, as appropriate, consist of personal interviews with the alleged victim, the reporter (if different than the alleged victim), the individual(s) against whom the complaint is filed, and any other individuals who may have knowledge of the alleged incidents(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the grievance officer or the discrimination/harassment complaint official. Further, in Title IX investigations of sex-based harassment, alleged victims and alleged perpetrators have a right to have advisors of their choice participate in the investigation.

The alleged victim and the individual(s) against whom the complaint is filed have the opportunity to present witnesses and information to the grievance officer or the discrimination/harassment complaint official that they deem relevant. Refusal by the complainant to provide the investigator with documents or other evidence related to the allegations in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegations.

Step 3

The grievance officer or the discrimination/harassment complaint official shall document his or her findings. The grievance officer or the discrimination/harassment complaint official shall send the written report of the findings to the Superintendent, alleged victim, and alleged aggressor, unless the alleged victim agrees in writing to extend the timeline.

The report shall include:

- a) a statement of the allegations investigated;
- b) a summary of the steps taken to investigate the allegations;
- c) the findings of fact based on a preponderance of the evidence gathered;
- d) the District's conclusion of whether discrimination, harassment or violence did or did not occur;
- e) the disposition of the complaint;
- f) the rationale for the disposition of the complaint; and
- g) if the District concluded discrimination, harassment, different treatment, or violence occurred, a description of the District's response. However, please note that in Title IX and Title VI investigations all discipline of the

alleged aggressor will be kept confidential from the alleged victim unless it directly relates to the alleged victim (e.g., alleged victims will be notified of stay-away orders).

In the instance of a Title IX investigation of sex-based harassment, both the alleged victim and alleged perpetrator are entitled to the investigative report before a determination regarding responsibility is made and the decision maker must afford each the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow up questions from each party prior to making a final determination

Please note that in Title IX and Title VI investigations all discipline of the alleged perpetrator will be kept confidential from the alleged victim unless it directly relates to the alleged victim (e.g., alleged victims will be notified of stay-away orders but not suspensions).

The grievance officer or the discrimination/harassment complaint shall determine whether the allegations have been substantiated as factual and whether they appear to be violations of this policy, using a preponderance of the evidence standard. A “preponderance of the evidence” means that it is more likely than not that the alleged conduct occurred. The grievance official shall further recommend what action, if any, is required. If it is determined that harassment, discrimination or different treatment occurred, the District will take steps to prevent the recurrence of the harassment, discrimination or different treatment and correct its discriminatory effect on the alleged victim and others if appropriate.

Formal disciplinary actions may be imposed in the event that the preponderance of the evidence indicates an alleged violation, up to and including suspension. Any disciplinary action will be in accordance with due process rights under State law and any applicable collective bargaining agreement.

Step 4

The grievance officer or the discrimination/harassment complaint official and/or Superintendent shall maintain the written report of the investigation, findings and disposition. The district will contact the individual harassed within fourteen (14) work days following the conclusion of the investigation to assess whether there has been on-going harassment or retaliation and to determine whether additional supportive measures are needed.

INTERIM MEASURES

Seekonk Public Schools shall take immediate steps to protect the alleged victim, alleged perpetrator, witnesses, and the larger school community pending the completion of an investigation or the informal process and address any ongoing harassment or discrimination. The District will take interim measures to prevent retaliation against the reporting student and minimize the burden of such measures on complainants.

In the case of alleged sexual assault, the grievance officer or the discrimination/harassment complaint official will take additional steps as necessary, such as referring the student to a rape crisis center, creating a safety plan, and/ or designating an individual at the site level to act as a support person during the investigation.

APPEALS

A party may appeal the decision of the grievance official or the discrimination/harassment complaint official in writing to the Superintendent within fifteen (15) work days of receipt of the findings of the formal procedure. The Superintendent, as an impartial decision-maker will review in an impartial manner the comprehensiveness and accuracy of the investigation and the conclusions, and issue written findings within thirty (30) school days.

REFERRAL TO LAW ENFORCEMENT, OTHER AGENCIES

Some alleged conduct may constitute both a violation of District policies and criminal activity. The grievance officer or the discrimination/harassment complaint official will refer matters to law enforcement and other agencies as appropriate under the law or District policy, and inform the complainant of the right to file a criminal complaint.

RETALIATION

Complainants and those who participate in the complaint resolution process or who otherwise oppose in a reasonable manner an act or policy believed to constitute discrimination are protected from retaliation by law and District policy. The grievance officer or the discrimination/harassment complaint official will inform all involved individuals that retaliation is prohibited, and that anyone who feels they have experienced harassment, coercion, intimidation, or discrimination for filing a complaint or participating in the resolution process should inform the grievance officer or the discrimination/harassment complaint official. The District will investigate reports of retaliation and, where retaliation is found, take separate remedial and disciplinary action.

More detailed information on the Harassment Policies and Procedures can be found at the Seekonk Public

Schools Harassment/Discrimination Policies and Procedures online or at the school's office.

BULLYING INTERVENTION AND PREVENTION

Seekonk Public Schools is committed to the provision of an educational atmosphere free from bullying, cyber-bullying and retaliation (Chapter 92 of the Acts of 2010, Section 5, Section 37O(d)(i)) in order to create a safe, caring, and respectful learning environment for all students. This Plan is updated to reflect G.L. c. 71, § 37O as amended by Sections 72 –74 of Chapter 38 of the Acts of 2013, which changed the definition of “perpetrator” to include “a member of a 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.” The amendment also made the plan applicable to school staff, including but not limited to, the individuals listed in the amended perpetrator definition.

Definitions:

“Aggressor” and “Perpetrator” are used interchangeably and mean the perpetrator of bullying or retaliation as defined in G. L. c. 71, § 37O.

“Bullying”, pursuant to G.L. c. 71, § 37O, means the repeated use by one or more students or by a member of a 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 of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

1. causes physical or emotional harm to the target or damage to the target's property;
2. places the target in reasonable fear of harm to himself or herself or damage to the target's property;
3. creates a hostile environment at school for the target;
4. infringes on the rights of the target at school; or
5. materially and substantially disrupts the education process or the orderly operation of a school.

For the purposes of this section, bullying shall include cyber-bullying.

“Cyber-bullying” is bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to: any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include:

1. the creation of a web page or blog in which the creator assumes the identity of another person; or

2. the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (1) to (5), inclusive, of 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 clauses (1) to (5), inclusive, of 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 the student’s education.

“Target” means a student victim of bullying or retaliation as defined in G.L. c. 71, § 37O.

Prohibition of Bullying

Bullying is prohibited: on school grounds, property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by 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, or through the use of technology or an electronic device that is not owned, leased or used by a school district or school, if the bullying 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. Nothing contained herein shall require schools to staff any non-school related activities, functions, or programs.

(Chapter 92 of the Acts of 2010, Section 5, Section 37O (b).)

Reporting Incidents: The school district expects students, parents or guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. Reports of bullying and retaliation should be given orally or in writing to the building Principal. The target should report the specifics of the complaint to ensure that the subsequent investigation is focused on the relevant facts. A Witness Form is available in school offices, and is available on the school and district’s websites.

Our school staff has been trained on the new law and shall immediately report any instance of bullying or retaliation the staff member has witnessed or becomes aware of to the principal or to the school official identified in the plan as responsible for receiving such reports or both. (Chapter 92 of the Acts of 2010, Section 5, Section 37O (g).)

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, the school district or school first informed of the bullying or retaliation shall, 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. 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 local school district, charter school, non-public school, approved private day or residential school or collaborative school, the school district or school informed of the bullying or retaliation shall contact law enforcement consistent with Chapter 92 of the Acts of 2010, Section 5, Section 37O (h).

The building principal/designee shall be responsible for assisting employees and students seeking guidance or support in addressing matters relating to any form of bullying. All employees will be provided professional development in bullying prevention and intervention on an ongoing basis.

It is important that allegations of bullying and retaliation be investigated and resolved as confidentially and as quickly as the circumstances permit. Once a complaint of bullying or retaliation has been made, the following course of action should be taken:

- Investigating and/or gathering data
- Substantiating and establishing the facts
- Assessing the facts
- Documenting
- Communicating results

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying shall be prohibited. (Chapter 92 of the Acts of 2010, Section 5, Section 37O (d)(v).) A student who knowingly makes a false accusation of bullying shall be subject to disciplinary action.

Following the investigation, if the Principal or his/her designee determines that bullying or retaliation has occurred, the Principal or his/her designee shall (i) notify the local law enforcement agency if the Principal or

his/her designee believes that criminal charges may be pursued against an aggressor; (ii) take appropriate response or disciplinary action, including, but not limited to warnings, detentions, and suspensions; (iii) notify the parents or guardians of an aggressor; (iv) notify the parents or guardians of the target, and to the extent consistent with state and federal law, notify them of the action taken to prevent any further acts of bullying or retaliation; and (v) inform the parents or guardians of the victim about the Massachusetts Department of Elementary and Secondary Education's problem resolution system and the process for seeking assistance or filing a claim through the problem resolution system.

Academic Activities

Seekonk Public Schools shall provide age-appropriate instruction on bullying prevention in each grade. This instruction shall be incorporated into the curriculum, be evidence-based, and information about it must be made available to parents and guardians. Second Step curriculum will be used in Grades K-8 for all students. In Grades K-5, Second Step is taught by the classroom teacher, and at the middle school level, Second Step is taught in Health classes. Steps to Respect is utilized in Grades 3-5 with whole classrooms as indicated by incident reports or requests by the classroom teacher, administrator, school psychologist, or adjustment counselor. There are additional interventions used as needed. Initiatives will also teach students about the student-related sections of the Bullying Prevention and Intervention Plan at the beginning of the school year during administrative assemblies in Grades 6-12, and by classroom teachers in Grades K-5. At the high school, during physical education and health classes, students will be engaged in a curriculum that meets the approaches as described above. Additional interventions at the high school include social skills groups in each of the special education programs.

The District will annually report bullying incident data to the Department of Elementary and Secondary Education.

More detailed information can be found at the Seekonk Public Schools Bullying Prevention and Intervention Plan. It is available on the website and at the office, upon request.

Hazing Pursuant to G. L. c. 269, §§ 17, 18, & 19

Section 17

Whoever is a principal organizer or participator 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 the house of correction for not more than one year, or by 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 and 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 substances, or any other 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 defined in section seventeen and is at the scene of such crime

shall, to the extent that such person can do so without danger or peril to himself/herself or others, report such crime to an appropriate law enforcement official as soon as is reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than five hundred 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 such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, 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 acknowledgement 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, plebes, 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, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy 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 board 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 higher education 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.

K-9 SEARCH POLICY

Dr. Kevin M. Hurley Middle School Administration is committed to providing students with an environment that is free of drugs and other contraband. In order to reinforce the message that drugs and other contraband will not be tolerated in school, the Middle School Principal/designee may conduct searches of the building for such items using the assistance of Seekonk Police Department, the Sheriff's Office, Massachusetts State Police, and canines (K-9's) trained for such searches.

Searches by canines at HMS will generally be limited to public areas of the building and lockers. The school administration will generally rely on the Seekonk Police Department or other law enforcement agencies to provide canines for searches. If canines from other agencies/organizations are used, steps will be taken to ensure that their reliability and accuracy have been established.

Search Procedures

1. Each canine will be accompanied at all times by a qualified and authorized trainer who will be responsible for the dog's actions. (One or more administrative staff members will be assigned to accompany each canine unit).
2. Arrival of the canines and handlers will be coordinated so that the search begins immediately upon their arrival.
3. Depending upon the area to be searched, a non-classroom area will be designated as the place to which the

canine and handler will report in case the search has to be aborted, i.e. in the case of a fire alarm.

4. Just prior to the beginning of the search, the administration will inform teachers in search area to close their doors and keep students inside the rooms until further notice. If a student needs to leave for an emergency, he/she will be escorted away from the area by an administrator.
5. Canines and handlers will work only within areas designated by the principal. No variations will be permitted.
6. If during the search the canine indicates on a locker area, backpack, or other particular area, administrators will mark the item with a sticker and record time, place, and identifying number. Lockers on either side of the indicated locker will also be searched.
7. When a locker or backpack has been indicated, an administrator will make every effort to keep it under supervision until the search is completed.
8. At the conclusion of a search, a school administrator will be responsible for determining whether to conduct a more thorough search of the specific item/area where the canine indicated. Generally, indication on a locker by a canine will be considered sufficient basis for searching both that locker and the locker on each side of it.
9. If contraband is not found where a canine has indicated, the parent and student will be so notified.
10. If contraband is found, the student will be afforded due process as provided by the school handbook prior to any disciplinary action.
11. School officials will refer students suspected of criminal activity to the police.

The above considerations and procedures are designed to serve merely as guidelines when conducting canine searches at the Middle School. Whether or not set forth in the Guidelines, the Principal/designee is authorized to take the steps necessary to effectively respond to circumstances as they may arise, so long as the steps comply with basic legal principles governing the search of students and their belongings in a school setting.

McKinney-Vento Homeless Education Act / Title I Foster Care Provision

According to the Federal McKinney-Vento Homeless Education Assistance Act, schools are required to immediately enroll homeless students in school, even if they do not have the documents usually required for enrollment, such as school records, medical records or proof of residency. There are similar protections under Title I for the Every Student Succeeds Act for foster care students. For additional information regarding the education of homeless students, please contact the homeless liaison coordinator, Principal of Hurley Middle School, 650 Newman Avenue, Seekonk, MA 02771, 508-761-7570. For information regarding foster care students, please contact the DCF liaison of the Seekonk Public Schools, Principal of Hurley Middle School,

650 Newman Avenue, Seekonk, MA 02771, 508-761-7570.

The Seekonk Public Schools prohibits discrimination of harassment based on homelessness. Any complaints of discrimination or harassment based on homelessness may be reported to the homeless liaison and will be investigated using the same process and steps as the Seekonk Public Schools' non-discrimination procedures.

Tobacco and Related Products Policy

At its July 1997 meeting the Board of Health in the town of Seekonk adopted a new Youth Possession Regulation, which forbids possession of tobacco. This regulation forbids the possession of tobacco products for those persons under the age of 18. "Tobacco products" include cigarettes, cigars, chewing tobacco, snuff, vapes, JUUL's, e-cigarettes, or any other form of nicotine delivery. Tobacco is prohibited within the school buildings, the school facilities, or on the school grounds or on school buses by any individual, including school personnel.

Penalties and Procedures for Possession/Use of Tobacco and Related Products by Minors:

First Violation:

Confiscate all reasonably accessible tobacco products in the possession of the violator, and notify the violator's parent(s) or legal guardians(s) of the infraction.

Write the violator a ticket for twenty-five dollars (\$25.00) payable to the Town Of Seekonk within twenty-one (21) calendar days.

Assign a one-day suspension to the violator after following the due process procedures above.

Second Violation:

Confiscate all reasonably accessible tobacco products in the possession of the violator and notify the violator's parent(s) or legal guardians(s) of the infraction.

Write the violator a ticket for fifty dollars (\$50.00) payable to the Town Of Seekonk within twenty-one (21) calendar days.

Assign a two-day suspension to the violator after following the due process procedures outlined above.

Third Violation:

Confiscate all reasonably accessible tobacco products in the possession of the violator and notify the violator's parent(s) or legal guardians(s) of the infraction.

Write the violator a ticket for one hundred dollars (\$100.00) payable to the Town Of Seekonk within twenty-one (21) calendar days.

Assign a three-day suspension to the violator after following the due process procedures outlined above.

Additional Offenses

Any student who has been found guilty of a fourth violation of the no smoking policy is in non-compliance of a reasonable school policy and state law. Upon the fourth offense, the student will be referred to the superintendent of schools.

Enforcement

The Seekonk Police Department and the building administrator shall be responsible for the enforcement of this regulation and the fines.

Violators of this policy who are 18 or over shall be subject to the school sanctions for violation of the tobacco possession/no- smoking policies. These will include school issued fines and may also include suspension and assignment to detention.

Restraint of Students in Public Schools Pursuant to 603CMR 46.00

In December 2014, the Department of Elementary and Secondary Education (DESE) officially approved changes to the physical restraint regulations applicable to public education programs. The definitions of what constitutes a physical restraint have been amended substantially. Furthermore, the regulations impose additional due process, incident reporting, and data review requirements.

New procedures are in place to assure that every physical restraint is reported and logged in the main office; that the principal (or designee) notifies the parents verbally and in writing of every restraint; that parents/students have the opportunity to comment on the restraint or a report of the restraint; that a principal (or designee) personally approves every restraint over 20 minutes and every time-out over 30 minutes; that the principal (or designee) has a weekly review of individual student restraint data; and that the principal (or designee) reviews school-wide restraint data on a monthly basis.

The Seekonk Public Schools complies with the provisions of 603 CMR section 46.00 dealing with restraint of students in the public schools. To that end, Seekonk Public Schools' policy is developed pursuant to those regulations and is available upon request from the principal, the Director of Special Education and Pupil Personnel Services and is available at the Superintendent's office. Further, the policy is posted in the main bulletin board of the school near the office.

Students' Rights

G.L. c. 71, § 82. Public secondary schools; right of students to freedom of expression; limitations; definitions
Section 82. The right of students to freedom of expression in the public schools of the Commonwealth shall not be abridged, provided that such right shall not cause any disruption or disorder within the school. Freedom of expression shall include without limitation, the rights and responsibilities of students, collectively and individually, (a) to express their views through speech and symbols, (b) to write, publish and disseminate their views, (c) to assemble peaceably on school property for the purpose of expressing their opinions. Any assembly planned by students during regularly scheduled school hours shall be held only at a time and place approved in advance by the school principal or his designee. No expression made by students in the exercise of such rights shall be deemed to be an expression of school policy and no school officials shall be held responsible in any civil or criminal action for any expression made or published by the students.

For the purposes of this section and sections eighty-three to eighty-five, inclusive, the word student shall mean any person attending a public secondary school in the Commonwealth. The word school official shall mean any member or employee of the local school committee.

G.L. c. 71, § 83. Dress and appearance of students protected

Section 83. School officials shall not abridge the rights of students as to personal dress and appearance except if such officials determine that such personal dress and appearance violate reasonable standards of health, safety and cleanliness.

G.L. c. 71, § 84. Discipline of students on matters unrelated to school-sponsored activities prohibited

Section 84. No student shall be suspended, expelled, or otherwise disciplined on account of marriage, pregnancy, parenthood or for conduct which is not connected with any school-sponsored activities; provided, however, that in the case of a pregnant student, the school committee may require that the student be under the supervision of a physician.

G.L. c. 71, § 85. Guidelines for implementing Secs. 82 to 84; rules and regulations; adoption; emergencies; procedures Section 85. The board of education may adopt guidelines to implement the provisions of sections eighty-two to eighty-four, inclusive. School committees shall adopt rules and regulations consistent with guidelines of the board of education and the provisions of sections eighty-two to eighty-four, inclusive. The rules and regulations to be made by school officials shall be established only after notice to public school students and after a public hearing at which students' views, shall be presented and shall be taken into consideration by such officials. Said rules and regulations shall provide that, notwithstanding the existence of the rights and responsibilities described in the three preceding sections, school committees or school officials may take necessary action in cases of emergency. Students may petition for a hearing, to be held as soon as practicable after such emergency, as to whether such rules and regulations shall be revoked or modified.

Parental Notification Law

The Massachusetts Parental Notification Law ensures that parents and guardians are notified about any curriculum that primarily involves human sexuality education or human sexuality issues. The law also states that parents are permitted to exempt their children from any portion of that curriculum without penalty.

Students involved in the Health education program have a unit on Human Sexuality. The Human Sexuality Unit will focus on teaching students about self-worth and promotes abstinence as a positive and very real choice. If you have any reason to exempt your child from this course or wish to review the course curriculum, please contact the middle school.

Special Education

Special education services are provided to students with disabilities who require specially designed instruction and/or related services in order to make educational progress and access the general curriculum. Special education is provided by the school district at no cost to parents. A parent/guardian/teacher, as well as other individuals like the student's physician, may refer the student for a special education evaluation at any time. An evaluation shall be completed upon written consent of the parent/guardian and shall be conducted in accordance with state and federal law. A complete copy of the Parent's/guardians procedural rights may be obtained from the principal's office or from the special education office.

Section 504

Some students with disabilities may be entitled to services and other accommodations under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. To qualify as a disabled individual under Section 504, a student must: 1) have a physical or mental impairment that substantially limits one or more major life activities; and 2) have a record of such an impairment, or 3) be regarded as having such an impairment. To qualify for a 504 Plan, an individual must fit into qualification # 1 and require services and other accommodations to meet their educational needs as adequately as the needs of nondisabled students are met. The determination of such qualification shall be made by a team of persons knowledgeable about the disability and/or the student. A parent/guardian/teacher, as well as other individuals like the student's physician, may refer the student for an evaluation under Section 504. A complete copy of the Parent's/Guardian's procedural rights under Section 504. may be obtained from the guidance department's office.

Title IX of the Education Amendments of 1972:

The governing regulations effective July 21, 1972, cover all aspects of sex discrimination in schools with regard to admissions, treatment of students and employment. Specifically, Title IX states: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or subjected to discrimination under an education program or activity receiving Federal Financial Assistance.

Discipline for Students with Disabilities

Students identified as having special needs

All students are expected to meet the requirements for behavior as set forth in this Handbook. State and federal law require that additional provisions be made for students with disabilities.

Students with special needs or 504 students may be suspended for up to ten (10) consecutive days, or ten (10) cumulative days, in any one school year, as would any other student under this handbook.

Suspensions or exclusions in excess of ten (10) consecutive days or ten (10) cumulative days may also occur, provided that the conduct for which the student is being disciplined is not a manifestation of his/her disability (see below), and for special education students, that the District provides services to allow the students to receive a free and appropriate public education ("FAPE") during the suspension or exclusion. Section 504

students are not entitled to FAPE during the period of exclusion if the discipline is not a manifestation of the disability, but are entitled to make academic progress and educational services during the suspension, like a regular education student.

When a special needs student or 504 student has been suspended for more than ten (10) consecutive or cumulative days in a school year, the TEAM will meet to conduct a manifestation determination. The manifestation determination TEAM must consider all relevant information in the student's file, including the student's IEP (or 504 Plan), in order to determine whether the behavior prompting disciplinary removal was a manifestation of the student's disability. The Team determines whether or not the misconduct was a manifestation by deciding two questions:

- 1) Is the misconduct the result of failure to implement the student's IEP or 504 Plan? And
- 2) Is the misconduct caused by, or does it have a direct and substantial relationship to, the student's disability?

A summary of the manifestation determination review will be written and a copy provided to the Parent(s)/guardian(s) as soon as possible after the review, but no later than five (5) school days after the review.

Should the TEAM answer in the affirmative to one or both of the above questions, the misconduct is a manifestation of the student's disability; thus suspension or exclusion in excess of 10 school days must not occur.

If the TEAM finds that the misconduct was not a manifestation of the student's disability, then the student may be disciplined according to the discipline policy otherwise outlined in this handbook. Special education students will receive a free and appropriate public education during this period of suspension or exclusion. 504 students have a right to make academic progress and receive educational services like regular education students. The student's Team should also consider whether a functional behavioral assessment (FBA), behavioral intervention plan, or changes to the student's IEP/504 Plan would be appropriate.

If the TEAM finds that the misconduct was a manifestation of the student's disability, then the school may consider implementing an IAES (see below), but otherwise the student has a right to return to his or her placement. The student's TEAM will arrange for a functional behavioral assessment (if one has not been

recently conducted on the student) and the development or modification of a behavior intervention plan.

Federal and state law also allow school personnel to move a student with disabilities to an interim alternative educational setting (IAES) for up to 45 school days, if that student is in possession of a dangerous weapon at school or a school function or on school property; is in possession or uses a controlled substance or sells or solicits the sale of a controlled substance while at school or a school function or on school property; or inflicts serious bodily injury on a person, including him/herself. Under these circumstances, an IAES placement may be made whether or not the conduct was a manifestation of the student's disability. The appropriate interim alternative educational setting shall be determined by the student's TEAM.

The IDEA and G.L. c. 71B also allow school personnel the option of pursuing an expedited hearing at the Massachusetts Bureau of Special Education Appeals (BSEA) to change the current educational placement of a student with a disability if remaining in that placement is likely to result in injury to the student or others. If the parent/guardian (or student 18 years or older) disagree with the Teams manifestation determination, or with the decision to place the student in an interim alternative educational setting, said parent/guardian (or student 18 years or older) also has the right to request an expedited due process hearing from the BSEA.

The Principal (or designee) will notify the Special Education Office of the suspension of a special needs student and a record will be kept of such notices.

Additional information on the discipline procedures for students with disabilities is available from the Seekonk Special Education Department.

Students not yet eligible for special education

A child who has not been determined to be eligible for special education and related services and who has engaged in behavior that violates a code of student conduct may be eligible for the protections described above if the school has reason to suspect that the child has a disability and is in need of services. Please contact the Director of Special Education for more information.

The Seekonk Public Schools' allergy policy and the Seekonk Public Schools' medication policy are explained in the Seekonk Public Schools Policy Manual. A copy of this manual can be found in all administrative offices.

MCAS/District Testing: Hurley Middle School conducts MCAS testing during the months of April-May. ACCESS testing is in January.

Audio Taping: It is inappropriate, and can be illegal, to audiotape staff members, students, parents, etc. in the school environment without consent of those individuals. The Seekonk Public Schools may take disciplinary action against any student who audiotapes without express authorization by the Superintendent or the building principal.

STUDENT RESPONSIBILITIES

Students are expected to adhere to the policies set forth in this handbook. Please refer to the Disciplinary Actions for Hurley Middle School Students at the end of this handbook for information about consequences for behavioral infractions. Please note that these disciplinary actions are at the discretion of Administration.

STUDENT DISCIPLINE

HOMEWORK POLICY: Homework is expected to be completed on time and is due at the start of the class period. No late work will be accepted unless specified in a student's IEP or 504 Plan. Homework is not instruction nor assessment but an important opportunity for the student to reinforce daily lessons and practice skills. Graded homework will account for no more than 10% of the average. However, projects are a form of assessment and as such will be included in the student's quarterly average. Major projects will be marked down one grade for lateness if handed in the next day. Nothing will be accepted after that unless otherwise required by state or federal law, or otherwise provided by a special education students' TEAM.

LOCKER POLICY: Lockers are provided to each student for the storage of books, equipment, and personal belongings. The locker becomes the student's responsibility but does not become the student's personal possession. Therefore, lockers may be opened and searched by school official at any time. Defacing a locker may result in the loss of locker use and require payment for repairs to the locker. Students may not place personal locks on the lockers. Pictures, mirrors, etc. may be attached to the inside of the locker only by magnetic means. Students are expected to keep their lockers clean and should not share their combination with anyone. Students are to go to their lockers only during scheduled locker breaks.

CLASS MATERIAL: Students are expected to have required class materials with them at all times. These would include pens, pencils, books, notebooks, assignment pads, and any other materials determined by the teachers. If students are not prepared, class work will be required for homework, and alternative tests will be given after school.

GENERAL SCHOOL REGULATIONS: The School Committee and administration expect students to respect and obey the rules and regulations of the school. Therefore, all disciplinary actions and procedures are directed toward serving educational ends. Those who enjoy the privileges and rights the school provides must also accept the responsibilities, including respect for and compliance with school rules.

The I.E.P. for every special needs student will indicate whether that student can be expected to meet all school rules and regulations or if the student's disability requires a modification of these rules. Any modification will be described in the I.E.P. Modifications may also be made for students with handicapping conditions through a Section 504 Plan.

Every individual is entitled to courtesy and consideration in relationships with fellow students and with instructors and other school personnel. Students may earn this courtesy and consideration by extending the same respect to every person they meet during the course of the day. Actions, which injure others, damage private or public property, or which impede or obstruct the learning process and/or the operation of the school are not characteristic of mature, responsible citizens and will not be tolerated. Anyone who engages in the action described above will be subject to school disciplinary action, legal action, or both.

The following behaviors or items are not allowed on school premises, on school sponsored transportation, or at school sponsored activities: smoking; possessing, distributing, using, or being under the influence of alcohol, narcotics, illegal drugs, or chemical substances; possessing drug paraphernalia; possessing guns, knives, fireworks, or other objects which may be classified as dangerous weapons; being insubordinate or displaying flagrant disrespect toward faculty members or fellow students; possessing or using school property without authorization; vandalizing school property; using vulgar or inappropriate language; fighting or using physical force to settle disagreements; having improper or inappropriate physical contact with another student; demonstrating disruptive or improper student behavior; violating the rights of others; and disrupting the

educational process. It should be noted that the previously mentioned situations are merely illustrative of improper behavior and that all other types of inappropriate behavior are also prohibited.

DRESS CODE

The primary responsibility for a student's attire resides with the student and families/caregivers. The school district and individual schools are responsible for seeing that student attire does not cause disruption or disorder within the school, interfere with the health or safety of any student, or contribute to a hostile or intimidating atmosphere for any student.

Students must wear clothing including both a shirt with pants or skirt, or the equivalent (for example dresses, leggings, or shorts) and shoes. Shirts and dresses must have fabric in the front, back, and on the sides (under the arms). Clothing must cover undergarments (waistbands and straps excluded). Clothing fabric must be opaque. Clothing must be suitable for all scheduled classroom activities including physical education, science labs, and other classroom or activities where unique hazards exist. Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Students may not wear:

- Clothing that contains violent language or images
- Clothing that contains images or language depicting drugs or alcohol (or any illegal item or activity) or the use of same
- Clothing that contains hate speech, profanity, pornography, or gang affiliation
- Clothing that contains images or language that create a hostile or intimidating environment based on any protected class.
- Hats, hoods, helmets or anything else that obscures the face or prevents identification of students in-person or on security cameras (except as a religious observance or for health and safety purposes).
- Bathing suits
- Shoes with wheels in the heel.

Students who fail to meet these standards will be required to make appropriate changes. This list is not meant to be all-inclusive. Fads and styles change quickly and require the judgment of the school administration and staff in the areas of health, safety, and disruptions to the educational process.

CHEATING: Cheating is an act of dishonesty and undermines the student/teacher relationship.

Cheating is defined at Merriam-Webster.com as: “To practice fraud or trickery; to violate rules dishonestly.”

Therefore, cheating includes, but is not limited to:

- Taking, stealing, and/or using an assignment from someone else and submitting it as one’s own
- Allowing another to take and/or use an assignment to submit as his/her own
- Looking at another’s test or essay with or without his consent for the purpose of duplicating that work and submitting it as one’s own
- Representing as one’s own the work or words of a parent, sibling, friend, or anyone else
- Discussing or revealing the contents of a test or quiz with students who have not completed the assessment.
- Unauthorized use of teacher test materials, answer sheets, computer files, or grading programs
- Using any type of “crib/cliff notes” on your person, an object, or programmed within graphing calculators, cell phones, or other electronic devices without teacher permission
- Receiving answers for assignments or exams from any unauthorized source
- Working on assignments with others when not authorized by the instructor
- Copying from other students during an exam
- Giving answers to another student for an assignment or exam

Plagiarism is defined in Webster’s New International Dictionary of the English Language as:

“To steal or purloin and pass off as one’s own the ideas, words, artistic productions of another; to use without due credit the ideas, expressions or productions of another.”

The MLA Style Manual and Guide to Scholarly Publishing further defines plagiarism as:

“Forms of plagiarism include the failure to give appropriate acknowledgments when repeating another’s wording or particularly apt phrase, paraphrasing another’s argument, and presenting another’s line of thinking. You may certainly use other person’s words and thoughts, but the borrowed material must not appear to be your creation. In your writing, then, you must document everything you borrow; not only direct quotations and paraphrases, but also information and ideas.”

Plagiarism.org indicates: “Plagiarism is the improper use of, or failure to give credit to another person’s writing, visual or musical representation, or ideas. It can be an act as subtle as inadvertently neglecting to use quotation marks or references when using another source or as blatant as knowingly copying an entire paper, or parts of a paper, and claiming it as your own.”

Therefore, plagiarism includes, but is not limited to:

- Directly quoting or paraphrasing all or part of another’s written or spoken words without notes or documentation within the body of a work
- Presenting an idea, theory, or formula originated by another person as the original work of the person submitting that work
- Purchasing or receiving in any other manner a term paper or other assignment that is the work of another person and submitting that assignment as the student’s own work

Repeating information, such as statistics or demographics, which is not common knowledge and which was originally compiled by another person

Whenever a student is guilty of cheating, the teacher shall collect the student's paper, mark a zero for the work, and notify the parent and the main office immediately as to the action taken.

LATENESS TO CLASS: Pupils who are late to class will have their names recorded in the office. Disciplinary action may be taken each time a student records three late to class reports.

LATENESS TO SCHOOL: All students are expected to arrive to school between 8:00-8:10 am (and no earlier than 7:45) and to report to their lockers and then directly to homeroom. All students must be in homeroom by 8:10 the latest. Students who arrive at school after 8:15 must report to the main office immediately upon entering the building. Being late for school interrupts the classroom and interferes with work being done. Punctuality is an asset in school and in life. At the 10th tardy the student will receive an office detention. At the 13th tardy the student will receive an office detention. From this point, the Administration will employ progressive disciplinary action for tardiness, using the due process procedures outlined earlier in the handbook. A tardy is excused with a doctor’s note provided and/or bereavement , or other appropriate documentation.

- 16th – 1 Day In-School Suspension
- 19th – 2 Days In-School Suspension
- 22nd – 3 Days In-School Suspension

- Every 3 days tardy after the 22nd, the student will receive 3 days In-School Suspension.

When a student accumulates thirty (30) tardies the Administration will file a report with the Seekonk Public Schools' Supervisor of Attendance for filing with the Juvenile Courts, except in cases related to a student's disability.

RETURNING HOME FROM SCHOOL: Students are expected to return home at the end of the school day in a manner consistent with the way in which they regularly arrive at school in the morning. For example, a student who normally takes the bus to school may not accept a ride home with a friend. Students are not allowed to change bus assignments. Parents who wish to allow their children to accept alternate transportation must notify the office of their desire via a note or phone message on the day that alternate transportation will be used. Those students seeking permission will not be allowed to call home on that day to secure it. They should enter the building in the morning with a note already in hand. Students will not be released to any other parent or adult without written permission from a parent or guardian.

LUNCH MONEY: Students should make sure they have a lunch or sufficient money for lunch. The price for a student lunch is \$3.00. A-La-carte items are also on sale. The Middle School administration does not have a fund to pay for lunches for students who forget their lunch or lunch money. Therefore, it is recommended that each student keeps an "emergency" \$3.00 in their locker stored in a small lunch bag, used film container, etc. for such occasions. Note however that students from families with income at or below 130% of the poverty level are eligible for free lunches, and those between 130% and 185% of the poverty level are eligible for reduced-price lunches.

DETENTION: The primary goal of our school is education. Therefore, anyone who distracts or prevents others from reaching this goal will be disciplined. Whatever steps deemed necessary to correct this problem will be taken. This includes teacher and/or office detention, Saturday or vacation detention, suspension, and the curtailing of participation in school activities such as field trips, dances, etc. Detention is assigned by individual teachers to those students who do not respect school and/or classroom rules. Office detention is assigned by the school administrators for general infractions of school rules. Any student serving an office detention will lose his/her privilege to participate in after school activities on the particular day. This includes attending school athletic events. The serving of office detention supersedes all athletic and extra-curricular activities. Office detention is held on Wednesday from 2:40-3:30pm.

OFFICE/TEACHER DETENTION PROCEDURE: Parents of students will be provided with a written notice whenever their child has been assigned an office/teacher detention or a mandated extra help or make up session. This notice will be sent home at least 24 hours prior to the scheduled after-school session. Parents are asked to sign this notice thereby acknowledging receipt and return it on the following day via their son/daughter. In the event that a student fails to return a notice or in an extraordinary circumstance, this notification may be delivered to the parents in person or over the telephone, or e mail on the day of the detention. NOTE: failure to return a notice does not relieve a student of his/her obligation to stay after school and may result in an office detention. Any student having two or more office detentions, one or more in-school/out of school suspension, WILL be excluded from the next school dance. Additionally, the school reserves the right to exclude students from dances and other extracurricular activities for disciplinary offenses even in the absence of detentions, suspensions, or other exclusions from school.

PROCEDURES

ARRIVAL TO SCHOOL: Students who are walkers or who are given a ride to school should enter through the designated entrance at the back of the school (no earlier than 7:45 am) and report to the cafeteria until 8:00 a.m. Early arrival is a privilege extended to students as a convenience to parents. Students who fail to display appropriate behavior during this time will have this privilege revoked. Students who arrive by buses will enter through the designated entrance at 8:00 a.m.

VEHICLE IDLING: Buses and vehicles are not to be left idling at schools. Whenever a bus or vehicle arrives, the driver is to secure the bus or vehicle and shut the engine down as soon as possible. No bus or vehicle will be left at idle in excess of five minutes of anticipated idling time.

ATTENDANCE PROCEDURE: In the event of a student's absence from school, parents are required to call the school at 508-761-7570. The phone auto-attendant is programmed to accept and record messages regarding absences, therefore, you may call the school at any time. If a call cannot be made, a note explaining the absence is required on the day the student returns to school. If a note or phone call is not obtained within two days of the student's return, office detention may be assigned to the student.

If the school has not received notification of an absence within three (3) days of an absence, the school will notify the parent or guardian of the absence. The school will notify a parent or guardian of a student who has

missed at least five (5) days in which the student has missed two (2) or more periods unexcused in a school year or has missed five (5) or more school days unexcused in a school year. The principal or designee will make reasonable efforts to meet with the parent or guardian to create action steps for the student's attendance. The action steps will be agreed to by the principal or designee and the parent, with input from relevant providers. In particular, the G. L. c. 76, § 2 SPECIFIES THAT A STUDENT UNDER SIXTEEN YEARS OF AGE MAY NOT BE ABSENT MORE THAN SEVEN (7) DAY SESSIONS IN ANY SIX MONTH PERIOD. PARENTS ARE REQUIRED UNDER THE LAW TO ENSURE REGULAR SCHOOL ATTENDANCE OF THEIR CHILDREN AND ARE SUBJECT TO A FINE FOR FAILURE TO COMPLY WITH THE LAW.

Students at Hurley Middle School are required to be in attendance a minimum of 164 days per year. An IEP or 504 Team may make exceptions to this policy for disability-related absences. Any student whose attendance is less than 164 days may be denied promotion or academic credit. Students may be required to explain absences to an attendance committee, which will convene to review the possible loss of the student's credit. In order to be recorded as present for the day, a student must attend a minimum of half of their class periods that day.

It is understood that there are occasions when a student may not be able to be in school. We acknowledge the following examples as acceptable excused absences. Documentation for these absences should be turned into the main office on the first day of a child's return to school.

- Illness, hospitalization, or medical appointment (please note that medical evidence, such as a doctor's note, may be required);
- Disability related absences;
- Court appearances;
- Approved school activity;
- Religious holiday;
- Military graduation, deployment, homecoming, or retirement ceremony of a parent or sibling;
- Death in immediate family; and
- Pre-approved school visitation

During the course of the year, attendance will be carefully monitored. Any student who has missed more than six (6) unexcused days of a class during a semester course may be denied academic credit for that course. Warning letters will be sent home after three (3) unexcused absences per semester, indicating that a student may be in danger of loss of credit. Denial of credit letters will be sent home after seven unexcused (7) absences indicating

that a student has lost credit for that class. Any student who has missed more than twelve (12) days of a class during a year-long course may be denied academic credit for that course. Warning letters will be sent home after six (6) unexcused absences indicating that a student may be in danger of loss of credit. Denial of credit letters will be sent home after thirteen (13) absences indicating that a student has lost credit for that class.

Any student who finds himself or herself in either of these positions may petition the attendance committee and/or principal for a waiver of this attendance policy. Documentation must be presented to account for absences.

ABSENCES AND MAKE-UP WORK: Excessive absence tends to have a negative impact on the progress a student may be expected to make in school. Unless a pupil's health forbids it or unless an emergency arises at home, he/she should be in school. Responsibility for work missed during absence rests solely with the student. He/she should make appointments with teachers to determine the extent of the makeup work required. The pupil then assumes the responsibility of completing the required work and submitting it to his/her teachers. In the case of short-term absences, 1 to 3 days will be allowed for make-up. Make-up for extended absences will be at the discretion of the classroom teacher with the goal of completing all make-up work within two weeks.

Students are responsible for picking up and dropping off work to teachers when coming in late or leaving early for reasons that are not due to illness.

Events/Extracurricular Activities

Students who are absent without an approved excuse or suspended from school for any part of the school day may not be in the building or on school grounds, and/or participate in/ attend school activities such as dances, athletic events (on or off school property), and other extracurricular activities on the day of the absence, unless permission has been granted by the principal or designee.

A student must be present in school the entire school day on the last school day of the week in order to participate in weekend activities sponsored by the school, unless permission is granted by the principal or designee.

The administration reserves the right to exclude students based on documented instances of failure to adhere to school policies.

AFTER SCHOOL SESSION: The opportunity for pupils to receive extra help in school subjects and also to make up work missed through absence is offered every Monday and Wednesday from 2:40-3:30 pm. A teacher may ask you to remain or you may ask a teacher if you may attend these extra help sessions. Students who need to utilize our late buses must sign up during the lunch period. Failure to do so will result in an office detention. Besides this opportunity, there is no supervision before or after school. To the extent that a student is not riding the bus, parents or guardians must ensure that the student is picked up at a reasonable time.

VISITING THE SCHOOL: Parents and guardians are very welcome to come into school. Advance notice is requested to avoid any conflicts of activities and the duration of a visit may be limited to ensure the safety of students or to protect confidential student information. Please note that parents and visitors are not allowed to contact teachers or pupils during school hours, except at the discretion of the principal. Parents should make arrangements in advance for conferences with teachers.

All parents and visitors are required to report to the office upon entering the building to sign in and obtain a visitor's pass. Visitors without a pass will be asked to return to the office.

STUDENT SCHEDULES: Individual class schedules are distributed on the first day of school. We will not be able to honor individual requests relative to pupil/teacher assignments.

GRADING SYSTEM:

90-100: Excellent

80-89: Above Average

70-79: Average

65-69: Below Average

64 or below: Failure

STUDENT PROGRESS REPORTS: Students' progress reports are issued by the office mid-way through each marking period. At the discretion of individual teachers, other reports may also be distributed.

REPORT CARD COMMENTS: For each subject taken, up to two comments are recorded on the report card each quarter. Typical comments might be "Works to best of ability" or "Study habits need improving."

WORLD LANGUAGE: Students may drop World Language at the end of the second quarter with parental permission. This should be executed through the guidance department.

PROMOTION POLICY: No pupil may fail English or mathematics and be promoted to the next grade. Nor may he/she fail any two core subject classes. Core subjects are English, Math, Science, Social Studies. The average of four quarters must be 65 or above. Additionally, students must secure the permission of the principal to attend summer school.

TRANSFER GRADES FOR STUDENTS: Upon receiving oral or written notice that the student seeks or intends to transfer to another school, the Seekonk Public Schools will send a student's records to the school to which a student seeks or intends to transfer. The Seekonk Public Schools does not require the consent of the eligible student or parent to forward these records, nor to receive these records upon learning that a student will be enrolling in the Seekonk Public Schools.

ACADEMIC EXCELLENCE AWARDS/HONOR ROLL: Academic Awards and Honor Rolls are calculated in the following manner: To be eligible, a student must attain an academic average of 85 in all subjects, have no grades below 80 in all subjects, no incomplete or failing grades in any subject. Academic Award categories are as follows: Honors: an average between 85 and 89; High Honors: an average between 90 and 94; Highest Honors: an average between 95 and 100.

STUDENT ATHLETICS/ACTIVITIES HANDBOOK: Includes Fall, Winter, and Spring athletic seasons, Student Council, Drama, Intramurals, Massasoit League Academic Teams (Math, Debate, etc.). All of these extra-curricular activities require dedication and a commitment. Students must meet certain requirements for each activity. SEE SEPARATE STUDENT ATHLETICS/ACTIVITIES HANDBOOK for eligibility requirements, etc.

HMS CLUBS: Any student who has one or more failing grades (64 or below) will not be eligible to participate in any club. Eligibility is based on the cumulative grades earned for each of the four quarterly marking periods and mid-term progress reports. Student may become eligible once grade is a 65 or higher. Students will be notified of ineligibility upon date of mid-term and report card distribution.

TELEPHONE: Students will be allowed to use the office phone when necessary during lunch. Cell phones are

allowed in the school but must be shut off and remain in lockers during the school day (8:00 – 2:30). The school is not responsible for lost or stolen cell phones.

WATER BOTTLES: Students may bring reusable water bottles (Nalgene or similar) with secure covers to class. The water bottles must be see-through and made of an unbreakable material. The water bottle must contain only water. The water bottles are to be stored on the floor when not in use.

BICYCLES: Students may ride their bicycle to school and are reminded that all bikes should be locked to the bike rack provided.

LOCKER BREAKS: Student locker and bathroom breaks are at 10:13 and 12:31. Students may also use the bathroom during lunch, as permitted by staff members, or as indicated by a special education student's TEAM.

REPLACEMENT AND CARE OF BOOKS: Textbooks which are lost or damaged by the student must be paid for at the replacement value. Students are to be certain that books are covered at all times.

BOOK BAGS: Students are not allowed to carry or store books in any type of bag during the school day. Book bags are to be stored in student lockers during the school day. Students must make certain that book bags are small enough to fit into lockers.

SMALL BACK PACKS & STRING BAGS: These type bags are allowed to be used to transport gym attire.

PURSES: Small purses may be used to carry small personal and academic items. The size should be no larger than 6" wide by 8" tall by 1" deep.

GUM: There is no gum chewing anywhere in school at any time.

FOOD/DRINKS: Food and drinks are not allowed in classrooms, corridors, or lavatories with the exception of approved water bottles.

NOVELTY ITEMS: Novelty items such as fidgets, finger boards, slime, putty etc. are not allowed during the school day and during after school sessions. Items must be kept in student lockers and not on their person.

ACADEMIC FIELD TRIPS: Field trips are considered an extension of the regular academic class for which they have been approved. Field trips extend, enrich, or provide an environment, which supports the basic educational program. As such, these are required activities for all students, and each student is expected to participate in these programs. If for some special reason a student cannot attend a particular field trip, he/she is expected to be in attendance in school on that day for an alternative educational plan.

ELECTRONIC DEVICES: Cellphones, iPods, MP3 players, electronic games, smart watches, etc. are not allowed during the school day (8:00 – 2:30). Teachers may confiscate these devices if visible in class. Confiscated electronic devices will be held until a parent comes in to retrieve them. The school is not responsible for lost or stolen items. The use of cellphones and other electronic devices after school will be permissible at the teacher's discretion.

DANCE OR ACTIVITY DAY REGULATIONS: Admission to dances is limited to students of Dr. Kevin M. Hurley Middle School only. Any student having two or more office detentions, one or more in-school/out of school suspensions, or more than 5 unexcused absences or tardies, automatically forfeit their right to attend the next school dance of the year. Administration reserves the right to restrict students from attending dances and other school activities on the basis of disciplinary offenses, even if the student does not fall within the definition provided above.

EXTRA-CURRICULAR/CO-CURRICULAR ACTIVITIES

GRADE LEVEL / CLUB TRIPS: In order to participate in the end-of-the-year trips students will be expected to complete the specific requirements set up for the trips. Students are reminded that these trips should be viewed as a privilege afforded to the student; it is not a right to which the student is entitled.

EOY Trips in May/June: from March 1st until the day of the trip.

A student will lose field trip privilege if the student is: suspended out of school once, or suspended in school more than once, or accumulates more than 3 office detentions.

A student will lose field trip privileges if the student accrues over 20 unexcused absences or tardies from the start of the school year.

Advance approval by the Superintendent is required for any student trip involving late night or overnight travel. Any student or staff member planning late night or overnight travel should consult the school committee policy on late night and overnight travel.

HEALTH SERVICES

FIRST AID EMERGENCIES: The school nurse offers immediate first aid to students. Parents are reminded to supply up- to-date emergency cards for this purpose. It is essential for you to make sure that the nurse's office has a way of reaching you or of reaching an adult who may assume responsibility in your absence.

COMPREHENSIVE PHYSICAL EXAMS: In addition to updated immunizations, all students will need a recent (within one year) physical before entering the 7th grade. It is very important that documentation be received in the health office no later than August prior to 7th grade. Parents should make physical appointments during the summer to fulfill these requirements. Documentation should be sent to the school as soon as the child visits the physician and receives the completed vaccinations. A child transferred from another school system shall be examined as an entering child unless school health records are transferred with the child showing that he/she has had an adequate health appraisal in the school year of transfer. New requirements are as follows:

- 2 doses of varicella or reliable history of chicken pox
- 2 doses of MMR vaccine or laboratory proof of immunity
- 3 doses of hepatitis B vaccine or laboratory proof of immunity
- 1 Tdap for Grades 7-8
- 4 or more doses of DTaP/DTP or more than 3 doses of TD for Grade 6
- 3 or more doses of polio

Students will be required to obtain all vaccines as described unless they provide a doctor's note describing a medical contraindication to one or more vaccines or a written statement from the student's parent/ guardian describing a sincerely held religious belief that prevents the student from obtaining the immunization.

SPORTS PHYSICALS AND PERMISSION SLIPS

All students participating in interscholastic or intramural sports must have a permission slip signed by a parent or guardian on file in the main office. In addition, all participants in interscholastic sports must have a physical examination prior to the start of the first tryout and/or practice on an annual basis. All such examinations must

be documented and filed with the student's records by the school nurse before any student is allowed to participate in a tryout/practice or contest. It is the responsibility of the coach to ensure that no one takes part in a tryout/practice or contest if the student has not provided proof of a current physical examination. Any other necessary paperwork such as the concussion release form must also be complete prior to tryouts.

TESTING: Students in the 7th grade have their vision and hearing tested, as well as a BMI assessment. Also, students in all grades will be tested for scoliosis. Parents are notified if irregularities are found and are urged to take their children to a physician for further advice.

MEDICATIONS: When the need arises for dispensing medication in school, both prescription and over-the-counter, a written and dated request signed by both the parent and physician authorizing the administration of medication to the child must be obtained. This request for prescription must include the student's name, the name and signature of the licensed prescriber with emergency contact information, medication, dosage, date of the order, directions for dispensing, and the reason for the medication. Any medication to be dispensed, including over-the-counter medication (example: Tylenol), must be in its original, labeled container and accompanied by written consent. No exceptions will be made to this regulation.

Also, please note: UNDER NO CIRCUMSTANCE SHOULD ANY CHILD BE CARRYING ANY MEDICATIONS TO AND FROM SCHOOL. THIS INCLUDES ON THE BUS, IN BACKPACKS AND IN THE HALLWAYS. The only exceptions to this would be in the case of inhalers, enzyme supplements for cystic fibrosis, glucose monitoring tests and insulin delivery systems for diabetes, and epinephrine pens, after following the procedures to allow the student to self-administer medication. Other requests for students with disabilities to self-administer medications may be directed to their 504 or IEP TEAMS, or to the school nurse.

ATTENDANCE: If your child is absent with a contagious disease (strep throat, chicken pox, etc.), you should notify the school nurse. If your child will be absent due to illness for an extended period of time, you are urged to inquire about home instruction.

PHYSICAL EDUCATION EXCUSES: These are to be obtained from the physician who is treating your child for the extended illness/injury. The student is required to bring the original note to the main office where it will be copied and put on file. Copies of this note will then be sent to the school nurse (she will place it in the child's health record), to the physical education instructors, and to the guidance counselor. A student who does not participate in their regular physical education class will not be allowed to participate in extra-curricular / athletic

events in the same day.

ADDITIONAL SERVICES: The nurse offers emergency and routine health services to all students. Parents with children with special health care needs should contact the school nurse to assist her in meeting their needs. In addition to screening, the school nurse also offers health and personal hygiene counseling, information about health care agencies and insurance, and referrals for medical treatment.

IMMUNIZATION POLICY: All Seekonk Middle School students must meet the state requirements for immunization inoculations. Throughout the year, the school nurse will notify those students in need of upgrading their immunizations. Failure to comply with this request may result in exclusion from school in accordance with state regulations.

MISCELLANEOUS

ASBESTOS: Each year the school is required by Federal Law to inform you of the status of asbestos in the school. At this time we are in the process of complying with all applicable Federal and State regulations. The asbestos management plan is on file in the office and accessible to you upon request. In addition, the school has successfully completed its inspections by the Fire Department and the Building Inspector.

INSURANCE: The Seekonk Public School System does not provide insurance coverage that will pay for the costs associated with treatment for injuries students may incur at school. However, a low cost supplementary insurance plan that will pay for any uninsured costs is offered to parents at the start of each school year. Parents are strongly encouraged to consider this program.

"NO SCHOOL" ANNOUNCEMENTS: The announcement for closing schools will be broadcast between 6:00-7:00 am over the following radio stations: WHJJ (AM 920), WHJY (FM 94), WPRO (AM 630/FM 92), and WSNE (FM 93), as well as the following TV stations: Channel 6, Channel 10, and Channel 12. No school announcements will also be posted on our web page. Parents should also read the newsletter for information about signing up for automated phone calls related to no school announcements.

WEB PAGE: Please access our school's website as follows: <http://hms.seekonk.sharpschool.com>. To access student grades, access www.plusportals.com/hurleymiddleschool.

ALCOHOL, TOBACCO, AND DRUGS

The Seekonk Public Schools provides age-appropriate, developmentally appropriate, evidence-based alcohol, tobacco, and drug prevention education programs in grades K-12. Screening, Brief Intervention, and Referral to Treatment (SBIRT) is a comprehensive public health approach for delivering early intervention and treatment services to people with, or at risk of developing, substance use disorders. The Seekonk Public Schools will implement SBIRT, to screen pupils for substance abuse disorders in grades 7 and 9. A parent or guardian may opt out of the screening by written notification at any time prior to or during the screening. In view of the fact that the use of alcohol and/or drugs can endanger the health and safety of the user, and recognizing the deleterious effect the use of drugs or alcoholic beverages can have on the maintenance of general order and discipline, the Seekonk Public Schools prohibits the use of, serving of, or consumption of any alcoholic beverage or drugs, such as marijuana, steroids or any controlled substance, on school property or at any school function. Please see the tobacco policy earlier in the policy.

EQUAL ACCESS TO ALL ASPECTS OF THE K-12 PROGRAM: The district evaluates all aspects of its K-12 program annually to ensure that all students, regardless of race, color, sex, gender identity, religion, national origin, limited English proficiency, sexual orientation, disability, or housing status, have equal access to all programs, including athletics and other extracurricular activities.

Title VI: 42 U.S.C. 2000d; 34 CFR 100.3(b)(2); EEOA: 20 U.S.C. 1703(f); Section 504: 29 U.S.C. 794; 34 CFR 104.4(b)(4); Title II: 42 U.S.C. 12132; 28 CFR 35.130(b)(3); NCLB: Title III, Part A, Sec. 3121(c)(1)(C); Title X, Part C, Sec. 722(g)(1)(J)(i), 722(g)(7); Mass. Const. amend. art. 114; G.L. c. 71A, § 7; c. 76, § 5; 603 CMR 26.07(1),(4) as amended by Chapter 199 of the Acts of 2011

EVALUATION OF BIAS CONTENT IN INSTRUCTIONAL MATERIALS: The district asks that teachers in the district review educational materials to guard against simplistic and demeaning generalizations and bias on the basis of race, color, disability, age, sex, gender identity, religion, national origin and sexual orientation. This goes beyond a typical review of standard curriculum materials. Teachers must review all educational materials they bring into the classroom, whether it be a news article, picture book, advertisement, etc., on an ongoing basis. The review shall include consideration of achievement results for all student populations, educational equity, curriculum breadth and depth, and congruence of instructional strategies and assessments with district content standards. If a teacher does discover bias in a certain material he/she must

also then develop appropriate activities, lead discussions or provide additional material to provide balance and context.

All staff will receive bias training information in annual Civil Rights training. Materials will include a sample checklist for teachers to use when bringing educational materials into the classroom and for reviewing long-standing curriculum.

In the case that a student or parent/guardian believes that any curricula or supplementary material is inappropriate for a school setting, the district encourages families to share their perspective so that together teachers and parents/guardians can make sense of the situation, look at it from different lenses, and establish a resolution focusing on providing balance and context for any stereotypes depicted in materials.

Disciplinary Actions For Hurley Middle School Students

Students, parents, and staff should be aware that the following chart is included in the Student Handbook as a quick reference for general consequences. It is not designed to be all inclusive or reflect extenuating circumstances. The opposite holds true as well. The consequence grid contains infractions not referenced in the general narrative of the Student Handbook. This fact does not detract from their ability to be enforced or consequences assigned to students for violating them. Administrators will be the final arbitrator in all disciplinary actions. Consequences for infractions are at the discretion of the administrator provided that the consequences are compliant with state and federal law. The procedures for discipline outlined in the Handbook will be used. When more than one response is available, the school administrator will use the most appropriate choice according to the severity of the offense(s) and all other mitigating factors such as:

Existence of, and/or severity of, injury to person(s), damage to property, and/or disturbance or significant disruption of the school

- Situations which create safety risks and/or participation in dangerous activity
- Consideration of the vulnerability of the victim
- Consideration of a student acting alone or in concert with others
- Disciplinary offense which also include unlawful conduct, such as sexual harassment
- Premeditation
- Consideration of the lapse of time (or interim progress) between offenses

Disciplinary Actions For Hurley Middle School Students *

AWOL Mandated Extra Help	<p>First Offense: Student will be issued two lunch detentions. Parent/guardian notified.</p> <p>Second Offense: Student will be issued an office detention. Parent/guardian notified.</p> <p>Third Offense: Student will receive a one day in-school suspension. Parent/guardian notified.</p>
AWOL Office Detention	<p>First Offense: Student will receive a one day in-school suspension. Parent/guardian notified.</p> <p>Second Offense: Student will receive a two day in-school suspension. Parent/guardian notified.</p> <p>Third Offense: Student will receive a three day in-school suspension. Parent/guardian meeting will be required.</p>
AWOL Teacher detention	<p>First Offense: Student will be issued an office detention. Parent/guardian notified.</p> <p>Second Offense: Student will be issued two office detentions. Parent/guardian notified.</p> <p>Third Offense: Student will receive a one day in-school suspension. Parent/guardian notified.</p>
Bullying, Blackmail, Extortion, Threat or Intimidation of a staff member	<p>For a student under the age of 16, the parents/guardians will be notified and there will be a recommendation for a short-term suspension, pending a disciplinary hearing. . The incident will be reported to the local police if appropriate and/or necessary.</p> <p>For a student 16 years of age or older, the parents/guardians will be notified and there will be and recommendation for a long-term suspension, of no more than 90 days, pending a disciplinary hearing. The incident will be reported to the local police if appropriate and/or necessary.</p>

Bullying, Blackmail,
Extortion, Threat or
Intimidation of student

The parent/guardian will be notified and suspension will be recommended, pending a disciplinary hearing. The offending student will be counseled by an administrator. The school may report such offense to the local police if determined appropriate and/or necessary..

A parent/guardian meeting will be required before the student returns to school.

Bus Violations

The first written bus offense, will result in an office detention and the student may be given an assigned seat. Parent/guardian will be notified.

The second written offense will result in a one day in-school suspension and an assigned seat. The parent/guardian will be notified.

The third written offense will result in a two day in-school suspension, A parent/guardian meeting will be required to discuss potential loss of the student's bus privileges..

* Subject to change at the discretion of the Administration.

Cell phones, smart
watches, and other
electronic devices

The first violation of the school's electronic device policy will result in the confiscation of the device and the issuance of a written warning.

Administration will return the device at the end of the school day to the student.

The second violation of the school's electronic device policy will result in the confiscation of the device and the issuance of a lunch or teacher detention.

Administration will return the device at the end of the school day to the student.

The third violation of the school's electronic device policy will result in the confiscation of the device and the issuance of an office detention. The Administration will return the device at the end of school day only to a parent/guardian.

The fourth violation of the school's electronic device policy will result in the confiscation of the device, and the student will be subjected to a one day in-school suspension. A parent/guardian meeting is required.

Cheating

First Offense: A grade of zero on test or assignment, a written referral, office detention, and parent/guardian notification.

Second Offense: A grade of zero on test or assignment, written referral a one day in-school suspension, and the parent/guardian will be notified.

Third Offense or greater: A grade of zero on test or assignment, a written referral, 2 day in-school suspension and the parent/guardian will be notified.

Disrupting the Learning of Others

First Offense: Student will be issued an office detention, and the parent/guardian will be notified.

Second Offense: Student will receive a one day in-school suspension t, and the parent/guardian will be notified.

Third Offense: Student will receive a two day in-school suspension. , and parent/guardian will be notified.

Fourth Offense or greater: A parent meeting will be required and the student may be subject to further disciplinary action.

Violation of the Technology Responsible Use & Internet Safety Policy

First Offense: Student will receive an office detention and may lose computer access for a time of less than two weeks.

Second Offense: Student will serve an in-school suspension and will lose computer access for at most two weeks.

Third Offense: Student will serve a two or more day in-school suspension, and may lose computer access for up to a full school year. A parent/guardian meeting will be required.

Delinquent Forms	First Offense: Teacher will issue a written warning.
	Second Offense: Teacher will issue a lunch or teacher detention.
	Third Offense: Behavior referral and student will receive an office detention.
Student Appearance Violation	First Offense: Student will be issued a written warning. - Parent/guardian will be notified and given the option to bring the student appropriate clothing. The school may provide the student with proper temporary attire, if available.
	Second Offense: The student will be issued a lunch or teacher detention. Parent/guardian will be notified and given the option to bring the student appropriate clothing. The school may provide the student with proper temporary attire, if available..
	Third Offense or greater: Student will be considered insubordinate and be subject to further disciplinary actions.
Endangering Others (Unsafe behaviors towards students and staff)	First Offense: Student will receive a minimum of an office detention or a maximum of a one day in-school suspension and parent/guardian will be notified.
	Second Offense: Student will receive a one to three day(s) in-school suspension and parent/guardian will be notified.
	Third Offense or greater: Student will receive an out of school suspension, pending a disciplinary hearing, and of a time to be determined by administration. A parent meeting will be required, and the police may be involved if deemed appropriate and/or necessary.

Fire setting, setting off firecrackers or calling in a bomb scare	The Seekonk Fire and Police Department will be summoned. An administrator will counsel the student. Parents/guardians will be notified and a meeting will be scheduled. The student may be suspended for at least 10 school days, pending a disciplinary hearing, but the school may seek a long-term suspension or expulsion proceedings, depending on the nature and severity of the offense. Further, Legal action may be initiated.
Fire regulations - pulling a fire alarm box	The Seekonk Fire and Police Departments will be summoned. An administrator will counsel the student. Parents/guardians will be notified and a meeting will be scheduled. The student may be subjected to a long-term out of school suspension, pending a disciplinary hearing, and legal action may be pursued.
Forgery	<p>The first offense will result in an office detention and the parent/guardian will be notified. An administrator will counsel student.</p> <p>The second offense will result in an in-school suspension and the parent/guardian will be notified.</p> <p>Repeat offenses will result in an out-of-school suspension of three to ten days, pending a disciplinary hearing.</p>
Gum, candy, non-water Drinks, or Snacks In the Classroom, Lavatory or Corridor	<p>First Offense: The student will be issued a written warning.</p> <p>Second Offense: The student will be issued alunch or teacher detention.</p> <p>Third Offense: A written referral will be made and the student will be issued an office detention. Repeat offenses will be referred to the office for further disciplinary action, which may include in- school suspension.</p>
Hitting a student	The student will be counseled by an administrator and may receive a one to ten day suspension after a disciplinary hearing. If necessary and appropriate, the

local police will be notified.

Hitting a staff member

When a student assaults a staff member, the policies, including the potential disciplinary actions are outlined in the discipline section of this handbook.

Insubordination

Student will receive a teacher detention, office detention, or a one day suspension. Repeat offenses will result in the student being counseled by an administrator and the student may be out-of-school suspended for one to three school days, after a disciplinary hearing.

The parents/guardians will be notified.

Harassment /
Discrimination

If a student is found to have harassed or discriminated against a member of the school community the policies and procedure as outlined in the “Harassment and Non-Discrimination Procedures” section of this handbook will be strictly followed and appropriate disciplinary action will follow a completed investigation.

Comments, gestures of a
sexual nature

If a student that engages in behavior that constitutes sex-based harassment against a member of the school community, the policies and procedures as provided for in the “Sex-Based Harassment” section of this handbook will be strictly followed and appropriate disciplinary action will follow a completed

investigation.

Leaving an area without
permission/Failure to
report to assigned area

First Offense: 1-day in-school suspension. Second Offense: 2-day in-school suspension. Third (or greater) offense: A parent/guardian meeting is required and the student may be subjected to an out-of-school suspension, pending a disciplinary hearing.

Late to Class

First Offense: Written warning. .

Second offense: Lunch or teacher detention..

Third (or greater) Offense - Office detention.

Lying to
teacher/administration

A first offense will result in a teacher detention, office detention, or an in-school suspension, depending on the nature or severity of the offense. A parent/guardian will be notified. Repeat offenses will result in the student being counseled by an administrator and potential out-of-school suspension for one to three school days, pending a disciplinary hearing.

Plagiarism

First offense: Student will receive a "zero" for the assignment and a teacher detention will be issued. The parent/guardian will be notified.

Second Offense: Student will receive a "zero" for the assignment. Student will serve an in-school suspension. The parent/guardian will be notified and the student will be given further information regarding plagiarism.

Third Offense: The student will receive an out-of-school suspension, pending a disciplinary hearing.

Possession of a dangerous weapons	If a student possesses a dangerous weapon on school premises or at a school sponsored event/activity, the policies, including the potential disciplinary actions are outlined in the discipline section of this handbook
Possession of controlled substances	If a student possesses a controlled substance on school premises or at a school sponsored event/activity, the policies, including the potential disciplinary actions are outlined in the discipline section of this handbook.
Swearing	First Offense: Written warning Second Offense: Lunch or teacher detention Third (or greater) offense: Office detention or may result in an in- school suspension.
Smoking	SMOKING IS NOT ALLOWED in school, on school grounds or at a school-related activity. The disciplinary actions for tobacco policy will be followed as outlined in this handbook.
Swearing or obscene gestures toward a staff member	A meeting with an administrator, the student and parent/guardian, and staff member is required. The student may be out-of-school suspended for up to 10 days, pending a disciplinary hearing and a recommendation for remedial action will be made.
Theft of school or other student's property	A parent/guardian will be notified and a report made to the local police. Student will serve a one day in-school suspension. A meeting will be held with the student, an administrator, parent/guardian, and school resource officer (SRO). The SRO is necessary in the meeting as theft is a crime and victim's parents have the right to press criminal charges against the student. The student may be suspended for three to ten school days, pending a disciplinary hearing.

	<p>–First Offense: A student will receive a “zero” for daily class assignment and a written warning.</p> <p>–Second Offense: A student will receive a “zero” for daily class assignment and receive a lunch or teacher detention.</p>
Unprepared for Class	<p>Third Offense: A student will receive a “zero” for daily class assignment and student will receive an office detention. Parent/guardian will be notified.</p> <p>Fourth (or greater) offense: A student will receive a “zero” for daily class assignment and student will receive an in-school suspension. A meeting with a parent/guardian is required.</p>
Under the influence of, or in possession of alcohol, marijuana, other illicit or controlled drugs	<p>Parents will be notified immediately and will be requested to meet with an administrator. Medical assistance will be sought, if needed, and the local police will be notified. The student will be suspended for three to ten school days depending on the specifics of the offense and pending a disciplinary hearing. The student will be required to attend counseling at an appropriate school or community agency.</p> <p>The student will be placed on Behavior Probation. If the student is in possession of a controlled drug, then expulsion may occur, pending a disciplinary hearing and in accordance with policies as outlined in this handbook.</p>
Vandalizing and/or misuse of school property, and that of staff or students	<p>An administrator will counsel the offending student and notify the parents and local police, if necessary. The student will receive an office detention for minor misuse or an in-school suspension for one to three school days. For more serious offenses, the school may issue an out-of-school suspension for three to ten school days, pending a disciplinary hearing, and pursue legal action.</p> <p>The student must make restitution for damages..</p>

* Subject to change at the discretion of the Administration.

The Seekonk Public Schools strives to provide a safe, respectful, and supportive learning environment in which all students can thrive and succeed in its schools. The Seekonk Public Schools prohibits discrimination on the basis of race, disability, color, sex, age, gender identity, religion, homelessness, national origin, or sexual orientation and ensures that all students have equal rights of access and equal enjoyment of the opportunities, advantages, privileges, and courses of study.