

DR. ROBERT G. O'DONNELL
MIDDLE SCHOOL



Student and Parent Handbook

2016-2017 School Year

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Responsibility Effort Spirit Pride Excellence Compassion Teamwork

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The administration reserves the right to revise the O.M.S Student and Parent Handbook at any time, for any reason during the school year. The most current version of the O.M.S Student and Parent Handbook can be found on the O.M.S website. (oms.stoughtonschools.org)

TRANSLATION NOTIFICATION

The Stoughton Public Schools will ensure that, when requested, specific components of the school handbooks and district codes of conduct will be made available in the primary language of a parent or student whose primary language is not English. Parents may also request that, to the extent possible, school notices and reports be provided in a language that they understand.

[Arabic]

تكفل مدارس ستاوتون الحكومية بأنها، عند الطلب، ستوفر مكونات معينة من كتيبات المدارس وقواعد السلوك في مدارس المنطقة باللغة الأساسية للتلميذ أو لأهله والذين لغتهم الرئيسية غير اللغة الإنجليزية. ويستطيع الأهل أيضاً، وفي حدود الإمكان، أن يطلبوا بأن تكون إشعارات وتقارير المدرسة بلغة يفهمونها.

[Chinese]

如果主要語言不是英語的家長或學生提出請求，Stoughton公立學校保證將以家長或學生的主要語言提供學校手冊和學區行為守則的具體章節部份。家長還可以請求在可能的情況下以他們能夠理解的語言提供學校通知和報告。

[French] Le système scolaire de Stoughton (Stoughton Public Schools) assurera à ce qui en feront la demande que des passages des manuels scolaires et des codes de conduite du système scolaire seront fournis dans la langue maternelle d'un parent ou d'un élève dont la langue maternelle n'est pas l'anglais. Les parents pourront aussi demander que, dans la mesure du possible, les annonces, avis, et rapports scolaires soient fournis dans une langue qu'ils comprennent.

[Gujarati] Jo CataR Aqavaa vaDilaao naI paaqa-malk BaaYaa AMgaroP naqaI, Aomanaa AnauroaQa]par, sTaoTna paiblak skUlsa; skUla hOMDbauk Anaoo Plaa kaoD AacarLa naI ivaiSaYT GaTkao paaqa-malk BaaYaa maa]palabQa kravaSaoo. jyaa sauQaI sambava haoya, skUla naaoiTsa Anaoo irpaaT-, vaDilaao samaxaI Sako Ao BaaYaa maa]palabQa kravaa maaTo; vaDilaao AnauroaQa krI Sako Co.

[Portuguese] As Escolas Públicas de Stoughton asseguram que, quando requeridos pelos pais, certos requerimentos específicos dos livros de regulamentos escolares sejam disponíveis na primeira língua dos encarregados de educação ou de qualquer aluno(a) cuja língua primária não é o Inglês. Os encarregados de educação também poderão requerer que, enquanto possível, as informações e relatórios escolares sejam fornecidos numa língua que os mesmos entendem.

[Russian] По просьбе родителей или учеников, родной язык которых – не английский, школьный округ Stoughton Public Schools готов предоставлять определенные разделы школьных руководств и сводов правил школьного округа на их родном языке. Родители могут также попросить, чтобы школьные уведомления и отчеты об успеваемости предоставлялись - по мере возможности - на понятном для них языке.

[Spanish] Las Escuelas Públicas de Stoughton asegurarán que, cuando pedido, componentes específicas de las guías escolares y códigos de conducta del distrito estarán disponibles en el idioma principal de un padre o estudiante de quienes idioma principal no es inglés. También los padres pueden pedir – a la medida posible – que las noticias y reportes escolares estarán proveído en una lengua que ellos entienden.

[Tagalog] Titiyakin ng Pamublikong Paaralan ng Stoughton na, kung inyong hihilingin, ang mga partikular na bahagi ng Aklat-Pampaaralan at Pang Distritong Kodigo ng Pag-aasal, ay maaring makuha at maisalin sa wika ng mga magulang o ng mga estudyante na ang pangunahing salita ay hindi Ingles. Maaari ring hilingin ng mga magulang na mailathala sa naiintindihan nilang wika ang mga patalastas at mga ulat na magmumula sa paaralan.

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MARKING PERIODS

Trimester 1 September 7, 2016 - December 8, 2016
Progress Reports October 21, 2016

Trimester 2 December 9, 2016 - March 20, 2017
Progress Reports January 30, 2017

Trimester 3 March 21, 2017 - June 21, 2017
Progress Reports May 9, 2017

CALENDAR OF EVENTS

September

7 School Opens
15 Back to School Night
29 Early Release

October

7 School Picture Day
21 T1 Mid-term Progress Reports
26 Parent Teacher Conferences
27 Early Release
28 Fall Dance

November

8 No School (Election/Prof. Dev. Day)
23 OMS Spirit Day
23 Early Dismissal for Thanksgiving Break
28 School Reopens

December

8 Trimester 1 Ends
15 Trimester 1 Report Cards Issued
15 Early Release
23 School Closes End of Day – Winter Break

January

3 School Reopens
11 Grade 8 Winter Concert @ SHS
18 Grade 7 Winter Concert @ SHS
25 Grade 6 Winter Concert @ SHS
26 Early Release
30 T2 Mid-term Progress Reports

February

6 POPS Talent Show Auditions I
13 POPS Talent Show Auditions II
17 School Closes End of Day – Feb. Vacation
27 School Reopens
28 Grade 5 Showcase Night

March

3 POPS Talent Show
9 Early Release
15 Evening of Jazz @ SHS
16 Singers Knight @ SHS
20 Trimester 2 Ends
27 Trimester 2 Report Cards Issued
30 -31 Spring Musical: “Beauty and the Beast”

April

6 Early Release and Knight of Excellence
13 Stoughton Woman’s Club Spelling Bee
13 School Closes End of Day – April Vacation
24 School Reopens
27 OMS Jazz /Art Show

April 3 – May 26 *MCAS Testing*

May

9 T3 Mid-term Progress Reports
10 Grade 8 Spring Concert @ SHS
11 Early Release
17 Grade 7 Spring Concert @ SHS
24 Grade 6 Spring Concert @ SHS

June

8 SHS Graduation
8 Early Release
14 Music Dept. Canobie Lake Trip
20 8th Grade Class Day (anticipated)
21 Trimester 3 Ends (without snow days)
21-28 Trimester 3 Report Cards issued
185th Day of School
(based on inclement weather)

THE O'DONNELL MIDDLE SCHOOL MISSION STATEMENT

The O'Donnell Middle School, in partnership with families and the community, will maintain a safe environment that fosters the intellectual growth and social development of each student.

We will empower students to be active participants in their school community by demonstrating the values of **R.E.S.P.E.C.T.**

Responsibility
Effort
Spirit
Pride
Excellence
Compassion
Teamwork

VISION

We believe the schooling process involves the cooperative participation of students, parents, teachers, and administrators in the development and implementation of the curriculum.

It is our vision that students be engaged in learning activities, which encourage them to:

- develop the academic abilities and skills to become life-long learners;
- possess a positive sense of self-worth;
- feel capable as they take on new developmental tasks and challenges;
- behave ethically and act responsibly toward others;
- develop sound work habits, motivation, and values;
- have a perspective on the future that provides a source of positive direction and energy;
- appreciate the benefits of a diverse society and respect the values of others;
- develop communication skills which enable them to get along with others and develop long-term interpersonal relationships;
- engage in health enhancing and health protective behaviors; and
- become positive, contributing members of their peer group, family, school, and community.

CORE VALUES

Recognizing that a child's education is a partnership between home and school, the O'Donnell Middle School Council has identified four core values for families and school to share:

- Families and school should nurture children by encouraging them to work hard, persevere, and strive for academic excellence.
- Families and school should encourage children to accept responsibility for their own behavior and act with integrity.
- Families and school should encourage children to treat each other with respect and value diversity.
- Families and school should encourage children to mediate disagreements, reduce conflicts, and prevent violence.

DR. ROBERT G. O'DONNELL MIDDLE SCHOOL

Stoughton Junior High School was opened on October 1, 1960. In September 1994, Stoughton Junior High became the Stoughton Middle School and shortly thereafter, it was named the Dr. Robert G. O'Donnell Middle School (O.M.S.).

The school is named for Dr. Robert G. O'Donnell who contributed thirty-five years of service to the Stoughton School System. He started in 1959 as Director of Science at Stoughton High School. In 1960, Dr. O'Donnell became Principal of Stoughton Junior High School, a position he held until his retirement in 1991.

ACADEMICS & STUDENT LIFE

GRADE 6

Welcome to our middle school family! You are now in the first year of your O.M.S. experience. You are assigned to an interdisciplinary team of four teachers; each team of teachers works together to teach you math, science, social studies, and language arts. In addition, your program will include many exploratory and enrichment subjects.*

You will have many opportunities in your three years at O.M.S. to become involved in school and community activities. We encourage you to participate and do your best. The O.M.S. faculty and staff look forward to helping you prepare for the future in developing your personal goals, improving your abilities, acquiring new skills, and expanding your horizons.

GRADE 7

You are now in the second year of your middle school experience. You are assigned to an interdisciplinary team of four teachers; each team of teachers works together to teach you math, science, social studies, and language arts. In addition, your program will include many exploratory and enrichment subjects.*

As middle school students you are ready to assume more responsibility for your class work, behavior, and homework. Your teachers, guidance counselor and administrators are here to support and guide you through the school year. You are encouraged to ask questions and seek their advice at any time.

Many opportunities for involvement in school and community service will exist. We encourage you to participate. In addition, your program will include World Language and many exploratory subjects.

GRADE 8

To our most senior family members, welcome back to O.M.S. as an eighth grade student. O'Donnell Middle School is fun but it also means new responsibilities. Remember that the grade 6 and 7 students look up to you. Set a good example for them. Participate in activities that this school has to offer, volunteer your time to help others. In addition, your program will include World Language and many exploratory subjects.

Realize that grade 8 is a very important year for high school preparation. Complete all of your assignments and use consistent study habits to prepare for tests. You are assigned to a disciplinary team of four teachers; each team of teachers works together to teach you math, science, social studies, and language arts. In addition, your program will include many exploratory and enrichment subjects.*

You are expected to continue your personal and academic growth, keeping in mind that your teachers, guidance counselor, and administrators are here to assist you at any time.

**For a complete and up-to-date listing of the academic offerings at OMS, please see the "Academic Program" on our school website (oms.stoughtonschools.org).*

MAIN OFFICE

Located here are your Principal, Assistant Principals, and office staff. Come here if you are late for school. If you have lost or found an item, it should be reported to this office. Have your parent/guardian call if you will be absent, late or need assistance and or direction. All visitors must report to the main office and all dismissals take place from the main office.

As you go through life, you receive guidance from your parents, other members of your family, your friends, your teachers and guidance counselors.

GUIDANCE

The middle school guidance counselors are available to help you with any problems you may have. Perhaps you will want to talk to your guidance counselor about making new friends, getting along with your classmates, organizing your time to complete all of your assignments, making responsible decisions, or what you plan to do in the future.

Located in the Guidance Office are Ms. Coughlan, Mr. Cronin and Ms. Brookshire. Also available are two Adjustment Counselors, Ms. Cusack and Dr. Hoy.

CLINIC

Your health and physical well-being are very important to us. If you become ill or you are hurt during the school day, our school nurse is available to help you.

We hope that students never have an accident in school, but if one should occur or if a student should become ill in school, the school nurse will provide first aid and notify a parent. When this occurs, the parent has the responsibility of providing transportation home and any further necessary care.

Except in an emergency, a student needs a pass to see the school nurse. If the nurse determines that the student is too ill to remain in school, she will call the student's home to make arrangements for dismissal. When a student returns to school after an absence because of illness, he/she must bring to the homeroom teacher a note from the parent indicating the reason for the absence. If you are absent three days or more because of personal illness, your homeroom teacher will send you to the nurse on the day you return with an absence note or your doctor's certificate. If the illness was a contagious disease such as measles, mumps, chicken pox, or strep throat, a student may ONLY be readmitted by the school nurse after the designated period of isolation and/or treatment. If you are absent three or more days, you must obtain a pass from your teacher to report to the clinic on the day you return with your absent or physician note.

Each year, Student Emergency Information Forms are distributed to students to be brought home so that parents may accurately fill them out. The form needs to be returned to the homeroom teacher. The form is kept on file in the nurse's office to help in emergency care for a sick or injured student and in contacting the parents of the student.

This form must be updated by the family as changes occur in family situations i.e., work schedule, new phone numbers, emergency contacts. Please do not list emergency contact individuals who are without transportation.

Every year, the nursing staff conducts routine screenings in accordance with Massachusetts General Law. In the fall, hearing and vision screening will be done for students in Grade 8. All students will be screened for scoliosis. You will be notified of any findings that may require follow-up with your child's physician. All students in Grade 7 will have their height, weight, BMI (Body Mass Index) and BMI percentage done. **If you would prefer that your child not participate in any of these screenings, we ask that you please send a note to your school nurse identifying from which screening you want your child exempt.**

Physical Examinations and updated immunization records are required for all students entering Grade 7.

School personnel do not give medication. The exception to this rule is when you bring a note from home and are currently under the care of a physician. This is always reviewed by the school nurse. In order to receive medication in school, you must have:

1. A signed medication order from your physician.
2. A signed Administration Plan/Parent Consent Form.
3. Medicine should be delivered to school in a pharmacy or manufacturer-labeled container by you or a responsible adult whom you designate.
4. No more than a thirty day supply of medicine should be delivered to the school.

"Over-the-counter" medicines will be given if received in original container with a note from the parent/guardian including the child's name, room number, dosage, and time to administer. All medication must be kept in the clinic, except medication such as inhalers and allergy kits. Arrangements should be made through the clinic so teachers can be notified.

All medical excuses for modification of student programs (i.e. physical education) must be brought to the school nurse who will process them. When you plan a routine physical exam with your family physician, please request a medical record form from the nurse so that the findings of that exam can be entered into the records.

EMERGENCY FORMS

Emergency Forms, completed yearly by parents and kept on file in the Principal's Office, supply information in emergency situations when parents cannot be reached. Adults designated by parents will be contacted; if these persons are unable to supply information that will put school officials in touch with the parents, then the emergency form will be accepted as parental permission for treatment in medical emergencies. Notations concerning a child's allergies should be specifically mentioned on this form.

Telephone numbers on the emergency form must be kept updated. In addition to your home, work, and cell phone numbers, please list at least two other names and numbers of people who may be contacted in case we cannot reach you and who live or work in close proximity to the school. We also need to know the telephone numbers related to change of employment.

LEGAL DOCUMENTATION

Copies of ALL legal documents related to the child (e.g. custody, restraining orders) must be filed in the office at the registration of the child and again when any changes are made.

COMMUNICATION

School-Related Problems and Concerns

From time to time, parents may wish to bring problems or concerns to the attention of appropriate school officials. To assist parents in this regard, the following general guidelines may be helpful:

1. Any concern regarding a school-related matter should first be raised by the parent with the staff member most directly involved. For instance, questions regarding the content of instructional materials or homework assignments should be raised with the teacher involved.
2. If the matter remains unresolved, the parent may wish to speak with the building Principal. Appointments can be scheduled by contacting the office of the principal involved.
3. If the matter still is unresolved, the parent may wish to speak to the Superintendent. For an appointment, contact the Superintendent's Office.
4. If the matter still remains unsolved, the parent may wish to bring it to the attention of the School Committee by communicating directly with the Chairperson of the School Committee.

We urge that parents use the progressive steps outlined above as most problems can be addressed satisfactorily by the teacher or other staff member most directly involved. Starting out at the top inevitably results in no decision and the matter being remanded to the staff member most directly involved.

The following are examples (not an all-inclusive list) of issues which are more appropriately addressed at the levels indicated.

1. Teachers
 - a. Student homework assignments, quizzes, and tests;
 - b. Course content, instructional materials, academic progress, and extra help;
 - c. Issues related to classroom discipline, relationships with other pupils and the teacher;
 - d. Athletic issues with the teacher/coach involved and then, to the Athletic Director.
2. Guidance Counselors
 - a. Problems between school and home; teacher and pupil; pupil and other pupils;
 - b. Personal matters relating to student development, behaviors, and interactions with others.
3. Assistant Principals/Principal
 - a. Any issue arising out of a school building when no other staff member can be specifically identified;
 - b. Student placement issues (in a class, program, instructional level);
 - c. Instructional and co-curricular program issues (athletics, music, drama, etc.);
 - d. Matters related to the physical plant;
 - e. Complaints, dissatisfaction, or concerns regarding school personnel;
 - f. Student records; school-wide discipline issues; bus conduct issues.

4. Superintendent/Assistant to the Superintendent
 - a. Questions regarding School Committee policies and administrative procedures;
 - b. School Committee meeting and agenda items;
 - c. Any school system records or documents;
 - d. Budgetary matters;
 - e. Hiring and supervision of staff;
 - f. Complaints, dissatisfaction, or concerns regarding school personnel or services which have not been resolved at the Principal's level;
 - g. Suggestions or requests for change in the curriculum;
 - h. Transportation matters (if not resolved by transportation coordinator/business manager).

5. School Committee
 - a. Matters pertaining to policy (class size; student trips; fund-raising activities, etc.);
 - b. Requests specific courses and programs are included in the program of studies;
 - c. Complaints regarding the Superintendent;
 - d. School Board minutes and agenda items (Chairperson of School Board);
 - e. Budgetary matters; long-range planning (facilities, programs, etc.).

BUILDING SECURITY

All school building exits will be locked during school hours. The main entrance to the O'Donnell Middle School is equipped with a monitoring and communication system. All visitors must use the main entrance to gain access to the building and must report immediately to the school office upon entering the building.

The Stoughton Public School System is a chemical- free and weapons-free district. The guidelines for student behavior and the discipline code adopted for each building are designed to protect students from the irresponsible behavior of others. Most importantly, all students are directly accountable for the consequences of their behaviors.

To ensure the safety and security of all students in the schools, the Stoughton Public School system reserves the right to conduct warrantless searches of students, their possessions, and school lockers, providing that there is a reasonable basis for the search. Therefore, students should not have expectations of privacy in these areas. The School Committee also authorizes unannounced searches using drug sniffing dogs in any one of the school buildings to make certain that illegal drugs are not being brought onto school grounds and into the schools.

LOST AND FOUND

A "Lost and Found" box is located in the cafeteria. If you have misplaced a personal item, please check the box to see if it has been deposited. Please return all items found to the "Lost and Found" box

CUSTODIAL STAFF

The Middle School custodians work very hard to keep our school in a clean and safe condition. Their job is very difficult, and they need everyone's cooperation in order to keep the Middle School a clean and pleasant place in which to learn.

You can do your part by taking care to see that the desks you use, the classroom you work in, the corridors you walk in, the cafeteria you eat in, and the outside grounds are kept litter free. Whenever you notice papers littering a desk or corridor, please help by throwing them away. This is your school. Take pride in its appearance.

STUDENT ACTIVITIES

Students at the O'Donnell Middle School have a wide variety of after-school, extracurricular activities available to them. These activities include: Student Council, Concert Band, Jazz Band, Drum Club, Woodwind Ensemble, Glee Club, Chorus, Drama, Math Team, School Newspaper (OMS Scoop), Morning Announcements (Knightly News), Peer Leadership, Recycling Club, Science Club, Yearbook, Photoshop, Homework Help, MCAS Help, Art Club, and Intramural Sports.

SCHOOL DANCES

In cooperation with the P.T.S.O., we sponsor several dances throughout the school year. The students decorate the cafeteria, a DJ adds the music and special lighting, and the P.T.S.O. sells refreshments. The dances are held from 4:30 – 6:30 p.m. for 6th grade and 7:00 – 9:00 p.m. for 7th & 8th grade.

Please remember these few rules so that our dances will continue to be a success:

1. All rules for good conduct, which apply during the school day, also apply at school dances.
2. Our dances are for Middle School students ONLY.
3. Parents are requested to arrive promptly at the conclusion of their child's/children's dance.
4. You must attend school on the day of the dance if you want to be admitted that evening.

FIELD TRIPS

Quality learning takes place both within and beyond the walls of the middle school. High standards of behavior must be maintained during field trips because you represent our school, our community, and in some cases, our state. Leaving school grounds for learning experiences is a privilege that must be earned; it requires students to be able to make good decisions and to behave responsibly. Students have the opportunity throughout the school year to demonstrate to their teachers a respect for rules and an ability to make good decisions independently. It is in this way that students earn trust and respect.

A field trip is just like any other school day. Field trips are planned to teach you in a special way, and it is up to you to get as much value from it as you can.

1. Follow all instructions of your supervisors and adhere to all bus safety rules.
2. Respect public property.
3. Please remember that people judge your school and Stoughton by the way you behave.
4. Please remember that you are responsible for any school- work or homework that you miss when you are on a field trip.
5. For health and safety issues, the parent may be asked to accompany the child.
6. Students not participating in a field trip must be in attendance at school.

Field trips are an extension of the classroom. They provide students with the opportunity to visit different areas of the region and acquire valuable lessons along the way. There are four reasons a student may be excluded from a field trip.

1. Absence from school.
2. Out of school suspension from school the day of the trip.
3. Required attendance in the Academic Behavior Center the day of the trip.
4. Students who have been placed on social exclusion by administration. (Please see Code of Conduct)

Trips that require an overnight stay have a detailed contract approved by the school administration that must be signed by students and parents in order for a student to attend. Students in danger of not attending an overnight trip or excluded from the trip for violation of the contract will be contacted by the teacher(s) organizing the trip.

GIFTS TO SCHOOL PERSONNEL

Students and their parents are discouraged from the presentation of gifts to school employees on holidays and at the end of the school year. This policy reflects a growing sentiment among professional educators that gift giving to teachers may tend to bring about tension at home or competition in school, when children in a class feel a compulsion to match the generosity of their peers. The most appreciated gifts are those which the children make themselves or the writing of letters which express your gratitude or appreciation

8th GRADE CLASS DAY

The Class Day Ceremony celebrates the successful academic completion of the O'Donnell Middle School. Students who have not met the criteria for promotion do not participate in the Class Day Ceremony; this includes students who will repeat eighth grade as well as those who will need to complete Summer School in order to be promoted to ninth grade.

PARENT TEACHER STUDENT ORGANIZATION

The purpose of the P.T.S.O. at the Middle School is to keep parents actively involved in their children's education and to provide support for the Middle School's programs and for special events. Membership is open to all parents and we hope you will contact the officers for this year to volunteer your assistance. Please see the PTSO link on the OMS website.

VOLUNTEERS/CHAPERONES

Massachusetts State Law requires every volunteer to fill out a CORI before he or she can participate in our volunteer programs, classroom activities or field trips. A CORI must be completed every year. You are encouraged to fill one out in September so that you are covered for the year.

The following is information with regards to the finger-printing policy for the Stoughton Public Schools.

Parents who help out at the school and do not have direct, unmonitored contact with children will not be required to undergo fingerprinting but you must have a current CORI on file.

In addition to a current CORI form, volunteers for daytime and overnight field trips will be required to undergo fingerprinting since they may have the opportunity for direct and unmonitored contact with children.

MorphoTrust USA has been contracted by the State to conduct fingerprinting. Registration for a fingerprinting appointment may be made online by visiting: <http://www.identogo.com/FP/Massachusetts> and select Online Scheduling. Appointments may also be made over the phone at (866) 349-8130. You will need to provide Stoughton Public Schools DESE Organization Code: 02850000. There is a fee of \$35.00 associated with this process.

Fingerprints will not be taken without acceptable identification presented at your fingerprinting appointment. All documents must be verifiable and unexpired with an identifiable photo, the applicant's name and date of birth. The following are considered acceptable forms.

- Driver's license from any U.S. state or territory
- Valid State Identification Card from any U.S. state or territory
- U.S. Passport or U.S. Passport Card

Once fingerprinting has been completed, individuals will be provided with a fingerprinting receipt which can be brought to the school so a copy can be submitted to the Superintendent's office which will confirm your fingerprints have been captured.

STOUGHTON SPECIAL EDUCATION PARENT ADVISORY COUNCIL

The Stoughton Special Education Parent Advisory Council (S-SEPAC) is a Chapter 766 mandated organization which includes parents of children who have Individualized Educational Plans (IEPs), teachers, and other interested parties. Monthly support meetings, workshops, a lending library, and newsletters help provide information and support to families and teachers. For membership information, call the Administrator of Special Education (344-7003 ext. 7321).

ATTENDANCE POLICY

Regular and punctual school attendance is essential for success in school. The Committee does recognize that parents of children attending our schools have rights as well as responsibilities, one of which is to ensure that their children between the ages of 6 and 16 attend school regularly, in accordance with State law. State law requires the school system to investigate cases of excessive school absence. For this purpose, the Committee defines excessive absence as more than ten (10) unexcused absences per school year. All absences (even those authorized by parents) are considered unexcused unless the required documentation is provided.

Therefore, students may be excused temporarily from school attendance for the following reasons:

- Illness or quarantine (with a doctor's note)
- Bereavement or serious illness in family
- For Observance of major religious holidays
- Legal (with documentation from the court, lawyer etc.)
- Other – a student may be excused for other absences with approval from the school administrator.

Documentation for the above absences should be provided to the school principal or designee within five (5) school days of the absence. Documentation provided after ten (10) school days may require a meeting with a principal or designee.

Clear communication between parents and the school is imperative to ensure the safety of students and to reinforce a student's understanding of the importance of day-to-day schoolwork. Accordingly, parents should provide a written explanation for the absence of a child. This should be provided in advance for types of absences where advance notice is possible.

Family vacations are not considered excused absences. The School Committee strongly discourages families from taking vacation during the school year. When children are absent from school for the purpose of family vacations, their learning is interrupted and their progress may be affected. Teachers will not be required to provide work prior to a student leaving for vacation. The student will be required to make up all missed work upon their return to school.

Truancy is any intentional unauthorized or illegal absence from school or class. The term describes absences caused by students of their own free will, and usually does not refer to legitimate "excused" absences, such as ones related to medical conditions. This includes absence from any class or activity during the school day for which the student is scheduled. It also includes any after-school special help session or disciplinary session that the student has been directed to attend by a teacher or administrator. In such cases when a student has been identified as truant, the school will notify the parent or guardian, classify the day or class as an unexcused absence, and refer the student for discipline as established by the Code of Conduct.

If a child is absent, he or she cannot participate in after-school or evening events on the day(s) on which he or she is absent. The principal will have the authority to excuse a student's absence and allow the student to participate, based on the principal's understanding of the events surrounding the absence.

Each school Principal will be responsible for ensuring a pupil absence notification program is in place in their respective schools. The program shall be designed to ensure that each school notifies a parent or guardian of the child's absence if the school has not received notification of the absence from the parent or guardian within 3 days of the absence.

Additionally, principals must ensure that notification is provided to the parent or guardian of a student who has five (5) or more unexcused absences within a school year. At the secondary level, with regard to parental notification, for any student that has two or more unexcused periods of attendance within a single school day, the day in its entirety will be considered an unexcused absence and contribute to the total number of unexcused absences used to determining if parental notification is required. School Principals, or a designee, must make a reasonable effort to meet with the parent or guardian of a student who has five (5) or more unexcused absences to develop a plan that includes the specific action steps necessary to address the student's poor attendance. The plan, including the action steps, shall be developed jointly and agreed upon by the school principal, or a designee, the student and the student's parent or guardian, and may include suggestions from other relevant school personnel and officials from relevant public safety, health and human service, housing and nonprofit agencies. If a plan cannot be agreed upon, the Principal may declare an impasse and ask the Superintendent, or a designee, to meet with the student and his / her representative(s), as well as the school

administration, to develop an appropriate plan. The plan developed by the Superintendent, or a designee, will be final and not be subject to appeal.

In a case where parents are unresponsive to the school administration's efforts to develop a plan and implement action steps designed to address poor attendance, or in the case where a plan is in place and poor attendance continues, excessive unexcused absences will require unilateral assessment and intervention by the school administration. Interventions may include involvement of a School Resource Officer and the Stoughton Police Department, case management services, and service referrals. In situations in which attendance does not improve despite additional intervention by the school administration, the school may take one or more of the following actions:

- A Failure To Send, Criminal Complaint, against the parent will be sought at the Stoughton District Court
- A 51A for parental neglect will be filed with the Department of Children and Families
- A Child Requiring Assistance (CRA) petition will be sought at the Dedham District Juvenile Court.

LEGAL REFS: M.G.L. 76:1; 76:2; 76:16; 76:20; 119:39E; 119:51A

Approved by School Committee: July 12, 2011

Amended and Approved by School Committee: June 11, 2013

MAKE-UP WORK

Make-up work is your responsibility. Teachers are available for make-up work after school. The time in which to make up work assigned while absent is the number of days absent plus one (i.e. absent Monday, work is due on Thursday). Previously assigned work will be due on the day after return from absence. Incomplete grades should be made up by the end of the next mid-term period.

APPOINTMENTS

Whenever possible, dental and medical appointments should be held during your free time or after school hours, not for any part of the school day.

VACATION STATEMENT

Families are encouraged to take vacations during the regularly scheduled school vacations and holidays. However, we do recognize that circumstances may cause families to be away from home during the time that school is in session.

Introduction to new material occurs daily, these absences will severely affect your progress. All students are required by the State Department of Education to pass the MCAS (Massachusetts Comprehensive Assessment System) test in grade 10 in order to receive a Stoughton Public School diploma from Stoughton High School. Therefore the responsibility of learning new material presented during this absence will belong to you and your parents since it is not always possible for the school to provide introductory material in advance; however, reinforcement material shall be provided upon the student's return to school. Incomplete work due to vacation or poor quality of work/testing may adversely impact term grade. In addition, vacation time during scheduled school time counts as absence time.

The following procedure will be followed: Parents are requested to give at least one week's written notice to the Principal and your child's teachers stating the dates of the anticipated absence. Students will be responsible to complete class and home assignments missed due to absence. Students will need to stay after school upon their return to school for support of the curriculum including testing.

ARRIVING LATE AND LEAVING EARLY

The hours for a normal school day are 7:30 A.M. to 2:12 P.M. We hope that you will never have to come late or leave early. However, sometimes because of doctor's appointments, religious commitments, or family emergencies, it happens. However if your bus arrives late, that is not something for which you are responsible.

Arriving Late Procedures:

1. Check in at the main office and get a pass first.
2. Report to either your homeroom or class even if there is but a minute left to get your assignment.
3. Students tardy and not reporting with a note at the time of the tardiness may be subject to a session.

Leaving Early Procedures:

1. When you arrive in the morning, give a note to your homeroom teacher from your parents giving your full name, the time you are to be dismissed, and the name of the person dismissing you. The office will call

- your class when your parent/guardian arrives.
2. Report to the main office to meet your parent/guardian and have your parent/guardian sign you out.

An I.D. will be required of the person signing a student out of the building. If there is any court decision and documentation, which would restrict dismissal to only certain identified adults, we need to know this and receive a legal copy of the information.

GRADING SYSTEM

| | | | |
|-------------|------------|------------|--------------|
| A+ = 97-100 | B+ = 87-89 | C+ = 77-79 | D+ = 67-69 |
| A = 94-96 | B = 83-86 | C = 73-76 | D = 64-66 |
| A- = 90-93 | B- = 80-82 | C- = 70-72 | D- = 60-63 |
| | | | F = below 60 |

PHYSICAL EDUCATION PROGRAM

The athletic programs at the Middle School are designed to improve physical fitness and develop safe practices for you to follow whenever you are involved in physical exercises or sports. There are no gym uniforms at the Middle School. However, you are required to bring a change of clothing to participate in the gym program. Your change of clothing should include running pants, shorts or some other type of pants, which are flexible when you exercise (not jeans); a jersey or shirt, socks and sneakers. If you need to be excused from gym, you must bring a note from home explaining the reason. Please bring this note to the nurse's office between 7:30 a.m. -8:00 a.m. with a pass from your teacher. Remember to tell your homeroom teacher where you will be going. If you are going to be excused from gym permanently or for a lengthy period of time, you will have to bring a note from your doctor.

HOMEWORK

Homework is an important extension of classroom learning because it continues your educational development through preparation, extension, practice and creative reinforcement. It helps develop individual research skills, study habits, personal responsibility and accountability.

Homework typically consists of, but is not limited to, reading, skill development activities, writing assignments, and other appropriate learning tasks. It is expected that homework will be monitored by parents and is factored into the student's grade by teachers. You will have homework/study assignments every night. Even if there is no homework due the next day, students can read and review notes, or the chapter for an upcoming quiz or test.

Make a study plan with your family. Set aside home study time every day. Students will use a student agenda for their homework assignments.

Homework will consist of work within these four categories:

1. *Practice* - given to help students master specific skills and to reinforce material presented in class.
 2. *Preparation* - given to prepare students for upcoming lessons.
 3. *Extension* - given to decide if students can transfer new skills and ideas to new situations. Extension assignments require abstract thinking skills.
 4. *Creative* - given to help students integrate many skills and ideas while producing a requested response. These assignments usually take more time to complete, several days, even weeks.
- Sixth grade students should be engaged in 1 to 1 1/2 hours of homework each night.
 - Seventh grade students should be engaged in 1 1/2 hours of homework each night.
 - Eighth grade students should be engaged in 1 1/2 to 2 hours of homework each night.
 - Each teacher and/or team will explain their grading and homework policy.
 - Though each grading policy may vary, homework will not count for more than 15% of a student's overall grade.
 - Each grading policy will have a system in place to allow for make-up homework in some way.
 - All homework assignments will be posted in a common location.
 - All students and teachers will use the Student Agenda Books for recording homework.

- Parents, students, and teachers all share responsibilities of homework.

PARENTS

Please take an interest in your child's lessons to gain a better understanding of the learning, which is taking place at school.

- Establish a set time and place for your child to do homework.
- Place a strong emphasis on the value of completing homework regularly.
- Parents are asked to supervise homework and to check assignments daily.
- Parents are asked to check and initial the completion of assignments as outlined in the student agenda.

STUDENTS

Write down your homework assignments in your agenda. If you are unsure about your assignment, ask the teacher for help at the end of the class or after school. Keep your papers from each class well organized. Remember to put your best effort into the neatness and correctness of each assignment and to turn it in on time.

EXTRA HELP

Extra help is available Tuesday, Wednesday and Thursday after school. It is a good idea to talk with your teacher about extra help the day before you are actually planning to stay. This will give you time to let your parents know and to arrange for transportation home. If deemed necessary by your child's teachers, he/she may be required to attend after school tutorial programs.

PARENT PORTAL

The Parent Portal provides instant, electronic access to your child's grades, attendance, schedule, and contact information. Parent/guardians are able to see the current grades for their child in each class. Mid-term reports and report cards are issued electronically through the Parent Portal.

MID-TERM PROGRESS REPORTS

All students will receive mid-term progress reports. These reports will be sent electronically using the Parent Portal, though families are able to request these reports be sent home in the mail. Remember, this is only halfway through the trimester. You still have time to improve your grade, study harder and seek extra help from your teacher.

REPORT CARDS

You will receive a report card about a week after marks close for each trimester. They will be posted on the Parent Portal, and a paper copy will be sent home with students. Any parent/guardian may request a hard copy of the report card from their child's guidance counselor.

HONOR ROLL

In order to make the Honor Roll at O'Donnell Middle School, you must have A's and B's in all subjects and exhibit good conduct. Students with straight A's will receive High Honors. If you receive the comment, "poor conduct" you automatically lose your right to be on the Honor Roll. The Knights of Honor Roll recognizes students who have been nominated by their teachers for exhibiting the values of R.E.S.P.E.C.T. in the O'Donnell Middle School mission statement.

PARENT TEACHER CONFERENCES & OPEN HOUSES

The purpose of these conferences is to allow parents to meet with your teachers and talk with them about your progress. These talks are limited, so if more time is needed, please schedule an appointment with the teacher at a mutually convenient time. Back to School Night takes place in September, and teachers will introduce themselves and their courses to families. The OMS Knight of Excellence is an open-house held in the spring, showcasing a variety of student work.

Parents are welcome to call make appointments to see teachers, teams, guidance counselors, or administrators at any time during the year. Every attempt will be made to return your phone call within 24 hours.

PROMOTION AND RETENTION POLICY

In order to be promoted to the next grade:

1. A student cannot fail more than one of the following classes for the year – Math, Science, Social Studies, English.
2. A student may attend summer school, at the students' cost of \$225, if he/she has failed two subjects for the year.
3. A student failing 3 or more subjects for the year may only attend summer school with the permission of the principal. All grades, behavior and other factors will be taken into consideration.

MANDATORY AFTER-SCHOOL REMEDIATION PROGRAM

Entrance Criteria

Any student who earns two failing grades (F) on a Progress Report or Term Report Card in their Math, English, Science, or Social Studies course may be required to enroll in the After-School Remediation Program.

Program Description

Students will receive additional instruction in the content area(s) for which they are enrolled. The After-School Remediation Program will begin at the conclusion of the regular school day. Enrollment is mandatory for all students who have met the entrance criteria. This program is an extension of the school day for participating students. Therefore, absences from the program and behavior that violates our student code of conduct will be treated according to the policies of the student handbook. For those students who need it, a late-bus service will be made available for the After-School Remediation Program.

Exit Criteria

Students will be withdrawn from the After-School Remediation Program when they demonstrate a passing grade, in the content area(s) in which they were enrolled, on a mid-term progress report or report card.

LOCKERS

You will be given a locker with a built-in combination. Do not give your combination to others. Please do not leave money or expensive items in your locker. The school is not responsible for any lost items. Lockers are the property of the school department and therefore subject to inspection by the administration at any time.

CARE OF TEXTBOOKS

In September your teachers may distribute books for you to use this year. You are responsible to return these books in June in the same good condition. Please be sure to print your name, your teacher's name and your homeroom clearly on the bookplate inside each book. Cover all your books to protect them from damage. You will have to pay for lost or damaged books, so take this responsibility seriously.

CARE OF TECHNOLOGY

You will be given the opportunity to use lots of educational technology here. It is your responsibility to treat all technology with proper care. School-issued technology should only be used for educational purposes. Devices that are distributed to individual students for daily use are the responsibility of the student. If you damage a school-issued device intentionally you may be asked to replace the device. Students and parents/guardians will be asked to sign a user agreement for school-issued devices that are distributed to individual students for daily use.

STUDENTS DEBTS

If you owe money for books and/or materials, the report card will not be sent home with your child. Instead, a notice will be sent home informing the parent/guardian of the debt and advising the parent/guardian that he/she may pick up the report card in the Middle School Office.

CARE OF PERSONAL PROPERTY

We ask all students to carry book bags with care in the hallways and to and from school. The school cannot be responsible for your valuables. Leave money and valuable articles at home.

***The school assumes no financial responsibility for lost or stolen articles.**

POLICY ON ACCEPTANCE OF PAYMENTS

Effective September 1, 2000, bank checks, money orders or cash will be the only forms of payment accepted by Stoughton Public Schools for bus transportation, lost books, facilities, preschool tuition, summer school and evening school.

Adopted by Stoughton School Committee, September 1, 2000

OFFICE PHONES

The office telephones should be used for emergencies only. Students should make plans for transportation and after school activities with families prior to leaving for school.

FIRE DRILLS/BUILDING EVACUATIONS

Know the evacuation route from your position at any time. Fire drills will be held to practice the safest ways to empty our building. When the alarm rings, you should line up quickly and quietly. Your teacher will then escort you out of the building by the proper exit. You must move quickly, without shoving or talking. Outside the building, stay together with your class so that your teacher can take attendance. A sign is posted in every room showing which fire exit is to be used by the people in that room. Listen for instructions. When directed, return quickly and silently to the class you left.

GUESTS TO THE BUILDING

Only students who intend to enroll in O'Donnell Middle School are permitted to visit classes. Prior to any visit, permission must be granted from the administration. Any visitor entering O'Donnell Middle School must sign in at the main office.

SUBSTITUTE TEACHERS

If your regular classroom teacher is absent and a substitute teacher is teaching for the day, you are expected to act in the same courteous and cooperative way you do when your own teacher is present. Please keep in mind that a substitute teacher is a member of the community and will form an impression of the Middle School from his or her experiences in the classroom. We want that impression to be a very positive one.

BREAKFAST

Breakfast is offered every morning in our cafeteria from 7:05 - 7:30 A.M. for \$ 1.25. You can have milk and juice plus your choice of a delicious muffin or a bagel with cream cheese.

FOOD AND DRINK IN THE CLASSROOM/CORRIDORS

Beverages and food of all types are only allowed in the cafeteria. Gum chewing is not allowed anywhere in the school building because it creates a major problem in keeping the school clean. The Wellness Policy can be found in the last section of this handbook.

DISTRICT CURRICULUM ACCOMMODATION PLAN

To further meet the needs of all students, school districts in Massachusetts, including Stoughton, have developed a plan to help ALL students succeed in school. For more information on this plan, please contact your building principal.

TRANSPORTATION

ARRIVAL AND DEPARTURE BY CAR

The School Council recommends that parents drop off their children no later than 7:15 a.m. in the designated areas. If you are being picked up after school, please ask your parents to park in the designated areas.

BICYCLES

In good weather you may decide to ride your bicycle or scooter to school. Please be sure to lock your bicycle or scooter to the bike racks in the front of the building. The School cannot be responsible for your valuables.

BUSES

STUDENT TRANSPORTATION POLICY AND GUIDELINES

The Stoughton Schools will transport students on a daily basis according to the policy and guidelines listed below.

Student handbooks for elementary, middle and high schools outline the responsibilities of the students with regards to their conduct on the bus. Violations of the rules or conduct outlined in the handbook may result in temporary or permanent suspension of bus riding privileges. No refunds will be issued for students suspended from bus services.

Parents/guardians are responsible for students between the time they leave the residence and the time they enter the bus and again once the student leaves the bus.

Student transportation is a privilege, not a right, and is dependent upon the student's good behavior while on the bus.

Eligibility

1. The Stoughton Public Schools follow the State requirements for transporting students, which is any student in grades kindergarten through sixth, who lives more than 2 miles from the school they are entitled to attend, shall be eligible for transportation at no cost. *(MGL., c71, sec 68)
2. Students in grades kindergarten through sixth living less than 2 miles from their school and in grades 7 through twelve are not eligible for free transportation.
3. Mileage is determined by the "Transfinder Pro" transportation software system. This is a scheduling and routing package that contains a GPS (Global Positioning Satellite) system to determine mileage. Transfinder measures from the midpoint of a lot, along the street of the listed address to the assigned school.
4. Massachusetts General Law and the Department of Education define the route to a school as a "commonly traveled route" and the distance between the residence and the school is a "walkable distance" not necessarily the route a bus may take.
5. Students with temporary medical disabilities who are not eligible, or who require additional assistance, may be approved for transportation on a short-term basis with permission of the building principal and upon the presentation of a doctor's note. Students will be assigned to the special education vehicles that have monitors.
6. Elementary "out of district" students are not eligible for transportation.

Routes and Stops

1. Bus routes and their corresponding stops are developed initially through the Transfinder system. The route is driven and each stop checked using a set of criteria (see enclosed). The routes and stops are forwarded to the Stoughton Police Department for review, and changes are made and recorded in Transfinder.
2. Drivers are given their routes prior to the start of school in order that they may be driven and to make suggestions for any changes.

3. Once the routes are finalized, a postcard is sent to all students assigned to buses listing their bus number, stop location and times. These postcards serve as bus passes for the first three days of school.
4. Routes and stop times are listed on the postcards and are “estimates.” Weather, traffic, the number of stops on a route, and the number of students at a stop effect pick-up/drop-off. Students must be at the stop at least “10 minutes” prior to the scheduled pick-up times. Buses will not wait for students.
5. The Stoughton Public Schools responsibility for a student begins once the student boards the bus or enters the school property. Parents have the responsibility of supervising and transporting students until they board the bus in the morning and once they are discharged from the bus in the afternoon.
6. Students riding the bus will be picked up and dropped off at their assigned stop five days a week. If a change of stop or bus is requested and approved, this will become the new assigned stop five days a week *for pick-up and drop off*. Requests to change stops or buses must be submitted to the building principal in writing, stating the reasons for the request and the name, address and telephone number of the person who will now be responsible for the student prior to boarding or after leaving the bus.

When a change of location of a stop is requested, students/parents/guardians may recommend a new location but this does not imply the ultimate decision is theirs. The new location must meet the criteria outlined in the “bus stop determination worksheet.” On a case by case basis new location requests will be reviewed by the School Department and all decisions are final.”

7. Kindergarten students will not be dropped off at a bus stop unless a parent, responsible adult or older student is there to escort them home. If no one is present to meet the student, they will be returned to their school.
8. The same buses transporting the elementary students are used to transport secondary students. Due to time constraints, the number of stops on secondary routes are reduced and secondary students may be required to walk further to their assigned stops. Students may be required to walk up to one-half mile to their scheduled bus stop.
9. In certain situations, schools may remain open but sidewalks may not be completely clear. Under those circumstances, the Superintendent of Schools may implement the use of the “snow emergency stops.” These stops may be used by “walkers” who will then be transported to school.
10. Maintaining the sidewalks and roadways is the responsibility of the Public Works Department and they should be notified for repairs or maintenance.
11. Bus drivers do not determine stops, nor can they change stops. Drivers will not allow students not assigned to a route onto a bus. Drivers cannot, by law, drive a bus with student numbers greater than its capacity, except in a very specific case of emergency and then only at the direction of the School Department. Drivers will not allow non-students (including parents) onto buses.

Questions or comments about routes or stops should be forwarded to your student’s school administrative office.

Pay and Ride

1. Those students who are not eligible for transportation may “at the discretion of the School Committee” pay to ride a bus. “See eligibility requirements above.”
2. Pay and ride will be a self-sustaining program, i.e.: the students riding the buses must cover the cost of the bus.
3. Pay and ride students will be assigned to “existing” stops unless unusual circumstances are present.
4. Pay and ride students will receive their pass once an application has been completed and the fee is paid in full. “Students cannot ride buses without a pass.” Students who submitted applications prior to the deadline will receive postcards showing their stops with the “approximate” pick-up and drop-off times. This postcard will serve as their pass for the first three days of school. Permanent passes will be issued during those three days. If a student does not have a pass, they will be given one day to acquire a new pass from their school office. On the second and subsequent days, if the student still does not have a pass, they will not be allowed to ride the bus. Replacement passes are available at the administrative office of your child’s school for a fee of \$2.00.

Students submitting late applications will be placed on a waiting list in the order that they are received. After the first week of school, students will be placed on buses if there is space on the bus and there is time available on the route.

5. Fees for the pay and ride program will be set by the School Committee.
6. The annual fee per child will be determined by the School Committee. Full non-refundable payment, in the form of credit card, bank check, money order or cash, is due on or before a date determined by the School Committee, in your child's school office.
7. **To pay by credit card please access the school store at:**

www.parentonline.net

and click on the link labeled Transportation. Credit card payments will only be accepted through a date determined by School Committee. All payments made after that date must be in the form of bank check, money order or cash.
8. No payments will be refunded.
9. The School Committee reserves the right to make adjustments to the annual fee at any time during the year, even if the school year has started. In the event the School Committee elects to raise the fee during the school year, you will be notified of the amount of the fee increase, the effective date of the increase, and the date by which the additional payment is due. If the additional payment is not received by the due date, your child will not be allowed to ride the bus after the effective date. Also, in the event you elect not to pay the additional fee, or otherwise do not pay the additional fee, and your child's transportation privileges are terminated, you are not entitled to a refund on any fees already paid.
10. Applications are available at the administrative office of the school your child attends and by going on-line to <http://www.stoughtonschools.com/Merchant2/merchant.my> and clicking on the link labeled Transportation. Applications should be completed and returned to the office of the school your child will be attending in September, by the date noted above.
11. Students who meet federal low-income guidelines will have their pay and ride transportation fees waived. Applications shall still be submitted and all other transportation procedures shall apply.

Late Bus

1. The decision to provide a "late bus" is solely at the discretion of the School Committee.
2. Plans for transporting eligible students as well as pay and ride students do not encompass plans for a late bus, and there is no entitlement to a late bus, regardless of whether your child is an eligible student or a pay and ride student.
3. Late bus service may be instituted or discontinued at any time by vote of the School Committee.
4. Fees for the late bus may be charged at the discretion of the School Committee.

Approved by the School Committee February 15, 2005

Bus Rules

1. The driver and/or bus supervisor is in full charge of the bus students. He or she will have the right to assign students to specific seats within the bus and shall accept as his or her responsibility the obligation to report to the Assistant Principal the names of any students who seriously misbehave. There is to be no smoking aboard any school bus at any time. This is a requirement of the state laws.
2. Possession and/or use of weapons, controlled substance or alcoholic beverages aboard a bus is subject to the same disciplinary action and policy as applies to possession or use in school.

3. Windows and doors are not to be opened or closed except by the bus driver or supervisor. At no time are objects of any kind or size to be thrown within the bus or through the window or door.
4. Do not enter a bus once it is in motion. There is to be no movement within the bus once having been seated.
5. Improper language is not to be tolerated and shall be proper cause for a report to the Assistant Principal. Shouting and/or screaming is not allowed and is to be regarded as a basis for disciplinary action; radios and/or other electronic devices are not to be brought aboard buses and, if present on the vehicle, are subject to confiscation at the discretion of the driver.
6. The following are to be considered infractions of the rules during transport for which students may be reported and disciplinary action invoked: refusing to obey the driver, fighting, lighting matches or cigarette lighters, hanging out a window, spitting, possession or use of a weapon, disobeying a bus monitor, bothering others, or any other behavior which distracts the driver from the safe operation of the vehicle and jeopardizes the safety of all passengers.
7. Damage to the school bus shall be considered to be the same as damage to school property; those who deface or otherwise destroy such property are to be held responsible for its repair or replacement.
8. Under no circumstances will students be allowed to transfer to another bus. Discretion will be afforded by building administrators for established special groups and individual requests. A student may be allowed to transfer to another bus for baby-sitting and emergency purposes provided that the parents send a note of request to the Assistant Principal including telephone numbers of persons to be contacted in case of emergency. The Assistant Principal will forward the request to the bus driver by use of the standard form. Parental notes for this purpose are to be kept in the building and, as necessary, a log sheet maintained of issued approvals.
9. Students are reminded that a violation of this code of conduct may be cause for suspension and/or exclusion from school.

Temporary Student Transfers From One Bus to Another:

- a. Transfers will only be granted on a space-available basis. If space is not available, it is the parents' responsibility to provide transportation.
- b. Transfers will be granted by the school administrator or their designee for family emergencies, baby-sitting and/or parental vacation. These requests must be submitted in writing at least forty-eight (48) hours in advance.

If the transfer is rejected, the parent/guardian requesting said transfer may appeal, in writing, to the Superintendent of Schools or his/her designee. The Superintendent's decision is final.

Adopted by School Committee, July 24, 2001

BUS EVACUATION DRILLS AND EMERGENCY PROCEDURES

These are situations which require evacuation:

1. Fire or imminent danger of fire.
2. Unsafe position due to an accident, mechanical failure or human failure.
 - a. In the path of a train or on railroad tracks.
 - b. Near a body of water when the bus might roll or near a cliff.
 - c. When the driver cannot see the path of other oncoming vehicles.
 - d. When the bus cannot be seen by other oncoming vehicles.

These are several ways to evacuate a bus:

1. Everyone exits through the rear emergency door.
2. Everyone exits through the front entrance door.
3. The front half of the bus goes forward; the rear half exits through the rear door.
4. The use of kick-out windshields and pop-out windows (if available) should be shown in case all doors are blocked. Drivers should know how to work them. The procedure will be demonstrated to students during Evacuation Drill.

IMPORTANT FACTORS IN BUS EVACUATION

1. All drills will be supervised by the Principal or by persons assigned to act in her place.
2. Students need to pay close attention to whomever is conducting the evacuation. Whether it is a drill or a real emergency, everyone needs to listen to directions and follow them without panic, pushing or shoving.
3. In an emergency the driver might be hurt or unconscious and unable to direct students. It is important that students know how to do the following:
 - a. Turn off ignition switch.
 - b. Set emergency brake.
 - c. Summon help if needed.
 - d. Use fire axe or kick-out windows.
 - e. Set up flags or flares.
 - f. Open and close doors, account for all students.

- g. Help small children off the bus.
- 4. Getting students off the bus safely in the shortest time possible and in a calm and orderly manner is the most important part of an evacuation.
- 5. Do not take your books or any other belongings, except for a pocket- book and money. Be concerned with your personal safety not your belongings.
- 6. When you leave the bus in an “emergency drill,” move at least 100 feet from the bus and remain there in a group until you are given further instructions by the leader.
- 7. All students will be given an opportunity to participate in a bus evacuation drill, including those who will only ride the bus on special field trips.

CODE OF STUDENT CONDUCT

We recognize that a child’s education is a partnership between home and school. Parents/guardians are the first and foremost educators of their children. Their role as educators is critical to the development of their children’s positive attitudes toward school.

Responsibility of Parents:

- 1. To become familiar with the Student and Parent Handbook and its policies
- 2. To discuss the contents of this handbook with their children
- 3. To work with school personnel to assist their children in developing self-discipline
- 4. To contact their child’s teacher or building administrators should a concern arise
- 5. To help in the enforcement of any disciplinary procedure
- 6. To make appointments when a conference is needed

GROUNDS FOR STUDENT DISCIPLINE

CHEATING AND PLAGIARISM

You have the duty to be an honest and responsible person. Your honesty about any situation is the MOST IMPORTANT factor in any decision. HONESTY IS THE BEST POLICY.

- 1. You may not forge any note, pass, academic report, or other official paper work for yourself or for another student.
- 2. You may not cheat on any quiz, test, or other academic exercise. Dishonesty and cheating deprive you of your most prized possession--your good name and reputation.
- 3. Without indicating that it is copied, you may not copy from published library sources or someone else’s paper and submit this to your teacher for credit as your own work.
- 4. Allowing others to copy is also considered cheating.
- 5. Plagiarism is a form of cheating.

Any student who is proven to have cheated on any academic assignment will receive no credit. Parent(s) will be notified by the involved teacher.

DRESS CODE/APPEARANCE

The Dr. Robert G. O'Donnell Middle School is an academic institution. It is expected that all persons associated with this school will dress in a manner which is appropriate for a formal educational environment. We realize that style of dress is a matter of personal taste. However, any attire that is deemed to be either a distraction or a disruption to the learning process is unacceptable. We do expect that you will dress neatly, cleanly and appropriately at all times.

Clothing which displays offensive language or images or illegal substances is not acceptable in a school setting. Hats, bandanas, or any hooded garment, coats, jackets and other head gear are not considered appropriate attire inside the school building, and as such, are not to be worn. Hats or headdress worn for religious or medical reasons are allowed. Anything related to gang membership is banned: weapons, violence, illegal activity, gang identified clothing, insignia and gestures. Bare midriffs, see through garments, halter tops, strapless tops, spaghetti straps, low cut blouses, tube tops, muscle shirts, pajamas, excessively short skirts/shorts/dresses are not to be worn in school. No undergarments should be showing. All clothes must be worn at the proper height, (i.e.: pants worn around waist). No chains or

spiked jewelry are allowed in school. Footwear that scratches, discolors or mars the gym floor is not allowed. For your safety: shoes deemed to be dangerous should not be worn.

The Principal or his/her designee is authorized to:

- have students change their clothing in school and/or
- send the offending student home to change their clothing
- take disciplinary action if clothing or jewelry is determined to be offensive, disruptive, and/or unsafe;
- subject repeat offenders to disciplinary action
- if clothing issue cannot be resolved assign ABC

The final decision on the appropriateness of any student's attire rests with the school administration.

CORRIDOR BEHAVIOR AND PASSES

When you are walking in the corridors, keep to the right. No shoving, pushing, playing; no banging, slamming, or kicking of locker doors is allowed. Do not yell or run in the corridor. Talk to friends as you walk along so that you do not block the flow of traffic. Unless you are changing classes or going to lunch, you must have a valid, signed pass in your possession. This pass will state your name, destination, time, and the teacher's signature. While changing classes, you are expected to be on time for the next class. If you are late for any class for a valid reason, you should have a pass from the person who prevented you from being on time. If you arrive late to class without a pass, the teacher will refer your name to the office.

CELL PHONES & ELECTRONIC DEVICES

We understand that students have cell phones for before and after school use. All cell phones must remain inside lockers and turned off during the entire school day. This includes watches and other items that function as cell phones. All classrooms and offices are equipped with telephones. Students and parents should use the school telephones should it be necessary to communicate during the school day.

Students may only use school-issued and/or school-approved technology (computers, lap-tops, tablets) at school. Students are not allowed to bring their own devices to school without prior approval from administration.

UNACCEPTABLE ITEMS

Unapproved electronic devices, tobacco in any form or paraphernalia including lighters, all forms of nicotine-containing products and nicotine delivery devices, snaps, stink bombs, laser pointers (for non-educational use), and any other item which may be considered dangerous or which interfere with the learning environment are not allowed in school. Photos and videos are not acceptable at school unless authorized for an event. The article(s) may be taken from you.

TOBACCO

Tobacco products in any form or paraphernalia in school, on school property or at school-related activities is prohibited as mandated by the Massachusetts State Legislature, through the Education reform Act of 1993.

CAFETERIA BEHAVIOR

It is nice to arrive in the cafeteria to a clean table. The cafeteria staff works very hard to prepare meals that you will enjoy and to keep the lunchroom clean. There are several lunch periods. It is important to leave tables and floors at the end of each lunch spotless, without paper or crumbs. To make the cafeteria a pleasant and safe place for everyone, we expect sensible and responsible behavior in the cafeteria. Lunch price: \$3.00.

Cafeteria Rules:

- You must enter in an orderly manner. Please be patient in the lunch line. Pushing, crowding or cutting into the line will not help you get your lunch any faster.
- Please be polite to the cafeteria staff, use proper table manners, and enjoy the time with your friends by talking quietly at your table.
- Please stay in the seat you have chosen. Directions will be given as to the maximum number of people to be seated at one table. Wandering around makes the aisles between tables very crowded.

- As you do in the classroom, please show respect and listen to the team of teachers who supervise the cafeteria.
- You must have the permission of a teacher in the cafeteria if you need to leave the cafeteria for any reason.
- Do not touch the food or belongings of others. This is very important because what one person thinks is a joke can make another person very angry.
- If you are asked to help clean up, you are expected to do so.
- Eating in the lunchroom is a privilege. If you are uncooperative or disrespectful during this time, you will lose the privilege of eating lunch with your friends for a certain number of days.
- You may purchase lunch here or bring lunch from home. Food from take-out restaurants should not be delivered to the school at any time.

FIGHTING

From time to time, we all become angry with someone. By far the worst way to handle anger is by fighting. The best way to handle a problem with another student is to get help from an adult. Believe it or not, counselors and Principals are experts at helping solve problems of anger between students. You can help problems or anger by not spreading gossip and by taking the positive step to alerting an adult of potential problems. Seek help from your counselor or the administrators. Fighting on school grounds is so dangerous and disruptive that suspension may result even on the first offense. Depending upon the circumstances, fighting may be considered assault and battery and be reported to the Stoughton Police.

GRAFFITI AND DEFACEMENT OF SCHOOL PROPERTY

Any student who defaces school property will be subject to disciplinary action. "Graffiti" means any inscription, word, figure, design, painting, writing, drawing or carving that is marked, etched, scratched, drawn, painted, or otherwise applied to school property. Offensive graffiti may constitute a violation of federal Civil Rights law. Examples of offensive graffiti include, but are not limited to, all derogatory words or symbols associated with any ethnic, racial, religious or socially recognized group.

All instances of graffiti will be reported to the building administration. The degree of discipline for defacement of school property/graffiti will be based upon the seriousness of the incident (refer to discipline section of the student handbook). In addition, any graffiti of an offensive nature will be reported to the Stoughton Police Department and possible police action may be taken against the individual(s) involved in the incident.

Adopted by the Stoughton School Committee, July 25, 2000

BULLYING/ HARASSMENT

On May 3, 2010 Governor Patrick signed into law comprehensive legislation to address bullying in public schools. An Act Relative to Bullying in Schools, Chapter 92 of the Acts of 2010, requires school leaders to create and implement strategies to address bullying promptly and effectively when it occurs. This law is broken down into four parts: internet safety, bullying prevention instruction, professional development, and requirements for students with disabilities.

The O'Donnell Middle School has already adopted a Harassment Policy and has established clear guidelines for students to report bullying/harassment concerns and consequences for students in violation of the policy.

Additionally the "Second Step" guidance curriculum includes lessons designed for students to better understand the impact of bullying and harassment and how to deal with it appropriately. A mandatory afterschool mini-course has been designed for students that violate this policy.

Students, parents and guardians have many options available to them when reporting a bullying (including cyber-bullying) or harassment incident:

1. An incident report form is available in this handbook (page 26), on the OMS web site, in the main office, and in the guidance offices. Though it is helpful to have the reporter's name on the form, the form may be anonymous.
2. Contact the administrative principal or an assistant principal by phone or e-mail **as soon as possible**.

| | | |
|----------------------------|------------------------|--|
| Mr. Colantonio (Principal) | 781-344-7002 ext. 6136 | m_colantonio@stoughtonschools.org |
| Ms. Burak | 781-344-7002 ext. 6151 | h_burak@stoughtonschools.org |
| Mr. Guglia | 781-344-7002 ext. 6152 | d_guglia@stoughtonschools.org |
3. Contact a guidance counselor.

| | | |
|----------------|------------------------|--|
| Ms. Brookshire | 781-344-7002 ext. 6157 | c_brookshire@stoughtonschools.org |
| Ms. Coughlan | 781-344-7002 ext. 6158 | s_coughlan@stoughtonschools.org |
| Mr. Cronin | 781-344-7002 ext. 6159 | k_cronin@stoughtonschools.org |

4. Students are also encouraged to notify a teacher or staff member if they are being bullied or harassed.

When necessary, the Stoughton Police Department and student resource officer will be contacted.

Any student in violation of the bullying/harassment policy will be dealt with severely. This is considered a Type IV offense, the most serious in the school. It is important to note that cyber-bullying resulting in a student being harassed in school also will be considered a Type IV offense. Parents are encouraged to monitor their child's online behavior.

The Harassment Policy and more about the Bullying Prevention and Intervention Policy are included in the last section of this handbook. The SPS Bullying Prevention Policy, in its entirety, is available at www.stoughtonschools.org.

DRUGS, ALCOHOL/ WEAPONS/ASSAULT ON SCHOOL PERSONNEL

Possession or transfer of any weapon (firearm, knife, explosive, firecracker, finger knives, chains, jewelry or any other object capable of being used to harm or threaten an individual or that could be used as a weapon) is strictly prohibited.

Possession, sale, purchase, consumption or use, or the attempt to possess, sell, buy, or consume any drug, alcohol or drug paraphernalia, is also strictly prohibited. In accordance with the Education Reform Act of 1993, any student who is found on school premises or at school sponsored or school-related events, including, but not limited to, a gun or knife; or a controlled substance as defined in the chapter 94C, may be subject to expulsion from the school by the principal. Also, any student who batters and/or assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at a school-sponsored or school related event, including athletic games, may be subject to expulsion from school by the principal.

FELONY CHARGE OR CONVICTION

Effective April 4, 1994 Chapter 380 of the Acts of 1993 allows the principal to suspend a student who has been charged with a felony or is the subject of a felony delinquency complaint if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the welfare of the school. The statute also allows the principal to expel a student who has been convicted; adjudicated or admitted guilt to a felony or felony delinquency if the principal determines that the student's continued presence in the school would have a substantial detrimental effect on the general welfare of the school.

DEGREE OF STUDENT DISCIPLINE

TEACHER OR OFFICE SESSIONS/DETENTIONS

Students will receive a 24-hour notice of after school session for academic assistance or behavior. However, if a teacher makes contact with a parent/guardian then the student is responsible to stay that day. This form will need to be signed by parent/guardian and returned the next school day or the teacher/Assistant Principal will call the parent.

You may be assigned a session for behaving in such a way that it causes disturbances in and around school. Sessions are assigned for not following school rules. Sessions take priority over all other activities. However, religious activities, medical appointments or counseling appointments verified by a parental note will result in a postponement of your session. The teacher will call the student's home before sending the student to the office for not attending the teacher's session. Failure to stay for a session could result in additional disciplinary action.

RESTORATIVE DISCIPLINE

When you make a mistake, you should always try to learn from that mistake. If you are referred to the office for an incident of poor behavior, you may be given a restorative consequence as an alternative to other, more traditional, consequences. Restorative consequences are designed to teach you about the impact of your poor behavior – on

yourself and on others. You may be assigned to attend and/or assist in certain school activities. You may be asked to assist a teacher, the nurse, or a custodian. An essay may be assigned as part of any discipline action, with the intent that the student will use the essay to reflect on his/her more positive actions in the future.

ACADEMIC/BEHAVIOR CENTER

Academic/Behavior Center (ABC) assignment occurs when your behavior is such that it becomes necessary to remove you from class on a temporary basis. Assignments will be given to the students in this program. Counselors will check with students when they are assigned to the ABC. Assignment to ABC for one to three periods (less than a full school day) is a detention. Assignment to ABC for an entire school day is an in-school suspension.

SOCIAL EXCLUSION

Any student who continually fails to adhere to the Dr. Robert G. O'Donnell Middle School Code of Conduct and may be placed on "social exclusion" by the school administration. This could affect a student's ability to attend a school dance, go on a field trip, or participate in extra-curricular offerings.

OUT-OF-SCHOOL SUSPENSION

Out-of-school suspension occurs when you are suspended from school and required to remain at home. You are then restricted from the school building and grounds and may not participate in any school activity or sport while on an out-of-school suspension.

SHORT-TERM SUSPENSION

Short-term suspension means the removal of a student from the school premises and regular classroom activities for ten (10) consecutive school days or less. Students will be given an opportunity to hear the charges against them, present their side of the incident, have a parent/guardian present for an informal hearing with the principal or assistant principals prior to a suspension. Students on short-term suspensions will be able to make-up assignments and coursework missed during the period of their removal from school. Please see "Short Term Disciplinary Sanctions" below for details regarding notification and due process rights.
M.G.L. c. 71 §37H3/4

LONG-TERM SUSPENSION

Long-term suspension means the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in one school year. If a student is placed in in-school suspension for more than ten (10) school days, consecutively or cumulatively during a school year, this will also be considered a long-term suspension. Please see "Long Term Disciplinary Sanctions" below for details regarding notification and due process rights.
M.G.L. c. 71 §37H3/4

EXPULSION

The most severe form of discipline, an expulsion is a permanent exclusion from school. Some infractions of the code of conduct are so severe that they warrant consideration of exclusion upon the first offense. Under Chapter 71, Section 37H and 37H1/2 of the Massachusetts General Laws, the Principal has the authority to suspend or expel a student for possession of a dangerous weapon, selling or possessing drugs, assault on a staff member, or being charged or convicted of a felony. At all levels of the disciplinary process, the school system will attempt to involve the parents and/or legal guardian.

Where conduct prohibited by the discipline code is also a possible criminal offense, the administration may contact the police and/or institute criminal charges.

Special needs students are expected to abide by all facets of the discipline code. Discipline of special needs students will be a cooperative effort between the administration and the special education department and done in compliance with the student's IEP.

Procedure for Expulsion

The Principal will conduct any investigation and/or meetings which he/she deems appropriate. The student will be informed in writing as soon as practicable of the charges against him/her and will be given the opportunity to rebut the charges and present any relevant information to the Principal at a hearing, provided however that the student may have representation along with the opportunity to present evidence and witnesses at said hearing before the Principal. After said hearing, the Principal may, at his/her discretion, decide to suspend rather than expel a student. A student who has been expelled shall have the right to appeal to the Superintendent. The expelled student shall have 10 calendar days from the date of the expulsion in which to notify the Superintendent of his/her appeal. The student has the right to counsel at a hearing before the Superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of expulsion.

DISCIPLINARY DUE PROCESS

Short Term Disciplinary Sanctions

Prior to the imposition of any disciplinary sanction that might result in a student's suspension from school for ten (10) consecutive school days or less, the student will be given oral and written notice of the offense with which he/she is charged and an opportunity for a hearing with the principal or assistant principals. The notice of hearing will be provided orally and in writing to both the student and the parent in English and the primary language of the home. There will be a minimum of two (2) attempts made and documented to contact the parent/guardian to attend the suspension hearing prior to holding the suspension hearing without the parent/guardian. The hearing is designed to discuss the potential consequences for the disciplinary offense. At the hearing, the student and parent/guardian will have the opportunity to dispute the charges and to present the student's explanation of the alleged incident. It is strongly encouraged that the parent/guardian attend and/or participate in the hearing. The parent/guardian and student have the right to interpreter services at the hearing if needed to participate. The principal or assistant principal will inform the parent/guardian and student orally and in writing of a decision on whether to suspend after the hearing has concluded. The decision may be made immediately at the conclusion of the hearing or the principal or assistant principal may take matter under advisement. If the decision after the hearing results in a suspension, you have the right to appeal this decision in writing to the O'Donnell Middle School Principal, Matthew Colantonio, within ten (10) calendar days of receiving this letter or request an extension for filing for up to seven (7) calendar days. The suspension will remain in effect unless and until the principal decides to reverse the determination on appeal. The O'Donnell Middle School Office is located at 211 Cushing Street, Stoughton, MA 02072. The student will have the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal. The principal is the final authority in all matters that involve short term disciplinary sanctions. M.G.L. c. 71 §37H^{3/4}

Long Term Disciplinary Sanctions

Prior to the imposition of any disciplinary sanction that might result in the student's suspension for more than ten (10) consecutive school days, the student will be given oral and written notice of the offense with which he/she is charged and an opportunity for a hearing with the principal or assistant principals. The notice of hearing will be provided orally and in writing to both the student and the parent in English and the primary language of the home. There will be a minimum of two (2) attempts made and documented to contact the parent/guardian to attend the suspension hearing prior to holding the suspension hearing without the parent/guardian. The hearing is designed to discuss the potential consequences for the disciplinary offense. At the hearing, the student and parent/guardian will have the opportunity to dispute the charges and to present student's explanation of the alleged incident. It is strongly encouraged that the parent/guardian attend and/or participate in the hearing. The parent/guardian and student have the right to interpreter services at the hearing if needed to participate. In advance of the hearing, the student shall have the opportunity to review their record and the documents upon which may be used in making a determination to suspend or not. The student has the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's/guardian's expense. The student has the right to produce witnesses on their behalf and cross-examine witnesses presented by the school district. The student may make a statement on their behalf, but may not be compelled to do so. The parent/guardian and student have the right to request that the hearing be audio recorded and to receive a copy of the recording upon request. The principal or assistant principal will inform the parent/guardian and student orally and in writing of a decision on whether to suspend after the hearing has concluded. The decision may be made immediately at the conclusion of the hearing or the principal or assistant principal may take matter under advisement. If the decision after the hearing results in a long-term suspension, you have the right to appeal this decision in writing to the Superintendent of Schools, Dr. Marguerite Rizzi, within ten (10) calendar days of receiving this letter or request an extension for filing for up to seven (7)

calendar days. The suspension will remain in effect unless and until the superintendent decides to reverse the determination on appeal. The Stoughton Public Schools Offices are located at 232 Pearl Street, Stoughton, MA 02072. The student will have the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal. In the case of a long-term suspension, a student may not attend regular schooling during this suspension; however, O'Donnell Middle School will provide the student with an alternative educational setting in the Extended School Day Program. M.G.L. c. 71 §37H^{3/4}

Emergency Removal

When a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or substantially disrupts the order of the school, and in the principal's or assistant principal's judgement, there is no alternative available to alleviate the danger or disruption, a student may be emergency removed for a period of up to two (2) school days at which time a suspension hearing will be setup to discuss the incident and allow the student to present an explanation and to dispute the charges. The principal/assistant principal may not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation. At the time of the two day emergency removal, the student will be given oral and written notice of the offense with which he/she is charged and an opportunity for a hearing with the principal or assistant principals. The notice of hearing will be provided orally and in writing to both the student and the parent in English and the primary language of the home. There will be a minimum of two (2) attempts made and documented to contact the parent/guardian to attend the suspension hearing prior to holding the suspension hearing without the parent/guardian, unless an extension of time for the hearing is otherwise agreed to by the principal/assistant principal, student and parent/guardian.. The hearing is designed to discuss the potential consequences for the disciplinary offense. At the hearing, the student and parent/guardian will have the opportunity to dispute the charges and to present the student's explanation of the alleged incident. It is strongly encouraged that the parent/guardian attend and/or participate in the hearing. The parent/guardian and student have the right to interpreter services at the hearing if needed to participate. The principal or assistant principal will inform the parent/guardian and student orally and in writing of a decision on whether to suspend after the hearing has concluded. The decision may be made immediately at the conclusion of the hearing or the principal or assistant principal may take matter under advisement. If the decision after the hearing results in a suspension, you have the right to appeal this decision in writing to the O'Donnell Middle School Principal, Matthew Colantonio, within ten (10) calendar days of receiving this letter or request an extension for filing for up to seven (7) calendar days. The suspension will remain in effect unless and until the principal decides to reverse the determination on appeal. The O'Donnell Middle School Office is located at 211 Cushing Street, Stoughton, MA 02072. The student will have the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal. The principal is the final authority in all matters that involve short term disciplinary sanctions. M.G.L. c. 71 §37H^{3/4}

Where the student is long-term suspended/expelled in accordance with M.G.L. c. 71 §37H, the student shall have ten (10) days from the effective date of the long-term suspension / expulsion to file a written appeal with the superintendent of schools. For long-term suspensions / expulsions imposed pursuant to M.G.L. c.71 §37H1/2, the student shall have five (5) days from the effective date of the long-term suspension / expulsion to file a written appeal with the superintendent. For long-term suspension / expulsions imposed by the school committee in accordance with M.G.L. c.76 §17, the student shall have the right to file a written request for reconsideration by the committee within ten (10) days of the effective date of the long-term suspension / expulsion. Pending the outcome of any such appeal, the disciplinary sanction imposed shall remain in effect. M.G.L. c. 76 §17, M.G.L. c. 71 §37H, §37H1/2.

When a student receives a long-term suspension/expulsion under the provisions of this section and applies for admission to another school for acceptance, the Superintendent of the Stoughton Public Schools shall notify the superintendent of the receiving school of the reasons for the pupil's long-term suspension/expulsion.

EDUCATION SERVICES AND ACADEMIC PROGRESS

Students on short-term suspensions will be able to make-up assignments and coursework missed during the period of their removal from school. Any student who is expelled or suspended from school for more than ten (10) consecutive or cumulative days, whether in or out of school, shall have the opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education plan. M.G.L. c. 71 §37H, §37H1/2, §37H3/4

DISCIPLINE AND STUDENTS WITH DISABILITIES

All students are expected to meet the requirements for behavior as set forth in this handbook. Federal Law and Regulations require that additional provisions be made for students with disabilities. The principal shall notify the Administrator of Special Education of the suspendable offense of a student with either an IEP or a Section 504 Accommodation Plan.

School personnel may exclude a student with a disability from school for a disciplinary violation for not more than 10 consecutive days (to the extent those alternatives are applied to students without disabilities), and for additional removals of not more than ten days in the same school year for separate incidents of misconduct (as long as those removals do not constitute a change in placement) equivalent to discipline imposed on students without disabilities for the same offense. After a child with a disability has been removed from his or her placement for ten school days in the same year, during any subsequent days of removal, the child must continue to receive services that enable the child to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child's IEP; and the child must receive, as appropriate, a functional behavioral assessment, and behavioral intervention services and modifications, that are designed to address the behavior violation so that it does not recur.

Within 10 school days of any decision to change the placement of a child with a disability because of a violation of a code of student conduct, the district, the parent, and relevant members of the child's IEP Team (as determined by the parent and the district) must review all relevant information in the student's file, including the child's IEP, any teacher observations, and any relevant information provided by the parents to determine if:

- (a) If the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or
- (b) If the conduct in question was the direct result of the district's failure to implement the IEP.

The conduct must be determined to be a manifestation of the child's disability if the district, the parent, and relevant members of the child's IEP Team determine that a condition in either paragraph (i) or (ii) of this section was met. The TEAM will make a finding, a manifestation determination, as to the relationship between the student's misconduct and his/her disability condition, conduct a functional behavioral assessment if appropriate, and modify or amend the IEP to provide special education services during the suspension, or to include a behavioral intervention plan. If the district, the parent, and relevant members of the IEP Team make the determination that the conduct was a manifestation of the child's disability, the IEP Team must:

1. Either:
 - (a) Conduct a functional behavioral assessment, unless the district had conducted a functional behavioral assessment before the behavior that resulted in the change of placement occurred, and implement a behavioral intervention plan for the child; or
 - (b) If a behavioral intervention plan already has been developed, review the behavioral intervention plan, and modify it, as necessary, to address the behavior; and
2. Except as provided in 34 CFR 300.530(g) of this section, return the child to the placement from which the child was removed, unless the parent and the district agree to a change of placement as part of the modification of the behavioral intervention plan.

There are some special circumstances in which the district may unilaterally remove a student and place them in an Interim Alternative Educational Setting without regard to whether the behavior is determined to be a manifestation of the child's disability. Specifically, school personnel may remove a student to an interim alternative educational setting for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the child's disability, if the child:

1. Carries a weapon to or possesses a weapon at school, on school premises, or to or at a school function under the jurisdiction of the district;
2. Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of the district; or
3. Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of the district.

On the date on which the decision is made to make a removal that constitutes a change of placement of a child with a disability because of a violation of a code of student conduct, the district must notify the parents of that decision, and

provide the parents the procedural safeguards notice described in 34 CPR 300.504. The building principal will notify the Administrator of Special Education; then will notify the Department of Elementary and Secondary Education as required by law as to the course of action. Subsequent amendments to state or federal law will supersede contrary handbook provisions

A student not yet eligible for Special Education may be protected under IDEA 2004 regulations if the district can be deemed to have had knowledge that the student had a disability. The district must be deemed to have knowledge that a child is a child with a disability if before the behavior that precipitated the disciplinary action occurred:

1. The parent of the child expressed concern in writing to supervisory or administrative personnel of the appropriate educational agency, or a teacher of the child, that the child is in need of special education and related services;
2. The parent of the child requested an evaluation of the child pursuant to Sec. Sec. 300.300 through 300,311; or
3. The teacher of the child, or other personnel of the district, expressed specific concerns about a pattern of behavior demonstrated by the child directly to the director of special education of the agency or to other supervisory personnel of the agency.

The district would not be deemed to have knowledge if;

1. The parent of the child:
 - a. Has not allowed an evaluation of the child pursuant to 34 CFR 300.300 through 300.311; or
 - b. Has refused services under IDEA; or
2. The child has been evaluated in accordance with Sec. 300.300 through 300.311 and determined to not be a child with a disability under this part.

If the district does not have knowledge that a child is a child with a disability (in accordance with paragraphs (b) and (c) of this section) prior to taking disciplinary measures against the child, the child may be subjected to the disciplinary measures applied to children without disabilities who engage in comparable behaviors. If a request is made for an evaluation of a child during the time period in which the child is subjected to disciplinary measures under 34 CFR 300.530, the evaluation must be conducted in an expedited manner.

Until the evaluation is completed, the child remains in the educational placement determined by school authorities, which can include suspension or expulsion without educational services. If the child is determined to be a child with a disability, taking into consideration information from the evaluation conducted by the agency and information provided by the parents, the agency must provide special education and related services in accordance with this part, including the requirements of 34 CFR 300.530 through 300.536 and IDEA 2004 section 612(a)(1)(A).

The parent of a child with a disability who disagrees with any decision regarding placement in this context or the manifestation determination under or a district that believes that maintaining the current placement of the child is substantially likely to result in injury to the child or others, may appeal the decision by requesting a hearing from the Massachusetts Department of Elementary and Secondary Education Bureau of Special Education Appeals. See <http://www.doe.mass.edu/bsea>

OFFENSE CATEGORY TABLE

| Type of Offense | Examples of Behavior | Typical Consequences |
|--------------------------------|--|---|
| Type I (less serious) | Hall pass violation, class disruption, failure to stay for a detention, tardiness to class, disrespectful behavior, possession of cell phone, IPOD, or any other electronic device during school hours, violation of dress code, misconduct on school bus | 1 st offense: Office Detention 2 nd offense: ABC, parent contact 3 rd offense: ABC or OSS 1-3 days, parent conference |
| Type II (serious) | Disturbing school function, possession of tobacco products, use of cell phone, IPOD or any other electronic devise during school hours, insubordination, excessive unexcused tardiness or unexcused absences | 1 st offense: ABC, parent contact 2 nd offense: OSS 1-3 days, parent conference 3 rd offense: OSS 1-3 days, parent conference |
| Type III (more serious) | Willful, repeated misbehavior, verbal abuse of classmate or staff member, actions which may cause injury to others, harassment, actions which may cause injury to others, fighting, violation of “Acceptable Use of Technology Policy,” stealing, truancy, defacing school or staff property, intimidation of classmate(s) or staff member | 1 st offense: ABC/OSS 1-3 days, parent contact 2 nd offense: OSS 3 or more days, parent conference 3 rd offense: OSS 3 or more days, parent conference |
| Type IV (very serious) | Gross misconduct, violation of district-wide Bullying and Harassment Intervention Plan, serious physical assault, possession of anything deemed a dangerous weapon, tampering with fire equipment, observed with or in possession of drugs/alcohol or drug/alcohol related paraphernalia or items purported to be either drugs, alcohol, or any illegal substance, on school property, under the influence of a controlled substance | <i>Any behavior deemed a Type IV offense could result in out-of-school suspension for at least 3-10 days.</i> Also, it should be noted that a Type IV offense can result in: <ol style="list-style-type: none"> 1. Hearing with the Principal for possible long-term discipline 2. Referral to Stoughton Police Department 3. Restitution for destruction, damage or theft of school property |

DISTRICT & SCHOOL POLICIES

ANTI-DISCRIMINATION LAW

Effective March 10, 1994, the state law prohibiting discrimination against students in public schools includes protection against discrimination based on sexual orientation. As the result of enactment of Chapter 282 of the Acts of 1993, General Laws Chapter 76, section 5 now includes the following provision:

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.

Enactment of this law advances efforts to ensure that all students can attend school in a safe, supportive environment that is conducive to serious learning.

NON DISCRIMINATION POLICY

Students

The Stoughton Public Schools does not discriminate in providing students with an education, and full access to all school related activities, on the basis of age, activities, race, color, religion, national origin, homelessness, gender, gender identification, sexual orientation, physical disability, or handicap.

Faculty & Staff

Stoughton Public Schools is committed to providing a work environment free from all forms of unlawful discrimination because of age, activities, race, color, religion, national origin, homelessness, gender, gender identification, sexual orientation, or disability, citizenship, veteran status, or any other characteristic protected by law. This policy applies to all aspects of the employment relationship, such as recruitment, selection, training, promotion, salaries, benefits, discipline, terminations, and all other terms and conditions of employment.

All District policies are consistent with relevant governmental statutes and regulations, including those pursuant to Title IX of the Federal Education Amendments of 1972, Section 504 of the Federal Rehabilitation Act of 1973, M.G.L. Chapter 282 of the Acts of 1993, and M.G.L. Chapter 76 section 5.

ANTI-HARASSMENT POLICY

The Stoughton Public School System is committed to maintaining a school environment free of harassment based on age, activities, race, color, religion, national origin, homelessness, gender, gender identification, sexual orientation, or disability in accordance with Massachusetts Law Chapter 282 of the Acts of 1993, General Laws Chapter 76, section 5. Harassment by administrators, certified and support personnel, students, vendors, and other individuals at school or at school-sponsored events is unlawful and is strictly prohibited. The Stoughton Public School System requires all employees and students to conduct themselves in an appropriate manner with respect for their fellow employees, students and all members of the school community.

Definition of Harassment

1. In General

Harassment includes communication such as jokes, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct which offends or shows disrespect to others based upon age, activities, race, color, religion, national origin, homelessness, gender, gender identification, sexual orientation, or disability.

Individuals should consider how their words and actions might reasonably be viewed by other individuals. It is also important for individuals to make it clear to School Administrators when a particular behavior or communication is unwelcome, intimidating, hostile or offensive.

2. Sexual Harassment

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

- a. Acceptance of or submission to such conduct is made either explicitly or implicitly a term of condition of employment or education.

- b. The individual's response to such conduct is used as a basis for employment decisions affecting an employee or as a basis for educational, disciplinary, or other decisions affecting a student.
- c. Such conduct interferes with an individual's job duties, education or participation in extra-curricular activities.
- d. The conduct creates an intimidating, hostile or offensive work or school environment.

Harassment and Retaliation Prohibited

Harassment in any form or for any reason is absolutely forbidden. This includes harassment by administrators, certified and support personnel, students, vendors and other individuals in school or at school related events. In addition, retaliation against any individual who has brought harassment or other inappropriate behavior to the attention of the school or who has cooperated in an investigation of a complaint under this policy is unlawful and will not be tolerated by the Stoughton Public Schools.

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

Procedure for Filing a Complaint

Any individual who believes he/she has been harassed or who has witnessed or learned about the harassment of another person in the school environment, should inform the Principal or the Civil Rights Representative for the school building and should fill out an Incident as soon as possible. The individual may seek an informal resolution to the matter or may file a formal grievance through the process provided by the Stoughton Public Schools Grievance Procedure. The individual may also contact the Assistant Superintendent, who holds the position of Civil Rights Coordinator.

Investigation

The Stoughton Public Schools will promptly investigate every complaint of harassment as set forth in Section A. If it determines that harassment has occurred, it will take appropriate action to end the harassment and to ensure that it is not repeated. Confidentiality will be maintained to the extent consistent with the school's obligations under law and under applicable collective bargaining agreements. In certain cases, the harassment of a student may constitute child abuse under state law. The Stoughton Public Schools will comply with all legal requirements governing the reporting of suspected cases of child abuse and will report suspected criminal activity to the appropriate authorities.

Closure of a Complaint

When an investigation has been completed, administrators will inform the complainant of the results of the investigation and a Bullying and Harassment Administrative Report Form will be placed on file with the Civil Rights Coordinator. If the complainant is not satisfied with the findings of the administrator, they may continue with the grievance process as defined by the Stoughton Public School Grievance Procedure. The Stoughton Public School System urges all individuals in the school community to bring any concerns or complaints of harassment or discrimination to the attention of school principals or the building Civil Rights Representative or the Assistant Superintendent / Civil Rights Coordinator so that they can resolve the issue. Individuals may also contact the state agencies responsible for enforcing laws prohibiting harassment or discrimination in schools: The Massachusetts Department of Education, 350 Main Street, Malden, MA (781-388-3300) and the Massachusetts Commission Against Discrimination, One Ashburton Place, Boston, MA (617-727-3990). The agency responsible for enforcing the federal law prohibiting harassment on the basis of sex is the Office of Civil Rights within the United States Department of Education, which is located at the John W. McCormack Building, Post Office Square, Boston, MA (617-223-9662).

Appeals

The recipient of a grievance may appeal a Level I finding in writing to the Assistant Superintendent within 15 days after receiving a copy of the finding. The recipient of a grievance may appeal the Level II finding in writing to the Superintendent of Schools within 15 days after receiving a copy of the finding. Upon appeal, a finding will be reviewed to ensure the adequacy of the investigation and conclusions. Parties will be given an opportunity to submit additional relevant information. Following an appeal(s), the Assistant Superintendent / Superintendent of Schools will make a final decision and provide it in writing to the respective parties within 30 days.

Actions

After a comprehensive investigation, any employee, student or agent of the Stoughton Public Schools who has been found to have harassed another employee or student based on age, activities, race, color, religion, national origin, homelessness, gender, gender identification, sexual orientation, or disability may be subject to appropriate action up to and including discharge or expulsion from the school system.

Notice of Non-discrimination

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

The Civil Rights Coordinator for Title IX of the Education Amendments of 1972, and Chapter 622 of the Acts of 1971 can be reached at 232 Pearl Street, Stoughton, MA 02045.

Inquiries regarding the application of the Stoughton Public Schools non-discrimination policy may be referred to the Coordinator as named above, or the Assistant Secretary for Civil Rights, U.S. Department of Education, Washington, D.C. 20202, or the Regional Director, U.S. Department of Education Office of Civil Rights, Region One, John McCormack Building, Post Office Square, Boston, MA 02109

CIVIL RIGHTS REPRESENTATIVES**District Civil Rights Coordinator**

Mr. Jonathan Ford, Deputy Superintendent

Stoughton High School

Ms. Juliette Miller, Principal - Mr. Alan Bontya, Assistant Principal

O'Donnell Middle School

Mr. Matthew Colantonio, Principal - Ms. Hallie Burak, Assistant Principal

Dawe Elementary School

Mr. David Barner, Principal - Mrs. Amy Saraiva, Teacher

Gibbons Elementary School

Ms. Lynne Jardin, Principal - Mrs. Meghan Hayes, Guidance Counselor

Hansen Elementary School

Mrs. Faye Polillio, Principal - Mrs. Jacqui Harrison, Teacher

South Elementary School

Mrs. Maureen Mulvey, Principal - Mrs. Sheridan Russell, Teacher

West Elementary School

Dr. Lisa Whelan, Principal - Katie Monahan, Teacher

Jones Early Childhood Center

Mrs. Heather Tucker, Principal - Ms. Maureen Sacoco, Assistant Principal

STOUGHTON PUBLIC SCHOOLS
Abbreviated Reference to the Legislation and Specific Criteria of
Civil Rights Laws and District Coordinator Information

| Law | Coordinator |
|--|---|
| Title VI of the Civil Rights Act of 1964 - prohibits discrimination, exclusion from participation, and denial of benefits based on race, color and national origin. | Mr. Jonathan D. Ford Deputy Superintendent 232 Pearl Street (781) 344 – 4000 x 1229 |
| Title IX of the Education Amendments of 1972 - prohibits discrimination, exclusion from participation, and denial of benefits in educational programs based on sex. | Mr. Jonathan D. Ford Deputy Superintendent 232 Pearl Street (781) 344 – 4000 x 1229 |
| Title I of the Americans with Disabilities Act of 1990 - prohibits discrimination, exclusion from participation, and denial of benefits on the basis of disability in the areas of employment. | Mr. Jonathan D. Ford Deputy Superintendent 232 Pearl Street (781) 344 – 4000 x 1229 |
| Title II of the Americans with Disabilities Act of 1990 - prohibits discrimination, exclusion from participation, and denial of benefits on the basis of disability in the areas of educational programming and activities. | Mrs. Heather Tucker Special Education Director 137 Walnut Street (781) 344 – 4000 x 7321 |
| Section 504 of the Rehabilitation Act of 1993 - prohibits discrimination, exclusion from participation, and denial of benefits based on disability. | Mr. Myles McPartland Director of Guidance 232 Pearl Street (781) 344 – 4000 x 1251 |
| Massachusetts General Laws, Ch. 76, S. 5 - prohibits discrimination in all public schools on the basis of race, color, sex, national origin, religion and sexual orientation. | Mr. Jonathan D. Ford Deputy Superintendent 232 Pearl Street (781) 344 – 4000 x 1229 |
| Title I of the Elementary and Secondary Education Act of 1965 - designed to help disadvantaged children meet challenging content and student performance standards. | Mr. Jonathan D. Ford Deputy Superintendent 232 Pearl Street (781) 344 – 4000 x 1229 |
| 603 CMR 46.00 - governs the use of physical restraint on students in publicly funded schools | Mrs. Heather Tucker Special Education Director 137 Walnut Street (781) 344 – 4000 x 7321 |

BULLYING PREVENTION AND INTERVENTION

On May 3, 2010 Governor Patrick signed an Act Relative to Bullying in Schools. This law prohibits bullying and retaliation in all public and private schools.

Bullying, as defined in M.G.L. c. 71, § 37O, is the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor, to an extracurricular activity, or paraprofessional of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

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

Bullying is prohibited: (1) on school grounds, property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function, or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school, or through the use of technology or an electronic device that is owned, leased, or used by a school district or school and (2) at a location, activity, function, or program that is not school-related, or through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the bullying creates a hostile environment at school for the target, infringes on the rights of the target at school or materially and substantially disrupts the education process or the orderly operation of a school. Nothing contained herein shall require schools to staff any non-school related activities, functions, or programs.

All members of the school staff are required to immediately report any instance of bullying or retaliation the staff member has witnessed or become aware of to the Principal. The school or district expects students, parents or guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the principal or designee. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. Students, parents or guardians, and others may request assistance from a staff member to complete a written report. Students will be provided practical, safe, private and age-appropriate ways to report and discuss an incident of bullying with a staff member, or with the principal or designee.

Upon receipt of such a report, the school principal or his/her designee shall promptly conduct an investigation. If the school principal or designee determines that bullying or retaliation has occurred, the school principal or designee shall (1) notify the parents or guardians of the target, and to the extent consistent with state and federal law, notify them of the action taken to prevent any further acts of bullying or retaliation; (2) notify the parents or guardians of an aggressor; (3) take appropriate disciplinary action; and (4) notify the local law enforcement agency if the school principal or designee believes that criminal charges may be pursued against the aggressor. Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is prohibited.

O'Donnell Middle School will provide a high quality curricular based bullying prevention and intervention program through the Second Step program.

Additional information about the District's Bullying Prevention and Intervention Plan is available upon request.

GANG POLICY

The Stoughton School Committee does not support or condone gang membership or gang activity. The Superintendent/designee shall regularly consult with law enforcement officials to identify gang-related items, symbols and behaviors, and provide each principal with this information. No student shall commit any act that furthers gangs or gang-related activities. A gang is any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of criminal acts, or the purposeful violation of any policy, and having a common name or common identifying sign, colors or symbols. Conduct prohibited by this policy includes: Wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblems, badges, symbols, signs, visible tattoos and body markings, or other items, or being in possession of literature that shows affiliation with a gang, or is evidence of membership or affiliation in any gang or that promotes gang affiliation; Communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.), to convey membership affiliation in any gang or that promotes gang affiliation; Tagging, or otherwise defacing school or personal property with gang or gang-related symbols or slogans; Requiring payment of protection, money or insurance, or otherwise intimidating or threatening any person related to gang activity; Inciting other students to intimidate or to act with physical violence upon any other person related to gang activity; Soliciting others for gang membership; Conspiring to commit any violation of this policy or committing or conspiring to commit any other illegal act or other violation of school district policies that relates to gang activity.

GRAFFITI AND DEFACEMENT OF SCHOOL PROPERTY

Any student who defaces school property will be subject to disciplinary action. "Graffiti" means any inscription, word, figure, design, painting, writing, drawing or carving that is marked, etched, scratched, drawn, painted, or otherwise applied to school property. Offensive graffiti may constitute a violation of federal Civil Rights law. Examples of offensive graffiti include, but are not limited to, all derogatory words or symbols associated with any ethnic, racial, religious or socially recognized group.

All instances of graffiti will be reported to the building administration. The degree of discipline for defacement of school property/graffiti will be based upon the seriousness of the incident (refer to discipline section of the student handbook). In addition, any graffiti of an offensive nature will be reported to the Stoughton Police Department and possible police action may be taken against the individual(s) involved in the incident. Adopted by the Stoughton School Committee, July 25, 2000.

INFORMATION FOR HOMELESS FAMILIES AND STUDENTS

The Stoughton Public Schools, under the provisions of the McKinney-Vento Homeless Assistance Act, provide safeguards for all homeless children. Children and youths who "lack a fixed, regular and adequate nighttime residence" are considered homeless for educational purposes. This includes those who: are "doubled up"- sharing the housing of friends or relatives due to the loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are awaiting foster care placement; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; are migratory children who qualify as homeless because they are living in circumstances described above; are unaccompanied youths- adolescents who are not in the physical custody of their parents.

To the extent feasible, homeless students are encouraged to remain at their school of origin, unless it is against the wishes of the parent, guardian or student. A student who becomes homeless has the right to attend:

a) their school of origin – either the school the student was attending prior to the loss of permanent housing or the last school the student attended.

– OR –

b) their local school – any public school that students living in the same attendance area have the right to attend.

Homeless students will be enrolled immediately, even if regularly required documentation is missing. Homeless students will not be kept out of school even if they are missing:

- immunization records
- proof of residency
- proof of guardianship
- previous academic records
- medical records

- social security card

The Stoughton Public Schools will assume responsibility for providing a homeless student(s) with transportation to his / her school of origin, if it is feasible for the student to stay in the school of origin and the parent or guardian request it. This provision applies as follows:

- a) If the student continues to live in the district where the school of origin is located, the district will provide or arrange for transportation.
- b) If the student moves outside of the district but wishes to continue attending the school of origin, the Stoughton Public Schools and the district where the student resides will work out a means of apportioning cost and the responsibility for transportation.
- c) Students who transfer to a school located in the attendance area of their temporary residence will receive comparable transportation services to any other student residing in the district.

Students are allowed to remain in their school of origin for the duration of their homelessness, or if they secure permanent housing, for the remainder of the school year.

Immediate assistance is available at each school from the Principal and the Guidance Department.

Additional assistance is available from the Stoughton Public School's Assistant Superintendent, who acts as the District's Homeless Liaison, at (781) 344 – 4000 x 1229.

LATEX POLICY

Our goal is to make our school system latex free. That means that students and faculty members cannot use any latex balloons for projects, decorations or celebrations.

MANTOUX TESTING POLICY

Any new student entering from another country, which is deemed a “high prevalence country,” is required to have a Mantoux test for tuberculosis before entering the Stoughton Public Schools.

MASSACHUSETTS GENERAL LAWS CHAPTER 269 CRIMES AGAINST PUBLIC PEACE

Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term “hazing” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

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

Section 19. Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

MODEL NOTIFICATION OF RIGHTS UNDER FERPA For Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202- 4605

PARENT NOTIFICATION RE: HUMAN SEXUALITY EDUCATION

The Superintendent of Schools shall ensure that parents/guardians are notified whenever curriculum involving human sexual education or human sexuality is implemented or maintained. Parents may exempt their children from any portion of said curriculum through written notification to the school principal. There shall be no penalty toward any child because of the exemption\

The Superintendent of Schools shall ensure that program instructional materials for said curriculum are reasonably accessible to parents, guardians, educators, school administrators, and others, for inspection and review.

A parent/guardian who is dissatisfied concerning notice, access to instructional materials, or exemption for the student under this policy may send a written request to the Superintendent for review of the issue. The Superintendent or designee will review the issue and give the parent/guardian a timely written decision, preferably within two weeks of the request. A parent/guardian who is dissatisfied with the Superintendent's decision may send a written request to the School Committee for review of the issue. The School Committee will review the issue and give the parent/guardian a timely written decision, preferably within four weeks of the request. A parent/guardian who is still dissatisfied after this process may send a written request to the Commissioner of Education for review of the issue in dispute.

The Superintendent of Schools will distribute a copy of this policy to each principal by September 1 of each year.

Courses that involve any Mention of Human Sexual Education or Human Sexuality:

Grade 6 Health
AIDS Awareness Education
Grade 7 Health
Grade 8 Health
Science (Unit on the Human body)

PHYSICAL RESTRAINT OF STUDENTS

Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the school district. Further, students of the district are protected by law from the unreasonable use of physical restraint. Such restraint shall be used only in emergency situations of last resort after other lawful and less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution.

When an emergency situation arises, and physical restraint is the only option deemed appropriate to prevent a student from injuring himself or herself, another student or school community member, a teacher or employee or agent of the school district may use such reasonable force needed to protect students, other persons or themselves from assault or imminent, serious, physical harm.

The definitions of forms of restraint shall be as defined in 603CMR 46.02.

The use of mechanical restraint, medical restraint, and seclusion is prohibited.

Physical restraint, including prone restraint where permitted under 603 CMR 46.03, shall be considered an emergency procedure of last resort and shall be prohibited except when a student's behavior poses a threat of assault, or imminent, serious, physical harm to themselves and/or others and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions are deemed inappropriate.

The Superintendent will develop procedures identifying:

- Appropriate responses to student behavior that may require immediate intervention;
- Methods of preventing student violence, self-injurious behavior, and suicide including crisis planning and de-escalation of potentially dangerous behaviors among groups of students or individuals;
- Descriptions and explanations of alternatives to physical restraint as well as the school's method of physical restraint for use in emergency situations;
- Descriptions of the school's training and procedures to comply with reporting requirements; including, but not limited to making reasonable efforts to orally notify a parent of the use of restraint within 24 hours of its imposition;
- Procedures for receiving and investigating complaints;
- Methods for engaging parents in discussions about restraint prevention and use of restraint solely as an emergency procedure;
- A statement prohibiting: medication restraint, mechanical restraint, prone restraint unless permitted by 603 CMR 46.03(1)(b), seclusion, and the use of physical restraint in a manner inconsistent with 603 CMR 46.00,
- A process for obtaining Principal approval for a time out exceeding 30 minutes.

Each building Principal will identify staff members to serve as a school-wide resource to assist in ensuring proper administration of physical restraint. These staff members will participate in an in-depth training program in the use of physical restraint.

In addition, each staff member will be trained regarding the school's physical restraint policy and accompanying procedures. The Principal will arrange training to occur in the first month of each school year, or for staff hired after the beginning of the school year, within a month of their employment.

Physical restraint is prohibited as a means of punishment, or as a response to destruction of property, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious physical harm to the student or others.

Physical restraint is prohibited when it is medically contraindicated for reasons including, but not limited to, asthma, seizures, a cardiac condition, obesity, bronchitis, communication-related disabilities, or risk of vomiting;

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

This policy and its accompanying procedures shall be reviewed and disseminated to staff annually and made available to parents of enrolled students. The Superintendent shall provide a copy of the Physical Restraint regulations to each Principal, who shall sign a form acknowledging receipt thereof.

LEGAL REF.: M.G.L. 71:37G; 603 CMR 46.00

PROCEDURE FOR ATTENDANCE FOR STUDENTS WITH IDENTIFIED DISABILITIES

All students of the Stoughton Public Schools (District) with identified disabilities, including students in out-of-district placements made by the District, but whose home school is in the District, except in cases described below, may attend and participate in all programs, activities, and services, including non-academic and extracurricular (programs), (1) that the District sponsors; (2) to which the District provides substantial assistance; or (3) with whom the District has a contractual relationship, such as with the Private Industry Council (PIC). Some students are entitled to participate in programs, in order to receive a free appropriate public education (also known as a "FAPE"). For other students, the exceptions are that the District may limit the attendance and participation of a student with disabilities in such programs if the student's placement team determines that:

- Modification(s) to such programs to allow the student to attend and to participate would fundamentally alter the nature of the program, and,
- With or without an appropriate modification to such programs, the student's attendance and participation would reasonably pose a risk of harm to the student or to others.
- Modification(s) would create an undue financial hardship for the District.

The District will inform parents/guardians (parents) through its usual notices (such as school bulletin boards, calendars, newsletters, newspapers, flyers, and web site) and through local cable television stations of such programs in a manner similar to the notice that it provides to parents of students without disabilities. Once the District provides timely and adequate notice of such programs, the parent's notification to the District of the student's desire to attend/to participate shall not be more burdensome than that required of the parent whose child does not have disabilities. However, the District may require a parent of a student with disabilities to provide advance notice to the District of the student's desire to attend/to participate because of the possibility that the District may be required to make appropriate modifications.

Please direct inquiries about this procedure to
Carolyn Sampson
Out-of-District Administrator for Special Education
Telephone 781.344.7003

RESIDENCY POLICY

It is the policy of the Stoughton School Committee that proof of residence must be established by the student and/or his/her parent/guardian in accordance with the following criteria:

New residents will be required to submit two or more of the following as proof of residence:

- A deed or lease agreement for property in Stoughton.
- A mortgage statement verifying the owner's name and address.
- A rent receipt that includes the name and address of the landlord.
- A residential utility and/or telephone statement.
- Other pertinent information as deemed appropriate by the Superintendent of Schools.

Students living with persons other than their parents/guardians will be required to have the persons they are living with submit the following as proof of residence:

- Court documentation of guardianship
- Documentation that the student is maintaining permanent residency with the person(s) indicated at the given address
- Students with unusual circumstances may appeal to the School Committee and all decisions are final
- Students whose residency changes within the community are also required to show proof of residence

The School Department reserves the right to confirm actual living arrangements by home visits. The purpose of such visits will be to determine whether or not the student/family resides at the indicated address. The parent/guardian will be asked to sign the Residency Statement detailed within this policy.

In addition, any person who falsely claims that a student lives with them, or the parents of that student, will be required to pay the full cost of the student's tuition to the Stoughton Public Schools for the period of their enrollment, as well as any necessary legal fees. In addition to incurring civil liabilities, any person who knowingly registers or attempts to register a student known by that person to be in violation of the residency requirement will (or may) be referred to the proper agency for criminal prosecution.

The School Committee has divided the elementary school attendance areas by geography. During the (2010-2011) school year, it is necessary for out-of-district students to attend the neighborhood school within their district.

An anonymous Residency Tip Line is available for families, staff and students to report possible residency violations (781-297-1050). People may also report residency violations to: the building Principal, Central Administration, Administrator of Special Education and Athletic Director.

Each of these individuals will be responsible for reporting the alleged violation, in writing, to the Superintendent. The Superintendent will inform the School Committee, in writing, of all violations. Adopted May 22, 2007.

SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 is an Act prohibiting discrimination against anyone with a handicap in any program receiving federal financial assistance. The Act defines a person with a handicap as anyone who:

- has a mental or physical impairment which substantially limits one or more major life activities, including activities such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working;
- has a record of such an impairment; or
- is regarded as having such an impairment

In order to fulfill its obligation under Section 504, the Stoughton Public School System recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a handicap will knowingly be permitted in any of the programs and practices of the school system.

The Stoughton Public School System has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and, if the child is determined to be eligible under Section 504, afford access to educational services. If the parent or guardian disagrees with the determination made by the professional staff of the Stoughton Public Schools, she or he has a right to a hearing with an impartial hearing officer.

If you have questions about Section 504, please feel free to contact the building principal or his/her designee, or the Section 504 Coordinator for the school system at (781) 344-4000, ext. 1251.

SERVICE ANIMAL POLICY

The term service animal shall apply to any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the handler's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

§ 35.136 Service Animals

(a) General. Generally, a public entity shall modify its policies, practices, or procedures to permit the use of a service animal by an individual with a disability.

(b) Exceptions. A public entity may ask an individual with a disability to remove a service animal from the premises if:

(1) The animal is out of control and the animal's handler does not take effective action to control it; or

(2) The animal is not housebroken.

(c) If an animal is properly excluded. If a public entity properly excludes a service animal under § 35.136 (b), it shall give the individual with a disability the opportunity to participate in the service, program, or activity without having the service animal on the premises.

(d) Animal under handler's control. A service animal shall be under the control of its handler. A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).

(e) Care or supervision. A public entity is not responsible for the care or supervision of a service animal.

(f) Inquiries. A public entity shall not ask about the nature or extent of a person's disability, but may make two inquiries to determine whether an animal qualifies as a service animal. A public entity may ask if the animal is required because of a disability and what work or task the animal has been trained to perform. A public entity shall not require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal. Generally, a public entity may not make these inquiries about a service animal when it is readily apparent that an animal is trained to

do work or perform tasks for an individual with a disability (e.g., the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability).

(g) Access to areas of a public entity. Individuals with disabilities shall be permitted to be accompanied by their service animals in all areas of a public entity's facilities where members of the public, participants in services, programs or activities, or invitees, as relevant, are allowed to go.

(h) Surcharges. A public entity shall not ask or require an individual with a disability to pay a surcharge, even if people accompanied by pets are required to pay fees, or to comply with other requirements generally not applicable to people without pets. If a public entity normally charges individuals for the damage they cause, an individual with a disability may be charged for damage caused by his or her service animal.

(i) Miniature horses.

(A) A public entity shall make reasonable modifications in policies, practices, or procedures to permit the use of a miniature horse by an individual with a disability if the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability.

(B) Assessment factors. In determining whether reasonable modifications in policies, practices, or procedures can be made to allow a miniature horse into a specific facility, a public entity shall consider:

- (1) The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
- (2) Whether the handler has sufficient control of the miniature horse;
- (3) Whether the miniature horse is housebroken; and
- (4) Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

(C) Other requirements. Paragraphs 35.136 (c) through (h) of this section, which apply to service animals, shall also apply to miniature horses.

STUDENT LAN AND INTERNET USE POLICY

The Stoughton Public Schools considers use of the Internet to be a valuable instructional tool for students. Use of the Internet allows students the opportunity to access valuable educational material on countless diverse topics.

Although the Stoughton Public Schools has taken precautions to restrict access to objectionable materials, it is impossible to completely supervise, monitor, and control access to all materials that may be unsuitable for students. Therefore, the Stoughton Public Schools is not responsible for students accessing material that is in violation of LAN and Internet Use Policy. The Stoughton Public Schools is not responsible for any financial obligations that may result from unauthorized use of the system, including the purchase of products and/or services. The Stoughton Public Schools is not responsible for harm a student may cause to another person or organization because of defamatory statements made by a student. The Stoughton Public Schools reserves the right to review personal files and email accounts at any time. Additionally, it should be understood that routine maintenance and monitoring of the system may result in knowledge that an access regulation or law may have been violated. Students should have no expectation of privacy.

Internet access is an institutional tool provided by the Stoughton Public Schools and is not the property of the students. Internet access is a privilege which the schools may provide to students, and comes with certain responsibilities. A student's access to the Internet may therefore be canceled for abusing the privilege to use the Internet. In addition, abuse of Internet privileges will result in disciplinary action.

Students may not use the Stoughton Public Schools Internet access or LAN in any of the following ways:

- Accessing or sending material which average persons applying community standards would regard as profane, obscene, vulgar, lewd or sexually explicit and which lack serious scientific, literary, artistic or political value.
- Accessing or sending information about weapons, firearms, bombs, etc.

- Accessing or sending information about the illegal sale or use of drugs, alcohol, and/or tobacco.
- Accessing or sending information about breaking into computer systems.
- Accessing or sending threats to the president or other public officials.
- Accessing or sending information about child pornography.
- Accessing or sending information about gang activity.
- Accessing or sending information about personal attacks, including racial or discriminatory attacks.
- Participating in chain letters.
- Accessing another person's files.
- Attempting to access unauthorized sites.
- Leaving personal information about self or another person on the LAN and/or the Internet.
- Leaving name, address and/or telephone number of self or another person on the LAN and/or Internet.
- Visiting "chat rooms."
- Plagiarizing material.
- Infringing copyrights.
- Vandalizing the LAN.
- Destroying the data of another user.
- Uploading or creating a virus.
- Providing or obtaining commercial services.
- Purchasing products or services.
- Fund raising or political activity.
- Using the LAN and/or Internet for any illegal activity.
- Loading unapproved software onto an individual workstation or the LAN.
- Participating in any other LAN and/or Internet activity that may be deemed inappropriate by the Stoughton Public Schools. A parent/legal guardian who is dissatisfied with the Principal's decision regarding what material is lewd and obscene, what material has artistic merit, and what constitutes inappropriate use may send a written request to the Superintendent of Schools for review of the issue. The Superintendent or designee will review the issue and give the parent/legal guardian a timely decision, preferably within two weeks of the request. A parent/legal guardian who is dissatisfied with the Superintendent's decision may send a written request to the School Committee for review of the issue. The School Committee will review the issue and give the parent/legal guardian a timely decision, preferably within four weeks of the request. The School Committee will be the final arbiter of such disputes.

Notice of these rules will be given to each student with access privileges. A copy of these rules, signed by each student and/or the student's parents or legal guardians, will be kept with the student's files. Adopted by School Committee, July 29, 1997.

STUDENT RECORDS

All information kept by a school or school district on a student in a way that the student may be individually identified is considered the student's record. The record is divided into two parts: the transcript and the temporary record.

1. The transcript will include only the minimum information necessary to reflect the student's educational progress. This information will include name, address, course titles, grades, credits, and grade level completed. A transcript will be kept by the school district for at least sixty years after a student leaves the system.
2. The temporary record will contain the majority of the information maintained by the school about the student. This may include such things as standardized test results; class rank; school-sponsored extracurricular activities; evaluations and comments by teachers, counselors, and other persons; disciplinary records; and other information. The temporary record will be destroyed within five years after the student leaves the school system.

Log of Access

A log shall be kept as part of each student's record. If parts of the student record are separately located, a separate log shall be kept with each part. The log shall indicate all persons who have obtained access to the student record, stating: the name, position and signature of the person releasing the information; the name, position and, if a third party, the affiliation if any, of the person who is to receive the information; the date of access; the parts of the record to which

access was obtained; and the purpose of such access. Unless student record information is to be deleted or released, this log requirement shall not apply to:

1. authorized school personnel under 603 CMR 23.02(9)(a) who inspect the student record;
2. administrative office staff and clerical personnel under 603 CMR 23.02(9)(b), who add information to or obtain access to the student record; and
3. school nurses who inspect the student health record.

Access of Eligible Students and Parents

The eligible student or the parent, subject to the provisions of 603 CMR 23.07 (5), shall have access to the student record. Access shall be provided as soon as practicable and within ten days after the initial request, except in the case of non-custodial parents as provided in 603 CMR 23.07 (5). Upon request for access, the entire student record regardless of the physical location of its parts shall be made available.

1. Upon request, copies of any information contained in the student record shall be furnished to the eligible student or the parent. A reasonable fee, not to exceed the cost of reproduction, may be charged. However, a fee may not be charged if to do so would effectively prevent the parents or eligible student from exercising their right, under federal law, to inspect and review the records.
2. Any student, regardless of age, shall have the right pursuant to M.G.L. c. 71, section 34A to receive a copy of his/her transcript.
3. The eligible student or the parent shall have the right upon request to meet with professionally qualified school personnel and to have any of the contents of the student record interpreted.
4. The eligible student or the parent may have the student record inspected or interpreted by a third party of their choice. Such third party shall present specific written consent of the eligible student or parent, prior to gaining access to the student record.

Access of Authorized School Personnel

Subject to 603 CMR 23.00, authorized school personnel shall have access to the student records of students to whom they are providing services, when such access is required in the performance of their official duties. The consent of the eligible student or parent shall not be necessary.

Access of Third Parties

Except for the provisions of 603 CMR 23.07(4)(a) through 23.07(4)(h), no third party shall have access to information in or from a student record without the specific, informed written consent of the eligible student or the parent. When granting consent, the eligible student or parent shall have the right to designate which parts of the student record shall be released to the third party. A copy of such consent shall be retained by the eligible student or parent and a duplicate placed in the temporary record. Except for information described in 603 CMR 23.07(4)(a), personally identifiable information from a student record shall only be released to a third party on the condition that he/she will not permit any other third party to have access to such information without the written consent of the eligible student or parent.

1. A school may release the following directory information: a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans without the consent of the eligible student or parent; provided that the school gives public notice of the types of information it may release under 603 CMR 23.07 and allows eligible students and parents a reasonable time after such notice to request that this information not be released without the prior consent of the eligible student or parent. Such notice may be included in the routine information letter required under 603 CMR 23.10.
2. Upon receipt of a court order or lawfully issued subpoena the school shall comply, provided that the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance.

3. A school may release information regarding a student upon receipt of a request from the Department of Social Services, a probation officer, a justice of any court, or the Department of Youth Services under the provisions of M.G.L. c. 119, sections 51B, 57, 69 and 69A respectively.
4. Federal, state and local education officials, and their authorized agents shall have access to student records as necessary in connection with the audit, evaluation or enforcement of federal and state education laws, or programs; provided that except when collection of personally identifiable data is specifically authorized by law, any data collected by such officials shall be protected so that parties other than such officials and their authorized agents cannot personally identify such students and their parents; and such personally identifiable data shall be destroyed when no longer needed for the audit, evaluation or enforcement of federal and state education laws.
5. A school may disclose information regarding a student to appropriate parties in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. This includes, but is not limited to, disclosures to the local police department and the Department of Social Services under the provisions of M.G.L. c. 71, section 37L and M.G.L. c. 119, section 51A.
6. Upon notification by law enforcement authorities that a student, or former student, has been reported missing, a mark shall be placed in the student record of such student. The school shall report any request concerning the records of the such child to the appropriate law enforcement authority pursuant to the provisions of M.G.L. c. 22A, section 9.
7. Authorized school personnel of the school to which a student seeks or intends to transfer may have access to such student's record without the consent of the eligible student or parent, provided that the school the student is leaving, or has left, gives notice that it forwards student records to schools in which the student seeks or intends to enroll. Such notice may be included in the routine information letter required under 603 CMR 23.10.
8. School health personnel and local and state health department personnel shall have access to student health records, including but not limited to immunization records, when such access is required in the performance of official duties, without the consent of the eligible student or parent.

Access Procedures for Non-Custodial Parents

As required by M.G.L. c. 71, § 34H, a non-custodial parent may have access to the student record in accordance with the following provisions.

1. A non-custodial parent is eligible to obtain access to the student record unless:
 - A. the parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
 - B. the parent has been denied visitation, or
 - C. the parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
 - D. there is an order of a probate and family court judge which prohibits the distribution of student records to the parent.
2. The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).
3. In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.
4. Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent

with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5)(a).

5. The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.
6. Upon receipt of a court order that prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

Amending the Student Record

The eligible student or the parent shall have the right to add information, comments, data, or any other relevant written material to the student record.

The eligible student or the parent shall have the right to request in writing deletion or amendment of any information contained in the student record, except for information which was inserted into that record by an Evaluation Team. Such information inserted by an Evaluation Team shall not be subject to such a request until after the acceptance of the Evaluation Team Educational Plan, or, if the Evaluation Team Educational Plan is rejected, after the completion of the special education appeal process. Any deletion or amendment shall be made in accordance with the procedure described below:

1. If such student or parent is of the opinion that adding information is not sufficient to explain, clarify or correct objectionable material in the student record, either student or parent shall present the objection in writing and/or have the right to have a conference with the principal or his/her designee to make the objections known.
2. The principal or his/her designee shall within one week after the conference or receipt of the objection, if no conference was requested, render to such student or parent a decision in writing, stating the reason or reasons for the decision. If the decision is in favor of the student or parent, the principal or his/her designee shall promptly take such steps as may be necessary to put the decision into effect.

VIDEO SURVEILLANCE RECORDING

The Stoughton Public Schools are committed to providing a safe and secure educational environment for its students, staff and visitors, as well as safeguarding and controlling access to district facilities and protecting its assets. The video surveillance system may be used for inquiries and review related to criminal activity and/or violations of district policies/procedures. As part of this commitment, the district has installed video surveillance and recording systems in all school buildings. To obtain a copy of the complete, approved Video Surveillance Policy, please contact the OMS main office.

WELLNESS POLICY

It is the policy of the Stoughton Public Schools to promote actions that create a healthy and safe environment for all students, faculty, staff and citizens. It is our goal to develop and protect our students' physical, emotional, and social well-being through a coordinated school health and wellness program based on the premise that improved health optimizes student performance potential. This includes providing a healthy environment, school nurse services, nutritious school meals, health and physical education, and opportunities for physical activity. It is the intent of this policy to enable students and staff to become independent and self-directed learners by taking the initiative to meet their own health, physical, and nutritional needs as developmentally appropriate.

All students in grades PreK-12 should have opportunities, support, and encouragement to be physically active on a regular basis. Foods and beverages sold or served at school will meet the nutritional recommendations of the *U. S. Dietary Guidelines for Americans* and *MGL 105CMR225.000, Nutrition Standards for Competitive Foods and Beverages in Public Schools*.

Furthermore, it is our expectation that specific actions and decisions will take into account the health needs and well-being of all children without discrimination or isolation of any child. It is the district's belief that education and open and informative communication are vital for the creation of an environment with reduced risks for all

students and their families. In order to assist children in assuming more individual responsibility for healthy decisions, and maintaining their safety as they grow, it is the policy of the School Committee that the guidelines reflect student development as children advance from the primary grades through secondary school.

Nutrition and Wellness

Our goal is to teach, encourage, and support healthy eating by students and staff by using the following strategies and guidelines:

- Offer healthy meals that promote good health and provide students with the appropriate daily nutrition that is consistent with the *U.S. Dietary Guidelines for Americans*
- Provide information for students that teaches the skills they need to develop healthy eating habits
- Ensure that healthy snacks and all competitive foods under the control of the school department are consistent with the standards set by the Commonwealth of Massachusetts. These standards shall apply to competitive foods and beverages sold or provided on school grounds 30 minutes before the beginning of the school day until 30 minutes after the end of the school day. We would encourage individual school organizations to follow the guidelines and recommendations as set forth in this policy at all times.
- Competitive foods are defined as foods and beverages provided in:
 - School cafeterias offered as a la carte items
 - School buildings, including classrooms and hallways
 - School stores
 - School snack bars
 - Vending machines
 - Concession stands
 - Booster sales
 - Fundraising activities
 - School-sponsored or school-related events
 - Any other location on school property
- The Stoughton Public Schools shall, in accordance with applicable guidelines:
 - Make readily available plain, potable water to all students during the day at no cost to the students
 - Offer for sale, fresh fruit and non-fried vegetables at any location where food is sold. This does not include non-refrigerated vending machines and vending machines dispensing only beverages
 - Prohibit the use of Fryolators in the preparation of food at any time in any school building
- The Food Service Director will serve on the Wellness Committee and outreach to community resources.

The School Breakfast and Lunch Programs

- The school breakfast and lunch programs will continue to follow the USDA Requirements for Federal School Meal Programs
- Nutritional information will be made available to students for non-prepackaged competitive foods and beverages sold in the cafeteria
- Recess will be scheduled before lunch at the elementary level whenever possible.
- Students will have access to hand washing or hand sanitizing before meals.
- Adequate time to eat meals will be provided.

Food in the Schools and Classrooms

- The use of all food items as part of a student incentive or reward program is not allowed.
- Distribution of food items (that do not meet the nutritional guidelines) for consumption in the classrooms is not allowed
- Parents/Guardians are encouraged to send healthy snacks for students Pre-K through grade 5.
- Snack is not allowed at the Middle and High School unless medically necessary.
- There will be no sharing of food at any time of the school day.
- Classroom parties for holidays and other special occasions will not include food items.
- Birthdays may be acknowledged with non-food items (i.e pencils, stickers, erasers, classroom book)
- Students at the secondary level are not allowed to bring in food or drink other than water to the classroom for consumption.
- All food related, fundraising projects for sale and consumption by students are not allowed during the school day.

- Booster organizations, PTO's and school councils operating concessions at school functions after the instructional day must offer, for sale, at least 2 healthy food choices to include fresh fruit and non fried vegetables.

Physical Education and Activity

A. Integrating Physical Activity into the Classroom

Stoughton Public Schools offers Physical Education at all levels. Recess and/or activity time is offered as well in grades K – 8. These offerings are in place to attempt to reach the nationally recommended amount of daily physical activity (i.e. at least 60 minutes per day) and for students to embrace the culture in place in the district that emphasizes regular physical activity as a personal behavior.

Classroom teachers are encouraged to provide short physical activity breaks between lessons or classes as appropriate.

B. Pre-K – 12 Physical Education Program

It is a goal of the Stoughton Public Schools that all students in grades K – 12 including students with disabilities, special health care needs and in alternative education settings will receive regularly scheduled physical education. A certified physical education teacher will teach physical education classes.

At all levels, systems are put into place that allow for maximum participation in physical education class. Students will spend well over fifty percent of physical education class time participating in moderate to vigorous physical activity. At all levels, proper warm-up/stretching/cool down time is implemented to ensure healthy and safe exercise.

C. Daily Recess

All elementary students in our five elementary schools will have 15 – 20 minutes of supervised recess daily. Whenever possible, all of the students' recess time will be spent outside. Physical Education teachers will be encouraged to review recess activities with all students at least twice each year.

D. Physical Activity Opportunities

Stoughton Public Schools will offer a wide range of extracurricular physical activity programs.

E. Physical Activity and Punishment

Using physical activity (e.g. running laps, pushups) or withholding opportunities for physical activity (e.g. recess, physical education) as punishment to our students is discouraged by the Stoughton Public Schools administration.

F. Use of School Facilities Outside of School Hours

School spaces and facilities availability is based on the Facility Use Policy.

Staff Education and Wellness

The Stoughton Public School District will encourage healthy eating, physical activity and other elements of a healthy lifestyle among school staff.

Communication

As a means of distributing wellness information to staff, students and families, a Health Services website is available on the Stoughton Public School Website (stoughtonschools.org) and will be reviewed and updated as needed.

STUDENT AND FAMILY RESOURCES

Stoughton Parent Engagement Center

137 Walnut Street
781-344-7003 X7305
www.stoughtonschools.org

Stoughton Public Library

84 Park Street
781-344-2711
www.stoughton.org/library

Stoughton Youth Commission

110 Rockland Street
www.stoughtonyouthcommission.org

Stoughton Recreation Department

10 Pearl Street
781-341-1300 X9244
www.stoughton.org/recreation-department

Stoughton Special Education Parent Advisory Council (SSEPAC)

Carolyn Campbell, President
781-233-6714
www.stoughtonsepac.org

STOYAC

Stoughton Youth Athletic Club
Basketball/Softball/Football/Cheerleading
www.stoyac.org

Stoughton Youth Baseball

www.stoughtonyouthbaseball.org

Stoughton Youth Soccer

PO Box 234
781-344-1310
www.stoughtonsoccer.org

Stoughton Youth Lacrosse

www.stoughtonlax.org

Stoughton Extended Day

137 Walnut Street
781-344-5512
www.stoughtonextendedday.org

Old Colony YMCA-Stoughton

445 Central Street
781-344-2016
www.oldcolonyymca.org

Brockton Multi-Service Center

165 Quincy Street
Brockton MA 02302
www.mass.gov