

# WEYMOUTH PUBLIC SCHOOLS

## 2011-2012

*Dear Parents and Students:*

*We welcome you to a new school year in Weymouth. By working together, we believe that we can make learning a fulfilling and positive experience for everyone involved.*

*When home and school join efforts to create an environment that fosters academic excellence, while providing care and support, each student can be successful. Communication is key in this process and that is the prime reason for this handbook. It contains the kind of information that we think will prove valuable to you in helping us make the educational experience worthwhile and rewarding for each Weymouth student.*

*Matthew A Ferron*

*Acting Superintendent of Schools*

### **STATEMENT OF EDUCATIONAL PHILOSOPHY**

The Weymouth Public Schools believe that a challenging, supportive, safe environment affords the individual student an opportunity to develop his/her maximum potential. The educational program provides physical, social, emotional, aesthetic and creative, as well as, intellectual growth experiences appropriate to each age level.

The Weymouth Public Schools are committed to an effective collaboration among students, faculty and community in the belief that education is a lifelong activity providing the skills and knowledge necessary for success in a democratic society.

### **CORE VALUES**

The Core Values for the Weymouth Public Schools serve as the basic premise on which all management and curricular decisions are made and are the standards by which accomplishments are measured.

Schools dedicated to teaching and learning

Respect for diversity in the teaching and learning process  
Striving for excellence  
Care and concern for people  
Participatory decision making  
Schools as safe places for teaching and learning

## **WEYMOUTH PUBLIC SCHOOLS WEBSITE**

Current district information, a full-text version of the WPS Policy Manual as well as links to individual schools can be found at :

*<http://www.weymouth.ma.us/schools/>*

### **SCHOOL DIRECTORY**

<b>Elden H. Johnson Early Childhood Center</b> 70 Pearl Street (781) 335-0191	8:30 a.m.—2:30 p.m. Grade PK
<b>Academy Avenue Primary School</b> 94 Academy Avenue (781) 335-4717	9:20 a.m.—3:15 p.m. Grades K-4
<b>Frederick C. Murphy Primary School</b> 417 Front Street (781) 331-2862	9:20 a.m.—3:15 p.m. Grades K-4
<b>Thomas V. Nash Primary School</b> 1003 Front Street (781) 340-2506	9:20 a.m.—3:15 p.m. Grades K-4
<b>Lawrence W. Pingree Primary School</b> 1250 Commercial Street (781) 337-2974	9:20 a.m.—3:15 p.m. Grades K-4
<b>William Seach Primary School</b> 770 Middle Street (781) 335-7589	9:20 a.m.—3:15 p.m. Grades K-4
<b>Ralph Talbot Primary School</b> 277 Ralph Talbot Street (781) 335-7250	9:20 a.m.—3:15 p.m. Grades K-4
<b>Thomas W. Hamilton Primary School</b> 400 Union Street (781) 335-2122	9:20 a.m.—3:15p.m. Grades K-4
<b>Wessagusset Primary School</b> 75 Pilgrim Road (781) 335-2210	9:20 a.m.—3:15 p.m. Grades K-4
<b>Abigail Adams Middle School</b> 89 Middle Street (781) 335-1100	8:15 a.m.—2:45 p.m. Grades 5-6

**Maria Weston Chapman Middle School** 7:45 a.m.—2:15 p.m.  
1051 Commercial Street (781) 337-4500 Grades 7-8

**Weymouth High School** 7:30 a.m.—2:15 p.m.  
1 Wildcat Way (781) 337-7500 Grades 9-12

## **SCHOOL CANCELLATION/DELAYED OPENING**

### **School Cancellations**

“No School” announcements will be made via the Connect-Ed Communication System, a telephone system that allows school personnel to send a recorded message to each student household. Messages will be delivered at approximately 6:45 a.m. on the morning of the cancellation unless conditions are such that the information is known on the previous day and notification can be sent on the evening prior to the cancellation. The following radio and television stations will also carry school cancellation/delay announcements:

Radio: WBZ, WRKO, WPLM, WATD

TV: Channel 4, 5, 7, 56, 25 and Cable 22

### **Delayed Opening**

In addition to canceling school for the entire day, the Weymouth Public Schools, when conditions warrant, may exercise a Delayed School Opening. On such days, the opening for all schools will be delayed by two hours and all morning programs including prekindergarten and kindergarten will be cancelled. The WeyCare Extended Day Program will open and operate as usual on a delayed school opening.

### **Early Release**

On rare occasions, schools will be closed earlier than regular dismissal time if a severe storm develops in the morning. This early closing will be announced via Connect-Ed, radio and television as indicated above.

## **DISCRIMINATION/CIVIL RIGHTS**

The Weymouth Public Schools do not discriminate on the basis of sex in the educational programs or activities which they operate, and are required by Title IX not to discriminate in such a manner. In addition, no child shall be excluded from or discriminated against in admission to a public school or in obtaining the advantages, privileges and courses of study of such public schools on account of race, color, sex, religion, national origin, disability, or sexual orientation.

All members of the school community are expected to show understanding of and respect for differences among people. Each student has a right to be free from discrimination, including verbal or physical attack based on race, national origin, religion, sex, disability, or sexual orientation. Violation of another person's civil rights will result in disciplinary action, which may include but is not limited to detention, suspension, or expulsion, and possible legal action for civil rights violations.

*Any student who believes that he/she has experienced discrimination in any form should report this discrimination to an administrator, a teacher, or a guidance counselor.*

Ref: WPS Policy AC, JB,GBA

### **CHILD FIND**

The Weymouth Public Schools' Department of Special Education annually conducts Child Find activities to identify students who are disabled and in need of services. The district is responsible for providing services for disabled children from three to twenty-two years of age who reside in Weymouth. For information about evaluation, eligibility and services please contact the Department of Special Education at 781-335-1460 x 316

### **CIVIL RIGHTS VIOLATIONS**

In dealing with matters of harassment or discrimination, all parties involved will be given protection of privacy. The individual(s) accused of harassment or discrimination will be informed that recriminations/reprisals against the complainant(s) shall not be tolerated and shall be the basis for independent disciplinary action.

In each school, the building principal will designate a staff person(s) to whom he/she will refer complaints of harassment or discrimination for investigation. The principal will then make those name(s) known to the student body and staff.

The following procedures have been established to report possible civil rights violations:

**Level One:** If a student believes that he or she has had his/her civil rights violated, or that he/she has witnessed such a violation, the incident should be immediately reported to a teacher, counselor or other adult in the school. That person will then refer the matter to the principal or to a faculty member who has been designated to investigate civil rights complaints. It is recommended that a complaint or report be made within five (5) days of the incident.

Upon receipt of a complaint, preferably submitted in written form, the designated staff person will meet with the complainant. It shall be the responsibility of the designated person to investigate and decide upon resolution of the complaint. That investigation shall include, but not be limited to, interviewing the complainant and the accused, individually and privately, interviewing witnesses identified by the complainant, and interviewing witnesses identified by the accused.

Interview of witnesses will be conducted individually and privately, without either the complainant or the accused present. The investigator shall document the statements of the witnesses. At the conclusion of that process, the designated staff person shall file a written report with the building principal and the District's Civil Rights Coordinator. Both parties will be provided a copy of the report.

**Level Two:** If resolution cannot be achieved within fifteen (15) school days at the building level or if the complaint is external to a particular school, it will be submitted, in writing, to an Assistant Superintendent as the District's Civil Rights Coordinator. The report shall contain the following elements:

The date, time and location of the incident

The identification of the person making the incident known

The identification of the parties involved in the incident and the noting of any witnesses to the incident

A description of the particulars of the incident including witness statements and whether the incident is new or has been a continuing interaction between parties

A categorization of the incident as one of student to student, student to staff member or staff member to student.

A description of any attempt to resolve or mediate the complaint prior to forwarding or submitting the written report to the Assistant Superintendent

The Assistant Superintendent will fully investigate the complaint by interviewing the complainant and the accused, individually and privately, interviewing witnesses identified by the complainant, and interviewing witnesses identified by the accused. Interview of witnesses will be conducted individually and privately, without either the complainant or the accused present.

The investigator shall document the statements of the witnesses. At the conclusion of the process, the Assistant Superintendent shall file a written report with the Superintendent of Schools. Both parties will be provided with a copy of this report.

**Level Three:** When a complaint cannot be resolved by the District's Civil Rights Coordinator or such resolution does not occur within fifteen (15) school days, it will be forwarded to the Superintendent of Schools for review and action.

*Note: The complainant may pursue his or her rights under any law and file a complaint with appropriate state and federal agencies at any time.*

If it is determined by the investigation that a civil rights violation has occurred, the violator will be subject to appropriate disciplinary action. In the case of students, the violator will be subject to the options of discipline available to the building principal or expulsion by the Weymouth School

Committee on the recommendation of the Superintendent of Schools. Report of the discipline will be placed in the student's file. In the case of an employee, appropriate disciplinary action will be taken, including, but not limited to, suspension or possible termination, and a report of the discipline shall be placed in the employee's personnel file. It should be noted that recrimination or reprisal against a complainant even after a finding of no violation, will not be tolerated.

Ref: WPS Policy ACA, ACAB, ACE, GBA,GBAA, JBA, JBAA

### **CIVIL RIGHTS LAWS/DISTRICT COORDINATOR INFORMATION**

#### **American with Disabilities Act of 1990**

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

**Coordinator:** Mary Ann DeMello  
111 Middle St., Weymouth, MA 02189  
781-335-1460 ex 308

#### **Section 504 of the Rehabilitation Act of 1973**

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

**Coordinator:** Mary Ann DeMello  
111 Middle St., Weymouth, MA 02189  
781-335-1460 ex 308

#### **Title IX of the Education Amendments of 1972**

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

**Coordinator:** Matthew Ferron  
111 Middle St., Weymouth, MA 02189  
781-335-1460 ex 317

### **CIVIL RIGHTS LAWS/DISTRICT COORDINATOR INFORMATION**

#### **Title VI of the Civil Rights Act of 1964**

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

**Coordinator:** Mary Ann DeMello  
111 Middle St., Weymouth, MA 02189  
781-335-1460 ex 308

#### **McKinney-Vento Homeless Education Assistance Act**

The federal McKinney-Vento Homeless Education Assistance Act requires that school districts immediately enroll homeless student in school, even if they do not have the documents usually required for enrollment, such as school records, medical records or proof of residency. Homeless students have a right to either remain in their school of origin or to attend school where they are temporarily residing.

**Coordinator:** Mary Ann DeMello

111 Middle St., Weymouth, MA 02189  
781-335-1460 ex 308

**Title I of the Elementary and Secondary Education Act of 1965**

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

**Coordinator:** Jeremy Burm  
770 Middle St., Weymouth, MA 02189  
781-335-7589

**Mass. General Laws CH. 76, S5 (Chapter 622)**

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

**Coordinator:** Theresa Kelleher Skinner  
111 Middle St., Weymouth, MA 02189  
781-335-1460 ex 316

**Equal Educational Opportunities Act of 1974**

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

**Coordinator:** Mary Ann DeMello  
111 Middle St., Weymouth, MA 02189  
781-335-1460 ex 308

**TRANSLATION OF WRITTEN MATERIALS**

To assure equal access to information disseminated in the school district, all written materials including forms, notices, handbooks, and applications, will be made available in the native language of families for whom the first language is not English. Many of the district forms are available on the WPS website in the most commonly represented languages. If translation is required and forms are not readily available, contact the main office of your school or the District Civil Rights Coordinator, Mary Jo Livingstone, at (781) 335-1460 x322..

**DUE PROCESS**

Under the law, students are entitled to due process in matters dealing with possible suspension. In general, the following is required for a fair hearing:

- Oral or written notice of the charges against him or her
- An explanation of the evidence
- The opportunity to present his/her side of the story to an impartial decision maker (i.e. school administrator)

In matters which involve possible exclusion for over ten days or possible expulsion, the student's rights are extended to include the following:

- Written notice of the charges
- The right to be represented by a lawyer or advocate (at the student's expense)
- Adequate time to prepare for the hearing
- Access to documented evidence prior to the hearing
- The right to request that witnesses attend the hearing, and to question them unless the principal deems that the student's right to confront and cross examine student witnesses is outweighed by the need to protect them from possible retaliation

In the case of exclusion or expulsion of high school students pursuant to General Law Chapter 71, Section 37H, the hearing will be held before the building principal. The student will have the right to appeal the decision to the superintendent of schools. (MGL, Chapter 76, Section 17)

In those situations where it is practicable and appropriate, school authorities shall attempt to telephone parents or guardians to inform them of the suspension as soon as possible. Written notification shall also be sent to the parent or guardian. When suspended out of school, students are to remain off school grounds for the duration of the suspension and may not attend school activities. Exceptions may be granted, with express permission from a school administrator, to pick-up school work when school is not in session or to participate in mandatory testing. Failure to abide by this policy will result in an extension of the suspension.

### **SEARCH AND SEIZURE**

Any search and seizure will be conducted solely for the safety and well being of the students and adults in the Weymouth Public Schools. The U.S. Supreme Court standard for all searches is as follows:

*In order for a principal to conduct a search of a student's person, his or her locker or possessions, there must be a reasonable suspicion that the student has violated the laws of the school concerning stolen property. Students' lockers, one's personal belongings and vehicles are subject to search if the administration has reasonable suspicion to believe that contraband, illegal material or stolen goods are present.*

### **PHYSICAL RESTRAINT**

The Weymouth Public Schools is committed to providing a safe and supportive learning environment for its staff and students. Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the Weymouth School District. Furthermore, students are protected by law from unreasonable use of physical restraint. Physical restraint is defined as the use of bodily force to limit a student's freedom of movement. Physical restraint shall be used only in emergency situations after less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution. In the event that physical restraint is required to protect the safety of school community members, the Weymouth Public Schools has enacted a policy on physical restraint with two goals in mind:

To administer a physical restraint only when needed to protect a student and/or member of the

school community from immediate, serious, physical harm

To prevent or minimize any harm to the student as a result of the use of physical restraint. These procedures shall be annually reviewed, provided to school staff, and made available to parents of enrolled students.

The Weymouth Public Schools complies with the provisions of 603 CMR sect. 46.00 dealing with restraint of students in the public schools. To that end, the policy developed pursuant to those regulations is available upon request from the principal, the Assistant Superintendent for Administration & Finance and the Superintendent's office.

Ref: WPS Policy JKAA

### **DISCIPLINE REGULATIONS REGARDING STUDENTS WITH SPECIAL NEEDS**

Students with special needs will be disciplined in accordance with the student handbook unless otherwise stated in the student's educational plan.

The disciplining of students with disabilities eligible for special education is governed by federal and state special education laws and the regulations promulgated there-under. These laws include the Individual with Disabilities Education Act (20 U.S.C.1041 et

seq.) its implementing regulations (34 C.F.R. 300 et seq.), Section 504 of the Re- habilitation Act of 1973 and its implementing regulations, and Massachusetts General Laws, chapter 71B and its implementing regulations (603 CMR §28.00).

Students with disabilities who violate school rules are entitled to due process and are subject to disciplinary removal (suspensions/expulsions) from their current educational placement to the same extent that such a removal would be applied to students without disabilities. However, a functional behavioral assessment must be completed before a student can be removed for more than ten (10) school days in a school year. In addition, when a disciplinary removal in excess of ten (10) school days would constitute a change in placement, the TEAM must decide whether or not a student's misconduct is related to his/her disability (ies).

School personnel may unilaterally order a change in the educational placement of a child with a disability to an appropriate Interim Alternative Education Setting (IAES) for the same amount of time that a child without a disability would be subject to discipline, but not more than forty-five (45) calendar days (unless there is a hearing at the Bureau of Special Education Appeals) if the student:

- \* Carries or possesses a weapon to or at school, on school premises or to or at a school function.
- \* Knowingly possesses or uses controlled substances without a physician's authorization at school, a school function, or school sponsored event.
- \* Sells or solicits the sale of a controlled substance while at school, a school function, or a school sponsored event.

School personnel may also seek an order from the Department of Education Bureau of Special Education Appeals (BSEA) or a court placing a student in an IAES for up to forty-five (45) calendar days when the student is in danger to himself or others. For a copy of the Massachusetts

Department of Education brochure on Special Education Parents' Rights, available in many languages, visit [www.doe.mass.edu/sped/parents](http://www.doe.mass.edu/sped/parents) or contact the Administrator of Special Education at (781) 335-1460 ext. 316 or 320.

### **MEMORANDUM OF UNDERSTANDING**

A Memorandum of Understanding has been established between the Weymouth Public Schools, the Weymouth Police Department, and the Norfolk County District Attorney's Office regarding the establishment of a protocol for the reporting and coordination of response to incidents of violence or other illegal activity within the Weymouth Public School facilities or at any school related activity. The MOU is intended to foster and ensure an environment in which students, teachers, parents, administrators, employees, and members of the school community may participate in the educational process without fear of violence or other illegal activity. Toward that end, there shall be a "zero tolerance" policy regarding serious acts of violence, weapons, and drug distribution within the Weymouth Public Schools. A complete copy of this agreement is available in each Principal's office.

### **SMOKE FREE SCHOOLS**

The Weymouth School Committee is dedicated to providing a healthy, comfortable, and productive environment for staff, students, and citizens. The comprehensive K-12 health curriculum, which emphasizes the dangers of tobacco, drugs and alcohol, plays a critical role in establishing life long health habits for all students.

The Educational Reform Law and School Committee policy prohibit the use of any tobacco products within the school buildings, school facilities, or on the school grounds or school buses by any individual including school personnel. To insure compliance, the following policy has been adopted. The purpose of this policy is to align Weymouth Public Schools with that of State Law (Smoke Free Workplace) and to provide that the health of all Weymouth Public School employees and students is paramount to the Weymouth School Committee.

Violations may be issued by the following Weymouth Public Schools employees:

Superintendent	Assistant Superintendents
Principals	Associate Principals
Assistant Principals	Deans/Housemasters
Designee of Superintendent	

This policy applies to anyone smoking any tobacco products in any Weymouth Public Schools building or on any Weymouth Public Schools grounds before, during or after regular school hours, 7 days a week, 365 days a year. The loss of sports and school activities will not end with the academic year. It will be carried out on a rolling 12 month period and will carry on to the next academic year to fulfill the policies guidelines, if needed.

For the intent of this policy, graduation will not be considered an activity that could be lost as a result of a violation. Examples of school activities would be school dances, clubs, school governance and attendance at all other school sponsored activities.

First offense:

\$100.00 fine.

2 weeks out of any school sports and/or any school related activity in which the student is involved. This will include any practices that may be required. If an activity or club meets only once a month, the loss of that activity or club would be one meeting or practice

Smoking cessation program will be offered.

Parental notification.

Second offense:

\$100.00 fine.

12 weeks out of any school sports and/or any school related activity in which the student is involved. This will include any practices that may be required.

Smoking cessation program will be offered.

Mandatory parent meeting with Principal, Dean or Housemaster.

1 day of Independent Work Station.

Loss of leadership role for any sports team, activity, club or school governance position.

Third Offense:

\$100.00 fine.

6 months out of any school sports and/or any school related activity in which the student is involved. This will include any practices that may be required.

Smoking cessation program will be offered.

Mandatory parental meeting with Principal, Dean or Housemaster.

2 days of Independent Work Station.

Fourth Offense

\$100.00 fine.

12 months out of any school sports and/or any school related activity in which the student is involved. This will include any practices that may be required.

Smoking cessation program will be offered.

Mandatory parent meeting with Principal, Dean or Housemaster.

3 days of Independent Work Station.

Police/Court referral.

\*In rare circumstances, the Principal of a building, through the Superintendent of schools, may present to the School Committee a certain set of circumstances that could deem that a student be relieved of the balance of this policy. It will be understood that only the School Committee has the ability to perform this function. It will also be understood that in doing so, the School Committee will not be setting any precedent and that this will be looked at on a case by case basis. Legal Reference M.G.L. chapter 270 sec 22 (m)(1), sec 22 (m)(2)

### **STANDARDS OF DRESS**

Students in the Weymouth Public Schools are expected to dress in a manner that reflects the seriousness and purpose of the school setting. Students should take pride in their appearance and dress appropriately for school. Therefore, the Weymouth school district encourages reasonable standards of dress and personal grooming habits. In accordance with state law, shoes or sneakers must be worn at all times.

Students may not wear any style or type of clothing that distracts or endangers the health, safety, or welfare of the school community. The following have proven to be disruptive to the educational process and should not be worn:

- clothing that reflects racist, sexist, violent and obscene or substance (alcohol, drug) related slogans and/or symbols
- gang related activities such as display of “colors” or signs
- clothing that exposes any midriff or underwear including bras and straps (less than one inch) and underpants
- shorts: gym, running, boxer, short
- outerwear boxer shorts
- spandex bike pants
- cut-off tee shirts, half -shirts
- halters/spaghetti straps
- tank tops
- mesh shirts
- bathing suits, leotards/body suits
- low cut necklines, backless apparel
- articles of clothing or accessories that may be used as a weapon such as chains, studs, metal spiked belts, etc.
- flip flops, athletic/beach sandals, roller sneakers, excessively high heels
- wording on back of shorts, pants, skirts, dresses
- hats, headwear except for medical or religious reasons with the approval of the principal
- pajamas
- see-through blouses
- short skirts/dresses – no shorter than the length of the longest finger tip with the arms fully extended
- outside coats or jackets in class unless building conditions necessitate additional clothing (at teacher discretion)

Any staff member questioning the appropriateness of a student's attire may send that student to an administrator for a decision as to whether the student is in violation of the dress policy. If a student's dress is deemed inappropriate, he/she will be asked to change or be sent home for more appropriate clothing.

The principal at the primary level will have some discretion when interpreting specific provisions of the standards of dress as they relate to young children.

In summary, students may not wear any style or type of clothing that is distracting or endangers the health, safety, or welfare of the school community.

### **HEALTH SERVICES**

A full time registered nurse is available during the school day. Advice regarding health problems and first aid is available to all students. Any student may visit the health office by securing a pass from his/her teacher or during study periods from the teacher in charge. Students should not ask for a pass to the health office unless it is absolutely necessary.

Dismissal for health reasons, if deemed advisable, is the decision of the school nurse. No student is allowed to leave school without the approval of a responsible adult as designated on the health contact card on file in the health office. Emergency contact cards are critical; *every student* must have an updated card on file.

### **Physical Examinations**

Physical examinations are mandatory for all students entering grades K, 4, 7 and 10. (MGL Chapter 71, Section 57). The family physician has a comprehensive knowledge of the health of the student and is the best person to perform this physical. Physicals nurse by September 1<sup>st</sup>. Failure to complete the physical examination process will subject the student to exclusion from school until proof of the physical is presented. All students competing in interscholastic athletics must submit proof of a completed physical exam to the health office prior to practicing or competing in any sport.

### **Communicable Conditions/Diseases**

During the school year, communicable conditions or diseases may occur. All students returning to school after having certain illnesses must present a certificate from their primary health care provider or family physician. The conditions are the following:

<i>Chicken Pox</i>	<i>Impetigo</i>	<i>Mumps</i>
<i>Encephalitis</i>	<i>Measles</i>	<i>Scarlet Fever</i>
<i>Fifth Disease</i>	<i>Meningitis</i>	<i>Whooping Cough</i>
<i>German Measles</i>	<i>Mononucleosis</i>	<i>Strep Infections</i>

If a student has other communicable conditions such as conjunctivitis or head lice, it is suggested that the school nurse be consulted relative to the student's return to school.

### **Medications**

Students may not self-medicate during school hours. All medicines of any type must be taken under the supervision of the school nurse. Massachusetts General Law (MGL Chapter 112, Section 80B) requires that the following forms be on file in a student's health record before the school nurse can begin to give any medication at school:

Signed consent by the parent/guardian to give the medication.

Signed medication order. The written order should be taken to your child's licensed prescribed (physician, nurse practitioner, etc) for completion and returned to the school nurse. This order must be renewed at the beginning of each academic year, or as needed.

Medicines must be delivered to the school in a pharmacy or manufactured- labeled container by a parent or guardian or responsible adult designated by the parent or guardian. Please ask the pharmacy to provide separate bottles for school and home. No more than a thirty-day supply of the medicine should be delivered to the school health office.

### **Limitation of Physical Activity**

When it is necessary to excuse a student from Physical Education or limit physical activities due to medical reasons, written notification is required from both the parent/guardian and physician. Written notification is also required to resume participation.

### **State Mandated Screenings**

Screenings for vision, hearing and height/weight and body mass index (BMI) are administered to students in grades K-4-7-10. Scoliosis screenings are administered to students in grades 5-9. Parents are notified if test results indicate a problem and further evaluation by a physician is necessary. A request for individual testing by parents, guardians or school personnel will be honored at any time.

### **HOME TUTORING**

Home instruction for students with extraordinary circumstances is given by a tutor and must be approved by the principal after documentation from a physician has been presented.

### **SCHOOL ENTRANCE REQUIREMENTS**

All students entering Weymouth Public Schools must present proof of residency in the town of Weymouth. The proof of residency accepted may be a Massachusetts driver's license, a utility receipt, a real estate tax bill, or rental lease. No child will be admitted to a Massachusetts school without presentation of a Physician Immunization Certificate.

### **STUDENT RECORDS**

The State Board of Education has adopted regulations pertaining to Student Records. State laws mandate the development of the regulations, which have the force of law. The regulations apply to all public elementary and secondary schools. They are designed to insure parents' and students' rights of confidentiality,

inspection, amendment and destruction of student records, and to assist school authorities in their responsibilities.

The regulations apply to all information kept by a school committee on a student. The regulations divide the record into two sections, the transcript and the temporary record. The transcript includes only the minimum information necessary to reflect the student's educational progress. This information includes name, address, course titles, grades, credits and grade level completed. The transcript is kept by the school system for at least sixty years after the student leaves the system.

The temporary record contains the majority of the information maintained by the school about the student. This may include such things as standardized test results, class rank, school sponsored extracurricular activities and evaluations and comments by teachers, counselors and other persons as well as other similar information. The temporary record is destroyed within seven (7) years after the student leaves the school system.

The following is a summary of the major parent and student rights regarding student records, as provided by the Regulations Pertaining to Student Records. A complete copy of the Code of Massachusetts Regulations (603 CMR 23.00) is available in the library.

#### **Inspection/Access to Record**

A parent, or student who has entered the eighth grade or is at least 14 years old, has the right to inspect all portions of the student record upon request. The record must be made available to the parent or student no later than two days after the request, unless the parent or student consents to a delay. Unless a contrary written agreement between parents or a court order governing the rights of such parents is brought to the attention of the principal, guardians, divorced/separated parents, foster parents or unmarried parents have access to the student record.

The parent and the student have the right to receive copies of any part of the record, although a reasonable fee may be charged for the cost of duplicating the materials.

The parent and the student may request to have parts of the record interpreted by a qualified professional of the school, or may invite anyone else of their choosing to inspect or interpret the record with them.

#### **Confidentiality of Student Records**

With a few exceptions, no individuals or organizations but the parent, student and school personnel working directly with the student are allowed to have access to information in the student record without the specific, informed, written consent of the parent or the student.

#### **Amendment of Record**

The parent and the student have the right to add relevant comments, information or written materials to the student record. In addition, the parent and student have the right to request that information in the record be amended or deleted. The parent and student have the right to a conference with the school principal to make their objections known. Within a week after the conference, the principal must render a decision in writing. If the parent and student are not satisfied with the decision, the regulations contain provisions through which the decision may be appealed to higher authorities in the school system.

### **Transfer of Records to Another School**

Consistent with the Education Reform Act, schools have authority to transfer a student's complete record to the new school without prior consent. This record includes, but is not 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." It is no longer necessary for a parent/guardian to sign a release form.

### **Destruction of Records**

The regulations require that certain parts of the student record, such as the temporary record, be destroyed within a certain period of time after the student leaves the school system. School authorities are also allowed to destroy misleading, outdated or irrelevant information in the record from time to time while the student is enrolled in the school system. Before any such information may be destroyed the parent and student must be notified and have an opportunity to receive a copy of any of the information before its destruction.

### **RESTRAINING/CUSTODY ORDERS**

It is the responsibility of parents/guardians to inform the principal's office of any court action that results in the issuance of a restraining order or has impact on custody matters. The principal's office will extend every effort to comply with these directives. A copy of these orders must be kept on file in the principal's office.

### **BUILDING SECURITY/VISITORS**

The following precautionary steps are taken to provide building security:

Except for student entrance and egress, building doors will remain locked while school is in session.

During school hours, entrance will be permitted at the main entrance by bell/buzzer after the visitor is identified

Public access to the school is restricted to the office. Unauthorized persons may not proceed into the school beyond the office without the approval of the principal.

The office staff

will provide all necessary assistance to visitors. Those visitors who are approved to enter the building beyond the office must sign the visitors' log and wear a visitor identification badge.

No student will be dismissed to a parent/guardian without a proper picture I.D. unless the parent/guardian is known to the principal or office staff.

### **CLASSROOM VISITS**

The Weymouth School Committee encourages parents and guests to visit classrooms to observe and learn about the instructional programs taking place in our

schools. Such visits can prove most beneficial in the promotion of greater school-home cooperation and community understanding of how we carry out the school system's mission and goals.

Visits by parents to several classrooms in a given grade for the purpose of comparing teaching styles to provide a basis for a request for student assignment to a particular teacher will not be permitted. It is the Weymouth Public Schools' policy that the assignment of a student to a particular class is the responsibility of the building principal in consultation with the staff of that school.

The following guidelines to classroom visits should be followed:

Parental requests for classroom visitations will be welcomed as long as the educational process is not disrupted. To this end, we request that such requests be made at least forty-eight (48) hours in advance.

To limit distraction to students, to maintain continuity of the school program, and to insure that a particular classroom is not overcrowded, the principal shall have the right to deny a request to visit a particular classroom, to restrict the number of visitors to a particular classroom at a given time, and shall have the right to determine a reasonable period of time for a visitor to remain in a classroom. "Classroom," as used in this policy, is broadly defined to include all instructional areas of the school.

The principal or designee shall have the right to deny a request to visit a school-sponsored activity if granting the request would interfere with the education of children or with a school program. In all such determinations, preference shall be given to parents attending the school.

For security purposes, it is required that all visitors report to the main office upon entering and leaving the building, sign the guest log and wear a visitors badge at all times. Teachers are encouraged to ask visitors if that have registered at the main office.

Under ordinary circumstances, classroom observations will be strongly discouraged during the first three weeks of school and during the month of June.

Any student who wishes to have a guest in school is required to ask permission of one of the administrative staff twenty-four (24) hours in advance of the proposed visit. If permission is granted, the guest is expected to follow the standards of behavior expected of all students. Upon arrival, the guest must register in the main office of the school. Any guest who fails to comply with student regulations will be asked to leave the school building and grounds immediately.

### **CRIMINAL OFFENDER RECORD INFORMATION**

All current and prospective employees, volunteers, persons who may have direct and unmonitored contact with children and persons regularly providing school-related transportation to children of the school district shall sign a request form authorizing receipt by the district of all available Criminal Offender Record Information data from the criminal history systems board. "Direct and unmonitored contact with

children” means contact with a child when no other C.O.R.I. cleared employee of the school or district is present.

Access to C.O.R.I. material must be restricted to those individuals certified to receive such information. In the case of prospective employees or volunteers, C.O.R.I. material will be obtained only where the Superintendent has determined that the applicant is qualified and may forthwith be recommended for employment or volunteer duties.

### **SCHOOL SAFETY DRILLS**

At no time during the school day should students be more serious than when the safety alarm rings. **Assume every alarm is an emergency situation and listen carefully to instructions from administrators and teachers.** Two types of drill will be practiced throughout the school year to prepare students in the event of an emergency. **Evacuation:** some emergencies may require the evacuation of the building. Directions for evacuating each area are posted in conspicuous places. Students should familiarize themselves with these directions. However, it may be necessary to exit by other routes due to blocked stairwells, etc. So the following requirements are critical:

- Proper behavior is essential. Remain quiet during exit and reentry.
- Do not enter any courtyard.
- The first student to enter the hallway should hold the exit doors for those students following them.
- **Walk rapidly, do not run, to the nearest exit and leave the building.**
- After exiting a building, move away from the building and other areas that may be used by the fire department on arrival.
- Stay together. It is necessary to account for the members of the group.
- Classroom teachers will accompany their students and will be responsible for attendance, before and after a fire drill.

**Lockdown:** Some emergencies, particularly those exterior to the building, may require students and staff to remain in classrooms in a lockdown situation. When the alarm sounds and a lockdown is indicated over the public address system, the following must be implemented:

- Students move to the center or rear of the classroom at the teacher’s direction
- Students in corridors, restrooms, etc. Proceed to nearest classroom immediately
- Remain quiet while lockdown is in progress
- Do not open classroom doors until all-clear is sounded

During any emergency situation, attendance must be taken to insure that all students and staff have been accounted for. Improper behavior during a safety drill may result in disciplinary action.

## ACCEPTABLE USE POLICY

### **Computers, Networks, Communications, Mobile Devices and the Internet**

It is the general policy of the Weymouth Public Schools that network services are to be used in a responsible, efficient, ethical, and legal manner in accordance with the mission of the Weymouth Public Schools. Users of the Weymouth Public Schools network must acknowledge their understanding of the general policy and guidelines as a condition of using the network.

The Weymouth Public School network utilizes a content filter to restrict minors' access to materials that may be harmful to them. The employment of this filter

and this Acceptable Use Policy ensure that the Weymouth

Public Schools meet the requirements of the Children's Internet Protection Act.

The Weymouth Public School computer network is not a resource intended for

use as a public forum or for any purpose not directly related to the delivery of educational

services. The use of the Internet as part of an educational program is a privilege, not a right, and

inappropriate or unauthorized use or safety violations could result in revocation or suspension

of that privilege. Each student who will access the Internet shall have an acceptable use policy,

signed by a parent or legal guardian, on file. No temporary accounts will be issued, nor will a student

use an Internet/Network account not specifically created for him or her. Based

upon the acceptable use and safety guidelines outlined in this document, the Weymouth

Public Schools administration will determine what appropriate use is, and their decision

is final. The Director of Technology, building administrators and/or teachers may deny a student access at

any time. Additionally, the Weymouth Public Schools may pursue legal action to recover

damages as a result of inappropriate use or safety violations of the network.

### **1.0 Internet Connectivity**

The Weymouth Public Schools believe connectivity to the Internet provides a valuable resource to enhance learning. Internet access is intended to assist in preparing students for success in the 21st century by providing access to a wide range of information resources and the ability to communicate throughout the world.

#### **Massachusetts General Law**

#### **CRIMES, PUNISHMENTS AND PROCEEDINGS IN CRIMINAL CASES**

#### **TITLE I. CRIMES AND PUNISHMENTS**

#### **CHAPTER 266. CRIMES AGAINST PROPERTY**

#### **Chapter 266: Section 120F. Unauthorized access to computer system; penalties**

**Section 120F.** Whoever, without authorization, knowingly accesses a computer system by any means, or after gaining access to a computer system by any means knows that such access is not authorized and fails to terminate such access, shall be punished by imprisonment in the house of correction for not more than thirty days or by a fine of not more than one thousand dollars, or both.

Parents/Guardians should be aware that student's level of access will depend on their particular grade level. At no time shall a student use any type of technology device in a room without a teacher. The following is a description of the way the Weymouth Public Schools will incorporate network use and Internet access in the schools:

Grades PK-2: During school time, teachers of students in grades prekindergarten through four will guide them toward appropriate materials. Internet

access at these grade levels will be limited to teacher-directed and teacher-demonstrated use.

Grades 3-6: Students at these grade levels may have the opportunity to conduct research via the Internet in the classroom and/or library, only during directly supervised instruction.

Grades 7-12: Students in grades seven through twelve may be given individual access and may have the opportunity to access the Internet and conduct independent research on the Internet, both during classroom instruction and outside of classroom instruction.

The Weymouth Public Schools will make every reasonable effort to minimize the risk that users will encounter objectionable material on the Internet. However, there is no absolute guarantee that this will not happen. Access to the Internet provides connections to other computer systems located throughout the world, therefore users (and parents of student users) must realize that neither the Weymouth Public Schools nor any district staff member control the content of the information available on the Internet. The Weymouth Public Schools reserves the right to periodically review connectivity by individual users. These reviews ensure the educational purpose for which the Internet connection is provided. Through the use of an Internet content filter, supervision, and responsible use, the Weymouth Public Schools believe that the Internet can be used safely and effectively. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio, and the Internet.

### **1.1 Reliability**

Weymouth Public School System makes no express or implied warranties for the Internet access it provides. Weymouth Public Schools cannot completely eliminate access to information that is offensive or illegal and residing on networks outside of the Weymouth Public School system. The accuracy and quality of information obtained cannot be guaranteed. Weymouth Public Schools will not guarantee the availability of access to the Internet and will not be responsible for any information that may be lost, damaged, or unavailable due to technical or other difficulties. Information sent or received cannot be assured to be private.

### **2.0 Provisions:**

The use of the Weymouth Public Schools network must be consistent with, and directly related to, the educational purpose of the school department. A violation of the terms in this policy may result in suspension and/or termination of network access. The Weymouth Public Schools will cooperate with law enforcement officials in any investigation relating to misuse of the Weymouth Public Schools computer infrastructure.

**2.1 Acceptable uses** of the network are activities that support learning and teaching. Network users are encouraged to develop uses which meet their individual educational needs and which take advantage of the network capabilities available.

**2.2 Unacceptable uses** of the network include, but are not limited to:

- Violating the rights to privacy of students or employees of Weymouth Schools, or others outside the school system.

- Overriding the Internet content filter and desktop security software.
- Corrupting, destroying, deleting, or manipulating system data with malicious intent.
- Attempting to degrade or disrupt system performance or unauthorized entry to and/or destruction of computer systems and files.
- Attempting to gain unauthorized access to system program and equipment, including attempts to override firewalls, servers, users passwords, email applications, and other resources on the network.
- "Hacking" or any other unlawful online activities.
- Installing software without a current license and administrator approval.
- Attempting to copy, change, read, or use files/applications that do not belong to the user.
- Use/access to "Chat", "Blog" or "Wiki" type applications for non-educational purposes.
- Accessing, downloading, storing, sending, or printing file or messages that are sexually explicit, obscene, or that offends or tends to degrade others. The administration invokes its discretionary rights to determine such suitability.
- Revealing phone #'s, addresses, or personal information.
- Using profanity, obscenity, or other language that may be offensive to another user.
- Sending "chain letters" and "broadcast" messages to lists or individuals.
- Copying materials in violation of copyright law.
- Plagiarizing, which is the taking of someone else's words, ideas, or findings and intentionally presenting them your own without properly giving credit to their source.
- Unnecessary use of printers for non-educational use including but not limited to printing Internet material without supervising teacher permission.
- Using the network for financial gain or for any commercial, political, or illegal activity.
- Accessing or re-posting personal communications without the author's prior consent.
- Modifying desktop settings including wallpaper and screensavers.
- Making personal purchases or unauthorized orders using the Weymouth Public Schools name.
- Downloading or copying information on to disks or hard drives without prior teacher/administrator approval.
- Use of network to access any other network via Internet.
- Executing non-educational gaming.
- Using the Weymouth Public Schools network for gambling
- Transmission of any material in violation of any U.S. or state law or regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening, abusive, or obscene material.
- Illegal activities and privacy and safety violations of the Children's Online Privacy Protection Act.(COPPA) and the Children's Internet Protection Act (CIPA) are strictly prohibited.

### **2.3 Network Access/Privilege**

The following people are entitled to use the network:

All Weymouth Public Schools employees.

All Weymouth Public Schools students under the supervision of a staff member and/or parent/guardian with the proper signatures of the student handbook. Students must use an individual login account to access the WPS Network. Use of any another account is considered a violation of this policy.

Others who request Guest Accounts from the Network Administrator.

- Security and use of your username and password is each individual's responsibility. You are not allowed to use the account, username or password of another user. You must not disclose your username or password to anyone else.
- All Weymouth Public School students have access to a network file storage location. Use of this space is for Academic Use Only and all documents/contents are subject to review/removal. This access/privilege can be revoked at any time.
- The Weymouth Public Schools cannot be responsible for any information that may be lost, damaged, or unavailable due to technical or other difficulties.
- The Weymouth Public Schools Network and all storage systems associated with it are the property of the Weymouth Public Schools and are subject to inspection at any time.
- Routine maintenance and monitoring practices may lead to discovery that the user has violated and/or is violating this Acceptable Use Policy and an individual search will be conducted and disciplinary action may be taken.
- All computer histories, including web traffic, will be logged and archived for a period of one school year.

### **2.4 Electronic Communications**

Under the Public Records Law, electronic messages may be considered public records. Further, electronic messages sent to or from a computer owned by the school district or through a school server may also be considered part of the public record.

The Weymouth Public Schools will make a reasonable effort to archive all email communications sent and received by our mail servers. Email will be archived for one previous school year (July 1-June 30<sup>th</sup>). At the end of this period, email will be removed from the system.

All staff will be provided an email account by which all district communications will be sent. At no time shall staff members send email to school email distribution lists. If a school/district message is necessary, it must be distributed by a building administrator.

Students in Grades 9-12 will be issued a Weymouth Public School email account with 200MB of storage. July 1<sup>st</sup> all content will be erased from the email account in preparation for next

school year. All email sent and received through this account is property of the Weymouth Public Schools and is subject to review.

This email account is for educational/instructional purposes only. Communication with this account for non-educational purposes is a violation of this policy. The user will not:

- use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images
- post information that could cause damage or disruption
- engage in personal attacks, including prejudicial or discriminatory attacks
- knowingly or recklessly post false or defamatory information about a person or organization

Students in grades 5-12 will be allowed access to personal webmail accounts (Yahoo, Hotmail, AOL) for ACADEMIC use from designated computers throughout the district. This access can be revoked at any time.

### **2.5 Mobile Phones and Electronic Devices**

If a student chooses to bring an electronic device to school (ex. cell phone, iPod or texting device), it is to be turned off and stored in a safe location during the school day, unless used for specific instructional purposes as designated by the supervising teacher.

Weymouth Public Schools faculty and staff have the right to allow the use of mobile devices (i.e. cell phones, laptops, iPods and personal data assistants) during instructional time.

Weymouth

Public Schools employees are encouraged to silence ringers or personal phones during the delivery of instruction.

If there are repeated disruptions to the educational environment caused by a mobile phone or other electronic device, the responsible student may face disciplinary actions as sanctioned by the principal or student senate.

If a student brings a camera phone to school, s/he may not take photos of other students that would create a breach of privacy. It is forbidden to use mobile phones to take videos and pictures of acts intended to denigrate and/or humiliate. Sending the pictures to other students or uploading them to a website for public viewing is also considered a direct violation of policy. This includes using mobile phones to photograph or film without proper consent. It is a criminal offence to use a mobile phone to menace, harass or offend another person.

Mobile phones should not be used to take photos in locker rooms, bathrooms or in any situation that may cause embarrassment or discomfort to students, staff or faculty. Electronic devices should also not be used to take photos or record conversations.

If a phone is confiscated, all memory/device storage is subject to review by a building/district administrator. In order to retrieve the device, a guardian or parent must meet with a building administrator to retrieve the device.

If a parent or guardian receives a call from his/her child's cell phone during the school day, that child is in direct violation of this policy, unless express permission has been given by a building administrator.

## **2.6 Cyber Bullying**

The Weymouth Public Schools will not tolerate cyberbullying of any kind including the use of any electronic communication device to convey a message in any form (text, image, audio, or video) that defames, intimidates, harasses, or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated, or hostile and unwanted manner under a person's true or false identity or any communication of this form that disrupts or prevents a safe and positive educational or working environment.

## **3.0 Web Page Policy: Guidelines/Criteria for Posting Student Work and Photographs**

All employees of the Weymouth Public Schools have the option to design a website, Wordpress, Moodle or other school sponsored site reflecting their classroom/administrative responsibilities/activities. Web pages shall be used for educational purposes and follow the guidelines set forth in the Acceptable Use Policy. All Web Sites are controlled by the supervising teacher/administrator and, in order to have student work published on school hosted web pages, a parent or guardian must grant permission. This permission will be based on the Web Page Policy described below.

### **3.1 Web Pages that represent the Weymouth Public School Community shall:**

Have educational value and reflect the goals and objectives of the Weymouth Public School System and the curriculum.

Adhere to the WPS Acceptable Use Policy.

Provide rich curriculum based information and be content driven.

Follow the rules of copyright laws.

### **3.2 Web Page Guidelines:**

Websites hosted outside of the weymouthschools.org domain are not property of nor controlled by the Weymouth Public Schools.

By accessing, browsing, and using the Weymouth Public Schools web site, you accept, without limitation or qualification, the terms and conditions of this policy.

All published documents shall be dated.

Only school sponsored advertisements approved by the Superintendent of Schools shall be present on Weymouth Public Schools web pages.

No student shall publish, modify, or delete web page content on a school sponsored web site. All

web page modifications must be completed by the supervising teacher/webmaster/administrator.

The administration has the right to remove content if found questionable.

The author is responsible to research all hyperlinks "directly" linked from their web page. It is understood that hyperlinks beyond the Weymouth Public Schools website are out of control of the author and should be viewed with discretion.

In order to publish student photographs/classroom work, permission

must be granted by a parent/guardian. Permission is based on the following criteria:

- Web site authors shall NOT use digital photographs of individual students. Images of students in a group setting are recommended (2+ students).

- Students published photographs shall NOT be referenced with their name.

- Students published work shall include
  - ♦ PK-4 First Name and Last Initial Only
    - ♦ 5-12 First Initial Last Name Only.
  - High School students in grades 9-12 may obtain parental permission to have their full names published to provide recognition for their outstanding work. This permission is based on a per document/assignment basis. **Please note:**  
**With this permission the student photograph policy will still be in effect.**
- High School Athletics and Clubs: First Initial Last

Name may be published to highlight outstanding achievement; unless otherwise specified by the parent/guardian. At no point will full names accompany pictures.

- Parents or Guardians of all students may grant permission, by completing an approved form, for photographs and names of their children to appear in newsletters, programs, or like documents posted to the district website.
- Under no conditions should a student's home address, e-mail address, or phone number be listed.

### **3.3 Moodle or other school sponsored instructional sites:**

**By accessing school sponsored web applications, you agree that you will NOT:**

- Post anything abusive, defamatory, obscene or illegal.
- Post any personal or private information on any individual.
- Copy or forward e-mail or any other private messages without permission.
- Include material which is confidential or which is owned by someone else, unless you have first obtained permission.
- Post material which contains viruses or other programs which may disrupt the school's systems.
- Post any advertising or promotional material.
- Behave in an impolite or offensive manner.
- Weymouth Public Schools reserves the right to remove, vary or amend and data present.

When communicating in the WPS Moodle and other Web Applications:

- Respect other people's views, beliefs and rights.
- Only post comments which are appropriate to the particular discussion.
- Remember that you are conversing with real people and not with a screen name in cyberspace.
- Remember to logout at the end of each session.

This will enable you to enjoy your interaction with fellow students and your teachers in a friendly and intellectually stimulating environment.

Role of Teachers: As in the classroom, teachers are responsible for monitoring submissions by students to ensure that this policy and the school's code of conduct are adhered to.

### **3.4 Electronic Communication:**

All electronic communication between school personnel and students, including email, web postings and social networks, will be appropriate, professional and for educational purposes only. School staff will not share personal accounts, web pages or social networks with current Weymouth Public Schools students excluding members of the employee's family.

**This agreement is to be distributed to all Weymouth Public School students. A signed agreement form must be on file for each student who wishes to use any computer system in the Weymouth Public Schools.**

## **STUDENT INSURANCE**

Annually, the School Committee makes available an optional group accident insurance plan for students at a nominal cost to parents. Application forms and brochures are distributed in September. Claim forms can be obtained from the school office. For information regarding insurance coverage, claims or adjustments, the insurance company should be called.

## **FIELD TRIPS**

Field trips by student groups must have the approval of the building principal and the Superintendent on a form provided for this purpose. There will be at least one chaperone per 15 students on all field trips. In accordance with state law, all prospective chaperones and volunteers shall sign a form authorizing receipt by the district of all available C.O.R.I. data from the criminal history systems board. Supervision of students is the ongoing responsibility of the chaperones and will be maintained in a manner consistent with building policy. Overnight trips must have the approval of the School Committee. Students who participate in a school sponsored field trip must have written approval from the parent or guardian. The Building Principal will be responsible for informing parents in writing the details of any school sponsored field trip, including the fact that students are providing transportation with their own vehicles.

## **TRANSPORTATION REGULATIONS**

A student is provided transportation if all of the following conditions are met:

The student is attending a school within his/her district

The student is in grades kindergarten through grade six

The student's place of residence is over two miles from the school.

There is no transportation offered to students in grade seven through grade twelve beyond the pay rider program.

All measurements are made along the shortest commonly traveled routes from a point perpendicular to the school entrance to a point on the public road perpendicular to the front door of the residence.

Pay riders are accommodated if sufficient space remains on the bus for them, priority being given to younger children who live farthest from the school. The principal will authorize pay riders in accordance with School Committee Policy. The fee for pay rider is as follows:

\$235 for the first child

\$235 for the second child

\$120 for the third child

There is a maximum fee of \$590 per family

If the fee for the pay rider program presents a hardship to an individual family, a waiver of the fee may be applied for through the school principal by a written request accompanied by documentation of annual income.

Bus transportation is a privilege and may be withdrawn by the principal for misbehavior.

### **BUS REGULATIONS**

The following bus regulations are for the safety and convenience of all students who are transported on school buses. Building principals, after following due process and after considering the seriousness of the act, are authorized to revoke the transportation privileges either temporarily or permanently of a student who fails to comply with these regulations.

Payment for pay ridership must be made in advance of distribution of pay rider tickets.

Students are expected to cooperate with the bus driver at all times and obey instructions.

Physical or verbal assaults or other acts of violence on another individual will not be tolerated.

Smoking, spitting, screaming, obscene or abusive language, gestures or other kinds of inappropriate or anti-social behavior will not be tolerated. Eating, drinking, littering or defacing of a bus will not be permitted.

Charges will be made for slashed seats, broken windows, etc. (\$50.00 minimum)

Students will keep head, arms and hands inside the bus. Live animals or unusual items may be brought on the bus only with the written permission of the principal and bus driver. (Secure permission at least four days in advance.)

Students will enter and exit the bus in orderly fashion. Once seated, they will remain seated until their destination is reached.

When leaving the bus, students who have to cross the street will do so while the bus is stopped and the lights are flashing. Students **MUST CROSS IN FRONT OF THE BUS IN FULL VIEW OF THE DRIVER.**

Nothing may be thrown from a bus window.

Students are NOT to open and close windows on a bus without the permission of the driver.

Emergency doors must be used for emergencies only. Safety equipment will be used only in times of emergency.

Students waiting for transportation at bus stops will practice safety precautions and behave in an orderly manner. Private property must be respected at all times.

Upon dismissal from school, students must immediately board their buses. A student may not leave and re-board a bus anywhere enroute home.

Students are only permitted to ride on buses to which they have been assigned. Students may be assigned to specific seats by school personnel in conjunction with the driver.

Buses will stop only at regularly scheduled stops.

### **SCHOOL COUNCIL**

There is a school council established at each school. This council consists of the principal, who is designated as one of the co-chairpersons. The remaining make-up of the council is determined by the principal; however, the number of parents of students currently in the school must equal the number of staff members, including the principal. Not more than fifty percent of the council shall be make up of non-school members. The second co-chairperson shall be elected by the council's full membership at the first meeting. Councils assist the principal with a wide range of local management issues, many of which are outlined in the law.

### **PARENT COUNCIL**

The School Committee has authorized the formation of a parent council at each school or school district to serve as a link between the home and the school. All parents are encouraged to join. Parent councils hold regular meetings to discuss current issues or programs and activities they may sponsor for the students in the school. Councils also offer topical speakers for parents. More information about parent councils may be obtained from the building principal.

All parents of Weymouth school students are encouraged to join the Town Wide Parent Council. Each parent council elects representatives who have voting privileges at the monthly meetings. In addition to sponsoring forums and speakers, the Town Wide Parent Council discusses issues, curricula and programs of interest to all parents. Parents may obtain more information from the individual school's parent council.

### **SPECIAL EDUCATION PARENT ADVISORY COUNCIL** **(SEPAC)**

Weymouth's Special Education Parent Advisory Council is a group of parents of children with disabilities who are available during the school year to discuss issues of concern regarding special education. Parents, teachers, and others are welcomed to access this resource by contacting the SEPAC Executive Board. SEPAC announcements are displayed on cable channel 22, posted in the Weymouth News and the Patriot Ledger; and posted on the Weymouth Public Schools website:  
[www.weymouth.ma.us/schools.org](http://www.weymouth.ma.us/schools.org).

Click on Special Education Initiatives to find information on Special Education including SEPAC.

SEPAC parents, School Committee members, and school administrators visit special education programs each year as part of the annual review and evaluation process.

To contact SEPAC or to receive a copy of the Department of Education booklet "Parent's Guide to Special Education", call or send inquiries to: SEPAC

C/O Weymouth Public Schools  
111 Middle Street, Weymouth, MA 02189  
(781) 338-6203

### **MISSION STATEMENT**

The Abigail Adams and Maria Weston Chapman Middle Schools are committed to providing an academically excellent, developmentally responsive, socially equitable and respectful environment which is supportive for all students' learning and growth.

### **VISION STATEMENT**

The purpose of the middle school is to ensure a child-centered approach to continuous learning, social development, emotional growth and physical well-being of preadolescents and adolescents. We share the vision of the National Forum to Accelerate Middle-Grades Reform.

High performing schools with middle grades are academically excellent. They challenge all students to use their minds well, providing them with the curriculum, instruction, assessment, support and time they need to meet rigorous academic standards. They recognize that early adolescence is characterized by dramatic cognitive growth, which enables students to think in more abstract and complex ways. The curriculum and extra-curricular programs in such schools are challenging and engaging, tapping young adolescents' boundless energy, interests and curiosity. Students learn to understand important concepts, develop essential skills, and apply what they learn to real-world problems. Adults in these schools maintain a rich academic environment by working with colleagues in their schools and communities to deepen their own knowledge and improve their practice.

High performing schools with middle grades are developmentally responsive. Such schools create small learning communities of adults and students in which stable, close and mutually respectful relationships support all students' intellectual, ethical and social growth. They provide comprehensive services to foster healthy physical and emotional development. Students have opportunity for both independent inquiry and learning in cooperation with others. They have time to be reflective and numerous opportunities to make decisions about their learning. Developmentally responsive schools involve families as partners in the education of their children. They welcome families, keep them well informed, help them develop their expectation and skills to support learning, and assure their participation in decision-making. These schools are deeply rooted in their communities. Students have opportunities for active citizenship. They use the community as a classroom, and community members provide resources, connections and active support.

High performing schools with middle grades are socially equitable. They seek to keep their students' future options open. They have high expectations for all of their students, and are

committed to helping each child produce work of high quality. These schools make sure that all students are in academically rigorous classes staffed by experienced and expertly prepared teachers. These teachers acknowledge and honor their students' histories and cultures. They work to educate every child well and to overcome systematic variation in resources and outcomes related to race, class, gender and ability. They engage their communities in supporting all students' learning and growth.

High performing schools with middle grades are respectful environments. These schools are communities of learning in which all members, both staff and students alike, share a mutual respect and consideration of each other, the materials and supplies that are used, as well as the physical plant and grounds. Students and staff treat each other fairly and kindly.

## **INFORMATION TECHNOLOGY**

### **The Media Center**

The Media Center, the information hub of the school, welcomes all students and faculty. The Center circulates print and non-print materials, including books, videotapes, and recordings, that support the curriculum. Many fiction titles are available in hardcover and paperback. The Media Center is staffed by a media specialist and parent volunteers committed to seeing its services used to the fullest. They seek to provide increasingly interactive multimedia opportunities for researchers.

### **Cable TV**

Information relative to school activities and upcoming events are usually posted on the local cable channel, channel 22.

### **Computer Labs**

The middle schools have computer labs for student instruction and use. Students gain skills through specific technology classes, and then apply and increase those skills with applications in specific content assignments. Students may have access to additional computer time through AC Support Blocks, as well as in the Media Centers.

## **AFTER SCHOOL OFFERINGS**

### **WeyCare Program**

The WEY CARE program is available to children attending kindergarten through Grade 6. The program operates in all primary and middle schools. The before school program begins at 7:00 A.M. and lasts until school begins. The after school session begins at dismissal and lasts until 6:00 P.M. Activities include homework time, board games, Legos, arts, crafts, and sports. For applications and further information please call 781-337-0086 or refer to the Weymouth Public Schools web site.

### **After-school and Evening Activities**

Many after-school and evening activities take place during the year. Notices will be sent home on Communication Day with descriptions and meeting dates for the individual activities.

A student must be present for at least 1/2 of the school day in order to participate in any after-school or evening activity. Exceptions must be approved by the Principal.

### **FIELD TRIPS**

Field trips by student groups must have the approval of Building Principals and the Superintendent on a form provided for this purpose. There will be at least one chaperone per 15 students on all field trips. *In accordance with state law, all prospective chaperones and volunteers shall sign a request form authorizing receipt by the district of all available C.O.R.I. data from the criminal history systems board.* Supervision of students is the ongoing responsibility of those chaperoning the trip and will be maintained in a manner consistent with building policy. Overnight trips must have the approval of the School Committee. Students who participate in a school sponsored field trip must have written approval from the parent or guardian. The Building Principal will be responsible for informing parents in writing the details of any school sponsored field trip, including the fact that students are providing transportation with their own vehicles.

School field trips are an enjoyable and useful extension of our school program and all eligible students are expected to participate. All school rules and regulations are in effect during a school trip. The faculty and administration reserve the right to exclude from field trips students who have not met academic and/or behavioral requirements this school year. If you are not allowed to participate in a school trip, you must attend school that day and will be assigned necessary work. Any adult wishing to serve as a chaperone must have an approved CORI application on file with the district.

While on a school trip you are reminded that you must:

Obey and follow all bus transportation rules

Stay with your assigned group and chaperones

Pay attention to the program presented and the instructions/information given by the tour guides

Be on your best behavior

### **EMERGENCY PLANS**

The superintendent may close school or dismiss students early in the event of hazardous weather or other emergencies that threaten the health or safety of students. In September, parents/guardians must establish a contingency plan for their children in the event of an emergency.

Parents/guardians must submit 2 contact cards for each child. It is the responsibility of the parents/guardians to update contact cards with any changes. Parents/guardians seeking information should consult local cable channels, the traditional media outlets and Connect Ed messages.

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### **BUILDING SECURITY**

In order to insure and maintain a safe and orderly learning environment for all, the only doors accessible to the public will be the main entrance. At no time will a student open an outside door for visitors or other students. All guests must sign in at the front desk upon entrance. Guests will be issued a visitor's pass that must be visible when in the building. Persons not adhering to the aforementioned procedure will be considered trespassers and the police will be notified. \_\_

### **FLOW OF COMMUNICATION**

Parents' first level of communication should be with the teacher, or guidance counselor, or the housemaster. Levels of courteous communication then sequence to the principal, the assistant superintendent and finally the superintendent.

The administrative and educational staff seek to maintain an open and current flow of information from the school to your home. Papers and print notices are distributed to students only on Thursdays. The telephone notification system, Connect Ed, is used to update parents with regard to important information. Parents are also encouraged to contact any staff member through the email system of the district. Each school also maintains a web site where information is updated on a regular basis

### **ATTENDANCE POLICY**

Regular daily attendance is essential for success in school. The Weymouth Public Schools recognizes that attendance is a shared responsibility among students, parents, and educators. Students are expected to attend every day that school is in session. School attendance is governed by state law (Massachusetts General Laws, Chapter 76, Sections 1 & 2, which state that no child may exceed seven (7) days absence from school or fourteen (14) partial days, which includes tardies and dismissals, in any six-month period except for:

- Documented medical illnesses or medical appointments
- Legal obligations or court appearances
- Bereavement due to the death of an immediate family member (For the purpose of this section, the "immediate family" shall be the student's parents, grandparents, siblings, or any member of the child's household).
- College or private school visits
- Observance of religious holiday

Parents or guardians of school age children are required to have them attend school. Failure to do so can result in court fines and actions. Students who fail to attend school in accordance with the above descriptions will be referred to the district attendance officer for possible court involvement. Additionally, school-based consequences may be assigned.

## Middle School Practices

### Absences

- On the fifth day of absence, parents/guardians of students will be notified by letter of the expectations for students to come to school.
- On the seventh unexcused absence, referral will be made to the district attendance officer. A school-based CHINS (Child in Need of Services) petition may be discussed.
- On the tenth day of unexcused absence, a CHINS petition will be filed on behalf of the student and a violation of Chapter 76, Section 2 - Duties of Parents will be filed against the parent/guardian.

### Tardies/Dismissals

- Students are allowed three excused tardies/dismissals per term.
- Once a student has reached three tardies/dismissals in a term, parents/guardians receive a letter outlining consequences for any additional tardies/dismissals in that term.
- Students who are tardy /dismissed 4 through 6 times receive a lunch detention for each of those instances.
- Students who are tardy 6 times may receive a morning wakeup call one hour prior to the opening of school.
- Students who have six to nine tardies/dismissals will receive two lunch detentions or one after school detention for each of those instances.
- Any additional unexcused tardies/dismissals after 9, the student is subject to in-school suspension and a CHINS petition may be filed.

Under Chapter 76, Section 1, unexcused tardies/dismissals are considered partial days and also are calculated when filing a CHINS or a violation of Duties to Parents.

### **APPEAL PROCESS**

Your parent/guardian has the right to appeal to the principal. A formal letter with appropriate supporting documentation must be forwarded to the administration as soon as possible after notification has been received.

### **PROMOTION POLICY**

Students who fail any of the four major academic subjects (English, Language Arts, Mathematics, history/social studies and science), students who have not met grade level standards, and/or whose attendance does not meet state guidelines may be considered for retention. At risk students will be reviewed by a retention review committee which may be composed of a school administrator, teachers, counselor, students and his/her parents/guardians.

### **MAKE-UP WORK**

It is your responsibility to ask your teacher for make-up work upon return to school from an absence. You shall return for make-up sessions whenever requested to do so by the teacher.

Failure to keep an appointment is a very serious matter which may result in receiving no credit for the assignments missed. For an absence of one or two days, you should contact your friends in the class for assignments.

After two (2) days of absence, your parents/ guardians may call the school office to arrange for homework assignments. In order for you to receive all the necessary assignments, there should be twenty-four (24) hours notice for the teachers to prepare these materials.

### **HOMEROOM**

Upon entering school, you are to go directly to lockers and homeroom. You may not loiter in the corridors. If it is necessary to get a pass for academic support, you should do this first and then go to homeroom. Students should plan to arrive on the school grounds no sooner than 10 minutes before the school bell unless participating in a supervised activity.

### **TARDINESS**

Students not seated in their assigned homeroom seats at the tardy bell are considered late. Students who exceed three unexcused\* tardies per quarter will receive disciplinary consequences for any additional unexcused\* tardies.

\*Tardiness may be excused for one of the following reasons:

Family Emergencies

Medical appointments (The student must have a note or appointment card from the doctor).

Religious holidays

Legal obligations

Illness or injuries

### **ATTENDANCE IN CLASS**

You are expected to be in class on time. Continued disregard of the timeliness of class beginnings will result in office referral. Going to lockers or using lavatories will not be accepted as an excuse for tardiness. If you are tardy to class you may be assigned detention by your teacher. If you are in school but not in class, you will be referred to the office for disciplinary action.

### **DISMISSAL FROM SCHOOL**

You may be dismissed from school if you bring a note to the office before school containing:

1. Student's name (first and last)
2. Time for dismissal
3. Reason for dismissal
4. Signature of parent/guardian
5. Telephone number where parent/guardian may be reached during the day to verify the dismissal.

### **END OF DAY DISMISSAL**

You are expected to leave the building at dismissal unless you are staying for a teacher, detention, or an activity. You may not loiter in the building or on the school grounds. Once a student has left the building or school grounds, they may not return unless accompanied by an adult.

### **FAMILY VACATIONS**

When you are absent from class you “lose ground” by missing out on the teachers’ lessons and class discussions. It is important that you maintain good attendance, therefore, it is **strongly recommended** that your parents/guardians schedule family vacations at the same time as school vacations. If this is not possible, the following procedures must be followed:

Your parent/guardian must submit a letter prior to the planned vacation to the homeroom teacher. Teachers will give missing work only once and not be required to give work in advance. All tests, quizzes and other work must be made up within a reasonable amount of time to be determined by the teacher, generally two weeks. It is your responsibility to obtain the assigned work from your teachers.

Students are strongly encouraged to use the Academic Support Blocks to clarify instruction and to complete assessments and labs.

Tutorial help may be given at the teacher’s discretion.

### **ATTENDANCE AND AFTER-SCHOOL ACTIVITIES**

You may not practice, compete, or participate in any after-school activity on a day you are suspended from school or if you are not present for at least 1/2 of the school day. Extraordinary events may be excused by the principal.

### **GUIDANCE AND COUNSELING PROGRAMS**

The guidance and counseling program provides direct services in educational planning, as well as personal development and adjustment. A primary function is to assist all students in assessing their abilities, interests and needs so they can make intelligent decisions concerning their education and future plans.

### **HEALTH OFFICE POLICY**

If you wish to visit the health office you must obtain a written pass from your teacher. During school hours, you do not have permission to use the pay telephone to call home if you are ill. You must be sent to the nurse. If the nurse decides to send you home she will provide you with a dismissal slip to be turned in at the main office and contact your parent or guardian.

#### **Immunization Requirements/Grade 7**

**\*\* State Law Mandates** - No child shall enter Grade 7 without proof that the child has received the immunizations listed below:

**Polio** 3 or more doses of Polio vaccine

**Varicella**

1 dose if child receives the dose before turning 13

2 doses if child receives the dose after turning 13 or a physician-certified history of chicken pox

**Hepatitis B** 3 doses of Hepatitis B vaccine

**Tetanus Diphtheria(td)** a TD booster will be required if it has been 5 or more years since the last dose

**Measles Mumps Rubella(MMR)** 2 doses of MMR vaccine after the age of 1 year

### **Physical Examinations Mandatory for Grade 7**

Regulations for school children in Massachusetts require a physical examination in Grade 7 (Mass. General Laws, Chap. 71, Sect.57).

Any 7<sup>th</sup> grade student who has not had a recent physical examination will be subject to exclusion from school until proof of a physical is presented to the principal or your school nurse. Students are urged to go to their family physician for this examination preferably prior to September 1<sup>st</sup>.

### **Lunch Program**

The school lunch program provides every student with a choice of a traditional lunch menu and some a la carte options. All are provided at a nominal fee. Free and reduced lunch applications are available in the school office for income eligible families. Any student wishing to purchase an a la carte item from the menu needs to purchase a school lunch or bring a lunch from home.

### **Homework**

At the middle school level you may expect homework on a regular basis. This may include daily and long term assignments. If no formal assignment is given you are expected to review, reread or study material being studied in class. Homework and reading time may average 60 to 90 minutes a night. During the first four weeks of the fifth grade year, teachers will gradually increase the home study time from sixty to ninety minutes. In addition to homework, students are expected to read for 30 minutes (on average) per night. They may read books of their choice or books from the library.

Homework is an extension of classroom instruction. It may introduce new material and reinforce skills. Homework, including appropriate deadlines, develops lifelong patterns of responsibility and reliability. Taking responsibility for your assignments, managing your time and working to complete a task, even though you might rather be doing something else, are skills that will contribute to your success throughout life.

Your homework must show evidence of care and thought. It must be neat, legible, and grammatically correct. Work is expected to be completed and passed in on time.

Parental involvement in the homework process is encouraged. It is recommended that parents provide a setting conducive to doing homework and a definite time period during which homework must be done. By assuming this role, your parents can be in a position to check your progress and the quality of your homework assignments.

### **Study Tips**

Have an assignment book with you at all times and use it to write down everything you need to remember.

Be sure you understand your assignment. If you don't understand it, ask your teacher.

Before leaving school, ask yourself what you need to take home with you (books, paper, etc.).

Take everything you will need to complete your assignments.

Establish a study schedule.

Study in a quiet, well-lit place where it is easy to think and where there are few interruptions.

Have all the necessary materials at hand when you begin. Ask yourself, "Do I need a pen, a dictionary, crayons, more paper, etc.?"

Plan to study for the amount of time you can sit still. Do something active for a few minutes, then start again.

## GOOD STUDY HABITS WILL STRENGTHEN YOUR ACADEMIC PERFORMANCE

### **Standardized Testing**

The Weymouth Public Schools implements standardized tests to measure student achievement against state and national norms. Currently, the schools comply with state mandated testing in specific grades. Students and parents are notified in advance of testing dates and procedures.

### **School Supplies Are Needed Tools**

Being prepared is one of your responsibilities. Your teacher will advise you in regard to class specific supplies. Suggested items might include but are not limited to:

notebook

flexible binder

2 pens (erasable)

2 pencils/eraser

1 package of colored pencils

1 pencil case

1 or more composition books (spiral)

1 ruler

In addition you will need to have these materials ready to use at home:

scissors

glue

ruler

crayons

markers or colored pencils

pens

dictionary

paper

### **Textbooks and Supplies**

All books and personal materials should be kept in locked lockers. Combinations should not be shared with anyone. Textbooks are the responsibility of individual students. The school cannot assume the responsibility for books that are lost or stolen. Students should not leave books and materials

Books are to be kept free of student marking and handled carefully. All books must be covered and kept that way throughout the school year. A pupil shall be required to pay the replacement cost of any book, whether classroom or library, lost or damaged beyond ordinary wear while in his or her possession.

## **SCHOOL EXPECTATIONS FOR STUDENT BEHAVIOR** **CODE OF CONDUCT**

It is important that you understand what is expected in terms of proper school behavior and the consequences that result when the school rules are broken. Try to understand why these rules are necessary and why the school must enforce them.

The Weymouth Public Schools realize that learning takes place only in an environment that promotes a sense of order, safety, and security for children. Parents, teachers and administrators have worked cooperatively to establish the following guidelines in the Weymouth Middle Schools.

Weymouth Middle Schools will provide an atmosphere that promotes socially appropriate behavior.

Effective behavior will be achieved with the cooperative effort of the child, the parents and the school.

All school personnel will treat students in a manner which will have a positive effect on their sense of dignity and self esteem.

Self-control will be stressed so that each child will achieve his/her academic and human potential. Students at the middle level will have limits set for their behavior.

Consequences for inappropriate actions will be consistent, fair and appropriate.

Students will have a right to come and go from school without being harassed.

Students will respect authority figures, their peers and the property of others.

All parents, children and school personnel will be informed of school discipline policies and procedures early in September of each year, and their support will be expected.

Special needs students will be disciplined by the rules and regulations as set forth by the Department of Education.

### **Attitude, Behavior and Language**

You are expected to be respectful and courteous at all times while you are on school grounds, on the buses, walking on the way to and from school, and during school related activities. Parents and students should be aware that when students travel to and from school they are accountable for their actions under this Code of Conduct.

You are expected to be courteous and respectful to all members of the school community when you have any contact with them in school or outside of school. Inappropriate public displays of affection will not be permitted.

You have the duty to be a responsible and honest person. Your honesty about any situation is a most important factor in any decision. Dishonesty deprives you of your most prized possession: **YOUR GOOD NAME.**

### **Physical Contact/Threat**

As a member of a democratic society, you have the right to attend school without the fear of physical harm or threats. This includes the right to travel to and from school safely.

### **School Property**

You have the responsibility to respect and take care of all school property. This includes the grounds, the buildings and furnishings, and the books and equipment used throughout the day.

### **Personal Property**

You must respect the personal property of others. You will be assigned a locker in which to keep personal property and materials related to school life. Your locker must have a school-issued combination lock on it. Items not necessary for school or that are illegal to possess are not allowed in school. The school retains joint custody of lockers. Lockers may be searched by school officials.

### **Auditorium**

Students gather in the auditorium to participate in many types of activities and presentations. Because there are many students in attendance, it is important that you follow the Code of Conduct.

### **Cafeteria**

Because there are so many students in the cafeteria at one time, it can become noisy and confusing. Students are expected to follow the Code of Conduct during all cafeteria assemblies.

### **Student Expectations**

Students are subject to disciplinary actions up to and including suspension for the following reasons:

Bullying

Smoking or possession of nicotine related substances, including, but not limited to, snuff and dip  
chewing tobacco

Possession or use of alcohol or alcohol-related substances

Possession or use of any controlled substance, including drugs and prescription medication

Truancy

Violation of the school's tardy policy

Leaving the building without permission

Fighting, or threatening to fight. Students who encourage others to fight, attend fights, or set up fights between other individuals may also be subject to disciplinary actions.

Disrespectful behavior or threats toward other students, administrators, teachers or other staff members, both on and off school property.

Stealing

Skipping class

Loitering on school grounds before and after school hours

Possession and /or use of fireworks, including snaps

Vandalism, including graffiti

Repeated office referrals

Failure to report to office detention

Abusive or vulgar language

Anything that threatens the health, safety and/or property of any student or staff member

Insubordination and/or refusal to obey any reasonable request by a staff member

Any gambling, including card playing

Causing false fire alarms or evacuations

Possession or use of a dangerous weapon, or an item assumed to be one

Buying or selling items not authorized by the school, or exchanging money for any reason

Possession and/or use of inappropriate items for school such as, but not limited to:

Water pistols

Lighters/matches

Leather straps/large chains

Stars

Studded clothing

Music playing devices

Electronic games—laser pens

Beepers or personal phones

Inhalants

Over the counter medication

Forgery, or signing a name other than your own, to any school related document

Public displays of affection (kissing, embracing, and/or other forms of inappropriate sexual behavior)

Stink bombs or similar items

Sexual harassment

Disruptive hallway behavior, such as running, shouting and/or shoving

Inappropriate use of the computer network, including but not limited to email and the Internet

Continued disregard of the dress code policy

Continued disregard of school policy

Other disruptive or inappropriate acts judged serious by a member of the administration

### **Range of Consequences**

Any student who violates the Code of Conduct may be assigned a range of consequences based on the severity of the offense. This range of consequences includes:

#### **Confiscation**

Students who are in possession of or who are using items not allowed in school by the Code of Conduct, may have

the item confiscated for a period of time ranging from overnight to the balance of the school year.

#### Warning

For minor issues, a student may be advised that a behavior or comment is inappropriate for the school environment, and that, if it is repeated, an escalated consequence will be assigned.

#### Lunch Detention

A student who has exceeded the number of tardies for any quarter, or who has shown inappropriate behavior in the cafeteria, may be assigned to eat lunch in an area outside of the cafeteria. Such lunch detention is completed in silence, and is under the supervision of a staff member.

#### Teacher Detention

Teachers are authorized and have the responsibility for maintaining order within the school and on school property. Teachers may assign teacher detention for infractions of class rules or behavior. The length of the detention will be determined by the teacher. Failure to report to teacher detention will result in an office referral.

#### Office Detention

A detention is a consequence that requires a student to stay after school. You may be assigned a detention for violating any of the school rules or policies. Students will be notified at least one day prior to his/her serving the detention. The student is responsible for keeping track of assigned detentions. Further consequences may be assigned for students who fail to meet regular detention obligations or have accumulated more than five office detentions during a term.

#### Long Detention

Long detentions take place two days a week until 5:00 p.m. Students are assigned long detention for more serious or continuously repetitive actions or behaviors. During this extended after school time, students are expected to bring academic work to be completed during this time. Parents are notified prior to the specific long detention day. Transportation home is not provided.

#### Suspension

Suspension is a very serious consequence for violations of school rules. When a suspension is assigned, a student is either removed from his/her classes and placed in the independent work station in school, or is sent home to be supervised by his/her parent or guardian. Parental contact must be made before home suspension is enforced.

An independent work station is a consequence which requires the student to remain under the direct supervision of a staff member. During that time, the student will be provided with schoolwork by his/her teachers. The assigned work must be completed and returned to teachers by the end of the day. In the case of either an independent work station or out of school suspension, a parental conference is required with a school administrator before the student will be readmitted to his/her program.

#### Exclusion/Expulsion

The following provisions relate to the possible exclusion of students. These provisions are excerpted from recent statutes:

1. Any student who is found on school premises or at a school-sponsored or school-related event, including athletic games, in possession of a dangerous weapon, including but not limited to, a gun or knife, or a controlled substance.
2. Any student found in possession of , or using, a substance as defined by Chapter 94C, including, but not limited to, marijuana, cocaine or heroin, may be subject to expulsion from the school or the school district by the principal.
3. Any student who feigns possession or use of any of the above-mentioned is subject to disciplinary action.
4. Any student who assaults a principal, housemaster, teacher, or other staff member on school premises or at a school-sponsored or school-related event, including athletic games, may be subject to expulsion from the school or the school district by the principal.
5. Upon the issuance of a criminal complaint charging a student with a felony delinquency complaint, the principal may suspend such student for a period of time determined appropriate by the principal, if the principal determines that the student's continued presence in school would have a detrimental effect on the general welfare of the school.

All other cases of exclusion or expulsion will be heard by the School Committee.