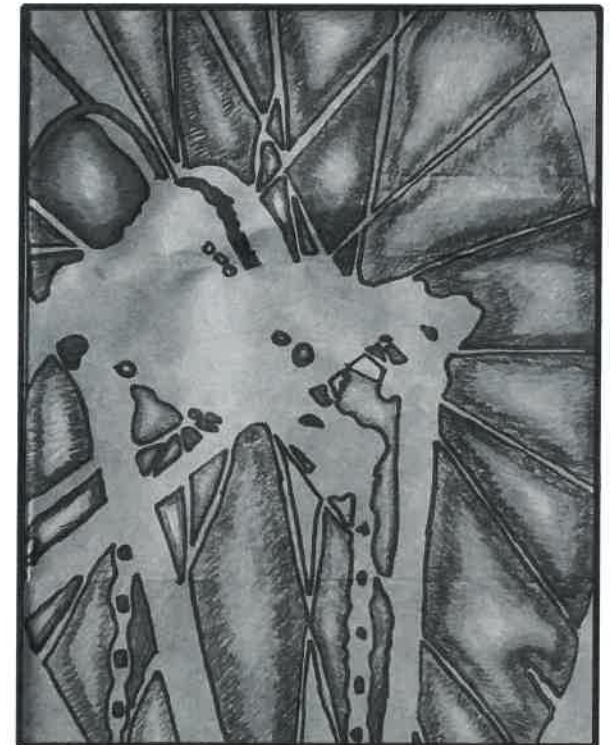
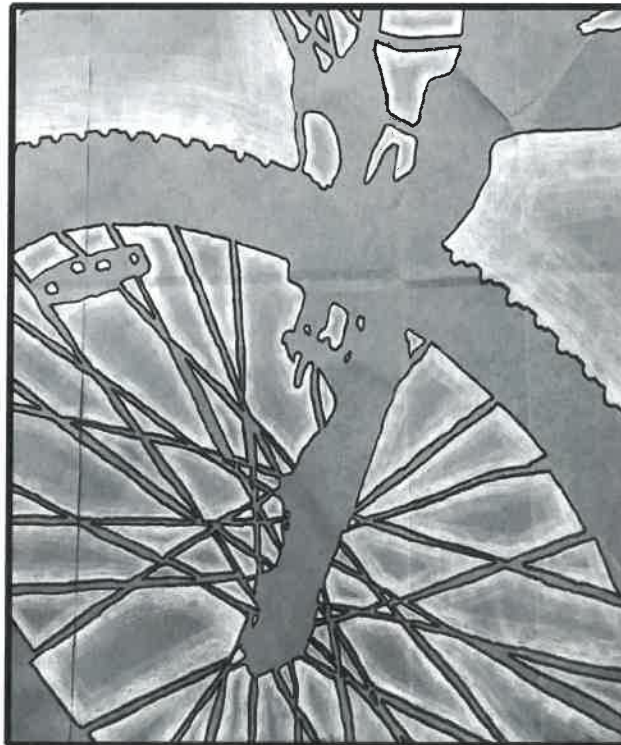
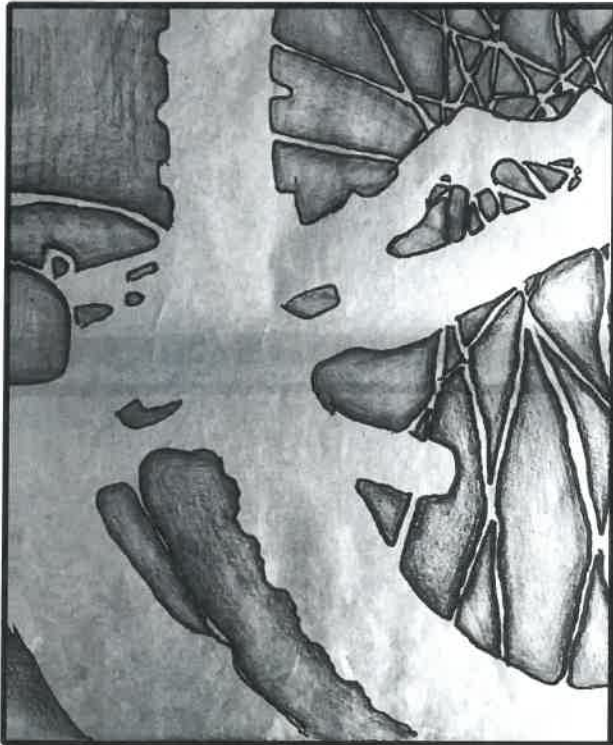


# MASCONOMET REGIONAL MIDDLE SCHOOL



Artwork, from left: McKinley Stalker, John Gomas, Aidan Colleran. Drawings completed during Remote Learning 7th Grade Art Class, spring 2020

## STUDENT HANDBOOK 2020-2021



# M

ASCONOMET REGIONAL SCHOOL DISTRICT  
20 Endicott Road  
Boxford, MA 01921  
(978) 887-2323

August 2020

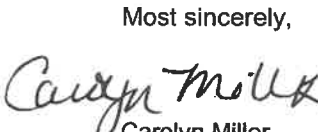
Dear Students and Parents;

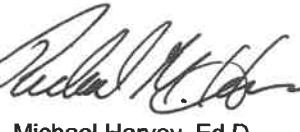
We are pleased and proud to present this thirty-ninth edition of the Calendar-Handbook. Once again, through the cooperative efforts of students, staff and parents, Masconomet has produced a unique publication filled with practical information for members of our school community. The Calendar-Handbook is also an important legal document required by Massachusetts General Law. Each year, it must be approved by our School Committee and sent to the Massachusetts Department of Education. It is with good reason, then, that we have treated each topic thoroughly and carefully. We hope you will read the Calendar-Handbook and refer to it often.

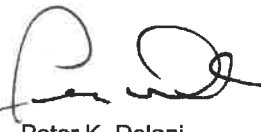
Masconomet strives to provide consistent policies in order to function effectively. We urge parents to support the policies stated in the Calendar-Handbook and to work with the school in seeing that their children comply. The School Committee and administration are mindful of the wide-ranging points of view Masconomet parents hold and welcome recommendations concerning policies and practices. We urge parents to learn as much as they can about their school and become involved through parent groups such as Music Parents, Parents Advisory Council, School Councils and Special Needs Parents.

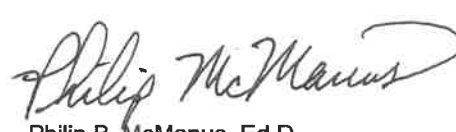
We hope that members of the school community will feel free to offer suggestions to us for improving future editions of the Calendar-Handbook. Excellent communication among students, parents and staff cannot help but promote a healthy climate for learning. Remember, this is your school. Please use this Calendar-Handbook to keep up-to-date on school policies, activities, and to help answer your questions.

Most sincerely,

  
Carolyn Miller  
School Committee

  
Michael Harvey, Ed.D.  
Superintendent of Schools

  
Peter K. Delani  
Principal High School

  
Philip B. McManus, Ed.D.  
Principal Middle School

**MASCONOMET MIDDLE SCHOOL FACULTY/STAFF LISTING DIRECTORY**  
**(978) 887-2323**

**ADMINISTRATION**

Harvey, Michael, Ed.D.  
Superintendent, 61040

McManus, Philip, Ed.D.  
MS Principal - Ext. 20016

Monagle, Gavin  
MS Asst. Principal -Ext. 20023

Sands, Jeffrey  
Chief Financial Officer -Ext. 61030

**7 RED**

Cobb, Thomas - 21230  
Kennedy, Brenden - 21240  
Leblanc, Christian - 21210  
Wrobel, Caitlin - 21220  
Dalton, Stefanie - 21250

**7 WHITE**

Mahoney, Patrick – 21020  
Malio, Cara - 21010  
Morris, Michael - 21040  
Wescott, Deborah - 21030  
TBD – 21310  
Walsh, Karyn - 21080

**7 BLUE**

Lecesse, Alison - 21160  
Monaco, Courtney –21190  
Surette, Michael - 21200  
Wilson, Peter - 21180  
Fowler, Dana – 21140

**8 RED**

Afrow, Lois – 22200  
Calzini, Rebecca - 22210  
Hogan, Patrick - 22180  
Trenholm, Steven -22190  
Donovan, Erika - 22100

**8 WHITE**

Pickup, Jordana – 22010  
Stewart, Leah - 22000  
Tzortzis, Nicko -22020  
Yueng, Yvonne – 22030  
TBD - 21310  
Mazzaglia, Nick – 22050

**8 BLUE**

Boepple, Andrew - 22150  
Brown, Timothy - 22160  
Butler, Marnie - 22170  
Clyatt, Kristianna – 22140  
Johnson, Suzanne - 22130

**ART**

Amsler, Ursina- 21090  
Malinowski, Yvonne - 21120

**BEHAVIOR SPECIALIST**

Kostas, Alexis – 21350/21110  
Thurlow, Adam – 21370

**CAFETERIA**

Murphy, Carrie - Director – 71000

**BUSINESS**

Hodges, Ben - 11006

**DEPARTMENT HEADS**

Fay, Tammy, Science - 13092  
Daileanes, John, Phys Ed - 31000  
Story, Jill, Social Studies - 13234  
Mannheim, Stacy, Art - 11041  
O’Hearn, Jeanne Foreign Lang. -11262  
O’Keefe, Randy, Music - 71016  
Hildebrand, Meagan, English - 12092  
Tenanty, Denise, Mathematics - 12254

**ELL**

O’Hearn, Jeanne – 11262

**ENGLISH**

Kelsen, Michael – 22230

**FOREIGN LANGUAGE**

Bonanno, Eric - 22060  
Eaton, Kristen - 22070  
Gueye, Omar - 22090  
Guo, Amy – 22220  
Mihailidis, Amy - 22120  
Procopio, Allison – 22080

**GUIDANCE**

Duros, Irene, Director - 11252  
Beardsell, Robert - 20024  
Goldberg, Jessica – 20026  
LeBlanc, Kristen – 20025

**HEALTH EDUCATION**

Bridgeo, Margaret – 21000  
Micus, Susan - 21060

**LIBRARY**

Gatti, Olivia – Librarian, 22250

**MATHEMATICS**

Dearborn, Sandra - 21360

**MUSIC**

Furgiuele, Rachael - 71501  
Gray, William - 71015  
Ocock, Brian – 71500  
Rosario, Mario – 21500

**NURSE**

Lemire, Gwen – 20031  
Kim Gaffey - 20033

**PHYSICAL EDUCATION**

Beauregard, Elizabeth – 31150  
Marcoulier, Scott - 31020  
Xenos, Debra – 31030

**PRINCIPAL’S OFFICE**

Olia, Suzanne –  
Admin. Assistant/Registrar, 20014  
Silva, Deb - Admin. Assistant, 20011

**SCHOOL PSYCHOLOGIST**

Murphy, Anne – 20021  
Waldron, Jeffrey – 11141

**SPEECH THERAPIST**

McGinn, Maripaul - 21070

**STEM 8 - SCIENCE**

Malio, Chris - 21340

**STUDENT SUPPORT CENTER**

Lockhart, Meredith - 21350

**TITLE 1**

O’Flynn, Claire - 22041

**ATHLETIC DIRECTOR**

Daileanes, John – 31001

**FACILITIES**

Batchelder, Doug, Director - 20015  
Maintenance – 31240

**MIS DEPARTMENT**

Ruocco, Vincent Dept. Head – 12188  
Callahan, Michael - 12184  
Dunton, Travis - 12183  
Macauley, Sander – 12182  
Surette, Thomas – 12187

**SECURITY & PARKING**

Burt, Steven - 31180

**SPECIAL EDUCATION**

Bullard, Patricia -  
Asst. Superintendent, 11033  
Denton, Brad, Asst. Director -11032

**TECHNOLOGY COORDINATOR**

King, Ryan – 11007

**REPORTING A STUDENT ABSENT:**

***If your child is going to be absent or tardy please call (978) 887-2323 and follow the prompts to reach the Middle School attendance line.***

# MASCONOMET MIDDLE SCHOOL CALENDAR-HANDBOOK 2020-2021

A note about the Calendar Handbook...

The information in the Handbook is intended for all middle school students and their parents. In this document, we will try to tell you what is special about our school as well as some of the things you've wondered about. You will find that there is a lot of information in the Calendar/Handbook such as: people to see, things to do, opening day information, attendance facts, rules and discipline consequences, the grading system, and testing.

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## **VISION 2025**

### **Our Vision**

Student learning is highly interdisciplinary and students are connecting learning to the real world and real-world problem solving. Curriculum and instruction is focused on this value; students are making connections between subjects because they are experiencing them as unified or related concepts, and

Strong adult-student relationships are a hallmark at Masconomet. Teachers and others seek to understand each student as an individual with a unique background, life situation, and unique strengths and interests. They strive to recognize each student's desire to find their place in the school and larger community, and

All classrooms and curricula are Learner-centered. All students are achieving the same standards in multiple ways based upon their learning styles, strengths, interests, and unique needs; they are learning in multiple ways and can demonstrate their learning through a variety of different assessments, and

Instruction happens in many forms depending upon the teachers' objectives and the nature of learners in the classroom. However, interactive and experiential learning is a dominant strategy throughout the curriculum and across subject areas. Students and teachers experiment with teaching and learning strategies without fear of failing, and

Our graduates are culturally sensitive, aware of global interdependency, and act confidently with understanding of their impact on the world. Intellectual and experiential learning takes place through a diverse curriculum, as well as school, community, and global experiences that stretch their cultural comfort zones.

### **Our Values and Beliefs**

We believe that teaching and learning must be highly interdisciplinary, rigorous, and appropriately challenging for our students. They

should grasp the relevance of subject matter to their present and future lives, to foster an understanding that solving real-world problems requires knowledge, skills, collaboration, and persistence, and

We believe that when students feel physically safe, emotionally secure, and happy, they are in the best position to benefit from opportunities for intellectual growth and learning, development of character, self-discovery, and to find their unique place in the community, and

We believe that when teaching and learning is personalized to the extent that it honors each individual's unique needs, strengths, interests, and learning styles, that EACH student will have opportunities to achieve his/her potential. We value the education of the Whole Child, developing "initiative, integrity, imagination, an inquiring mind, self-knowledge, interpersonal skills, and the ability to feel and recognize each individual's truth", and (paraphrased from the Whole Child

<http://www.educatethewholechild.org/what-is-it/>)

We believe that students are naturally motivated and curious learners and that their education should develop these attributes. Their school experience needs to foster initiative, independence, resiliency, grit, skills of teamwork and collaboration, and self-discovery. Educators value students taking risks and see the value of failing as part of the learning process, and

We believe that the success of our graduates is dependent upon their ability to embrace and thoughtfully act within our world that is racially, culturally, linguistically, and economically diverse.

### **HISTORY OF MASCONOMET**

Masconomet serves students from the three towns of Boxford, Middleton, and Topsfield, once a portion of the domain of Masconomet, Sagamore of the Agawams. In choosing a name for the new school, the school committee

selected a historical person shared by the three communities. Chief Masconomet was remembered for his high integrity since, during a period of broken promises by both the Indians and settlers, Masconomet seemed to be the only exception. He always kept his word. Masconomet sold some of his territory to a settler named John Winthrop, Jr., for the sum of L. 20, and signed a formal release of this land on June 28, 1638. The Indians and settlers seemed to get along together for there is no record of any disturbance between the two. The need for a regional school district was recognized by the mid-50's. Boxford and Middleton students were "tenants-at-will" in the systems of nearby communities, and, although Topsfield had its own secondary school, its residents also felt that a regional school would provide wider educational opportunities for its students.

On February 7, 1956, the Regional School Committee from Boxford, Middleton, and Topsfield met to discuss plans for a regional school. In July of 1957, the land for the school was purchased from Mr. and Mrs. Frederick McComiskey; the construction was started nine months later. On September 14, 1959, the school officially opened with 750 students in Grades 7-12. Four years later, the junior high wing was added.

In September of 1994, a Space Needs Study Committee was formed to investigate the need for renovation/construction of the facility. As a result of the work of this committee and its successor Building Committee, a new 3-story High School was constructed and officially opened in September 2001. The previous High School was then renovated as a Middle School, which was occupied in September 2002.

## SCHOOL COMMITTEE

Name	Town	Term Expires	Tel. #
Zillie Bhujju, Vice Chair	Topsfield	2021	617-470-0239
Joseph Ciampa	Middleton	2021	978-406-1191
Tasha Cooper	Middleton	2023	978-766-0445
Kristen DeMarco	Boxford	2021	978-887-0912
William Hodges	Topsfield	2022	978-887-2026
Carolyn Miller, Chair	Boxford	2023	978-887-0151
Melissa Gnoza Ogden	Topsfield	2023	978-828-6421
Arete Pascucci	Middleton	2022	978-729-3603
Kosta Prentakis	Middleton	2023	978-774-6802
Teresa Teleen	Boxford	2023	603-918-1261
Bonnie Thornborough	Boxford	2022	617-939-7530

## ACADEMIC CALENDAR 2020 – 2021

### TRIMESTER REPORT CARDS MARKING PERIODS

	END ON:
First Trimester	12/3/20
Second Trimester	3/18/21
Third Trimester	6/18/21*

\*June 18, 2021 – last day of school if no emergency closing days are used.

*Parents are encouraged to check their child's grades on PowerSchool every two weeks throughout the school year.*

HS GRADUATION: JUNE 4, 2021

### **Vacation Calendar**

Monday, 9/7/20	Labor Day
Monday, 10/12/20	Columbus Day
Wednesday, 11/11/20	Veterans Day Observed
11/26/20 - 11/27/20	Thanksgiving Recess
12/23/20 - 1/4/21	Winter Vacation
Monday, 1/18/21	Martin Luther King Day
2/15/21-2/19/21	Winter Break
4/19/21-4/23/21	Spring Vacation
Monday, 5/31/21	Memorial Day

## ADMINISTRATION

Administrator	Title
Michael Harvey	Superintendent
Jeffrey Sands	Asst. Supt. for Finance and Operations
Patricia Bullard	Asst. Supt. for Student Services
Peter Delani	Principal, HS
Philip McManus	Principal, MS
Gavin Monagle	Assistant Principal, MS
Katherine DiNardo	Assistant Principal, HS
Alyssa Schatzel	Assistant Principal, HS

## NO SCHOOL, DELAYED OPENING, AND EARLY DISMISSAL INFORMATION

A "Delayed Opening" means that schools will open one hour later than normal. School dismissal will be at the regular time. Students must report to their normal bus stop one hour later than usual. Upon arrival at school, students should report directly to homeroom. This option has been created in recognition of the fact that on certain days, traveling to school can be much improved with another hour of daylight, another hour of road treatment, and diminished commuter traffic. "No School" and "Delayed Opening" Announcements will be broadcast over Channel 4 (WBZ), Channel 5 (WCVB), Channel 7 (WHDH). Announcements will be made by the local superintendent for elementary schools only. Announcements for Masconomet will be made by the regional superintendent and designated as Masconomet Regional School District. You may also call the School at (978) 887-2323 and select OPTION 9 for an update on cancellations and delays. During stormy or extremely cold weather, parents are urged to exercise their own judgment in sending children to school. Such notifications will be posted on the school website ([www.masconomet.org](http://www.masconomet.org)). The school uses a six-day rotating schedule (A-day through F-day). When school is cancelled, the rotation will skip the day(s) cancelled, i.e. if school is cancelled for C-day, the next day school is open will be a D-day school year is not completed by June 30, extra days will be made up during the April vacation.

### SNOW DAY MAKE-UP SCHEDULE

If the school year is not completed by June 30, extra days will be made up during the April vacation. Thus, days would be made up as follows:

One Day	Two Days	Three Days	Four Days	Five Days
4/19	4/19-20	4/19-21	4/19-22	4/19-23



**MIDDLE SCHOOL BELL SCHEDULES**

<b><u>SCHOOL YEAR BELL SCHEDULE</u></b>		<b><u>EARLY RELEASE BELL SCHEDULE</u></b>		<b><u>DELAYED OPENING BELL SCHEDULE</u></b>		<b><u>TWO-HOUR DELAY BELL SCHEDULE</u></b>	
Homeroom	7:35 - 7:47	Homeroom	7:35 - 7:47	Homeroom	10:05 - 10:15	Homeroom	9:35 - 9:41
Block 1	7:51 - 8:38	Block 1	7:51 - 8:22	Block 1	10:19 - 10:44	Block 1	9:45 - 10:15
Block 2	8:42 - 9:29	Block 2	8:26 - 8:57	Block 2	10:48 - 11:13	Block 2	10:20-10:50
Block 3	9:33 - 10:20	Block 3	9:01-9:32	Lunch - Grade 7	11:13 - 11:48	Lunch -Grade 7	10:55-11:22
Lunch - Grade 7	10:24-10:51	Block 4	9:36-10:07	Block 3 - Grade 8	11:17 - 11:48	Block 3 - Grade 8	10:55-11:25
Block 4 - Grade 7	10:55-11:42	Lunch - Grade 7	10:11-10:36	Block 3 - Grade 7	11:48 - 12:19	Block 3 - Grade 7	11:26 - 11:56
Block 4 - Grade 8	10:24-11:11	Block 5- Grade 8	10:11-10:42	Lunch - Grade 8	11:48 -12:23	Lunch - Grade 8	11:29-11:56
Block 5	11:46-12:33	Block 5- Grade 7	10:40-11:11	Block 4	12:23 -12:48	Block 5	12:35 - 1:05
Block 6	12:37-1:24	Block 6	11:15-11:45	Block 5	12:52-1:17	Block 6	1:10 - 1:40
Block 7	1:28-2:15	Block 7	11:49-12:20	Block 6	1:21 - 1:46	Block 7	1:45 - 2:15
Extra Help	2:20-2:50			Block 7	1:50 - 2:15	Extra Help	2:20 - 2:50

**MIDDLE SCHOOL CLASS ROTATION SCHEDULE**

<b>BELL SCHEDULE</b>		<b>DAY A</b>	<b>DAY B</b>	<b>DAY C</b>	<b>DAY D</b>	<b>DAY E</b>	<b>DAY F</b>
HOMEROOM	7:35 - 7:47	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom
Block 1	7:51 - 8:38	Period 1	Period 2	Period 3	Period 4	Period 5	Period 7
Block 2	8:42 - 9:29	Period 2	Period 3	Period 4	Period 5	Period 7	Period 1
Block 3	9:33 - 10:20	Period 3	Period 4	Period 5	Period 7	Period 1	Period 2
Lunch - Grade 7	10:24 - 10:51						
Block 4 Grade 7	10:55 - 11:42	Period 4	Period 5	Period 7	Period 1	Period 2	Period 3
Block 4 Grade 8	10:24 - 11:11						
Lunch - Grade 8	11:15 - 11:42						
Block 5	11:46 - 12:33	Period 5	Period 7	Period 1	Period 2	Period 3	Period 4
Block 6	12:37 - 1:24	Period 6	Period 6	Period 6	Period 6	Period 6	Period 6
Block 7	1:28 - 2:15	Period 7	Period 1	Period 2	Period 3	Period 4	Period 5

## **CONTACTING SCHOOL PERSONNEL**

Masconomet Middle School welcomes calls from parents anytime. We would rather have you get accurate information from our staff than rely on the grapevine. If your child is having any problems in a given course, you are strongly urged to contact your child's teacher. If this doesn't resolve the situation, contact the Guidance Counselor, Department Head and then the Principal.

All calls are handled through a single number, 887-2323. Our automated phone system should direct your call efficiently – extensions are listed on the inside cover page. The person to whom you want to speak may not be available when you phone and will have to return your call. In this case, leave your name, the student's name and grade level, your phone number, and the times when you will be home to receive the call on the voice mail. The following list is provided to assist you:

### **Academic, Social or Behavior Concerns**

Call the student's guidance counselor. Parents are encouraged to call school counselors 7:30-8:00 a.m. and leave a message if the counselor is not available. Although you may call counselors at any time, you will be more apt to reach them at this time. The counselor will arrange a conference or advise you on further action. Meetings between all team teachers and the parents can be held at the request of the parents, either during or after school.

### **Disciplinary Issues**

If the problem occurred in a specific class,

contact the teacher. If the problem occurred outside of the class, contact Mr. Monagle, the Middle School Assistant Principal, ext. 21014.

### **Buses**

Bus stops and scheduling, call the bus coordinator, Mr. Delani at ext. 11003.

### **Reporting a Student Absent**

If your child is absent please call (978) 887-2323, then press 2, then 1 to reach the Middle School absent line.

## **VISITORS**

In the Middle School, day visits of non-Masconomet students are not permitted.

### **Release of Names/Addresses**

The school district will release parent names, addresses and phone numbers to our official parent organizations and to the Tri-Town Council, and Youth and Family Services as needed. If parents do not want this information released, they should write a letter to the principal.

## **PARENT ORGANIZATIONS**

The following organizations enable parents to become more familiar with and to support the school and its programs. All interested parents are encouraged to join.

### **Parent Advisory Council (PAC)**

Masconomet Parent Advisory Council ("PAC") is the high school and middle school's parent organization designed to sponsor activities and

events that will enhance the educational, extra-curricular and social needs of our students, teachers and parents. PAC provides a communication network for all parent members to keep Tri-Town families connected and involved. The revenue raised through the annual membership drive directly determines the number of events PAC can sponsor for our students and faculty during the academic year.

### **Masconomet Music Parents Association**

This is a group that supports our music programs. Its activities include bringing cultural enrichment programs to the school, scholarship awards for both college and out-of-school music study, and various fund-raising activities to support music programs. Meetings are held six times a year.

### **Special Needs Parents Council**

Formed by parents of special needs students, this organization provides service and support to all such parents. Informative meetings are held several times throughout the year to consider topics of interest. Presentations are made by professionals in the special needs field and by parents who have helpful experiences to share. Meetings are announced through flyers and in the Tri-Town Transcript. The parents also raise funds and award scholarships each year to graduating special needs students.

## **SCHOOL HEALTH OFFICE**

The school nurse provides assessment, treatment and follow-up for all students with any illness or injury. All injuries that occur

while you are at school should be reported immediately to the adult in charge of your activity and should be followed up by the nurse or trainer as soon as possible. If you are ill or injured, you should obtain a pass from the classroom teacher before going to the health office. During lunch times between 10:15 – 11:45 a.m. the nurse's first priorities, except in an emergency, will be medication distribution and monitoring of students with chronic illnesses. Other than these circumstances, or an emergency, a student may be asked to return to the nurse's office after the lunch periods. If the school nurse is not available, report to the main office.

All entering students must present a record of immunizations for review by the school nurse. No student will be permitted to attend class without proof that all required immunizations are up to date, with the exception of the student whose parent or guardian states in writing that immunization conflicts with his/her sincere religious beliefs (M.G.L., c.76, s.15& 15c).

The nurse provides state-mandated screenings (M.G.L., c. 71, s.57). These screenings include hearing, vision, scoliosis and height and weight. Your school nurse is an excellent resource for information on any health issues or concerns that you may have. The nurse has a list of community health agencies that serve this district, as well as educational material on a number of health-related topics. The School nurse is not available for athletic and extracurricular events or programs held before or after regular school hours. The parent/guardian is responsible for

directly notifying the appropriate advisor or coach of any medical issues. If you have any medical concerns regarding these types of school activities please contact the school nurse for assistance.

#### **Illnesses**

Students should go home if they have a fever of 100.4 or greater, or are coughing excessively, or are vomiting. Notify the nurse of any health concerns or issues (i.e. asthma, seizures, allergies) that may affect your child during the school day. The nurse and building administrators will work with you and your health care provider to develop an individual plan to address your child's needs. Teachers will be notified as necessary in order to meet your child's needs.

#### **Injuries**

Notify the nurse if your child has or will require surgery, or has been injured, so the appropriate accommodations can be made (i.e. elevator pass, gym excuse, plan for note taking, extra set of books, evacuation plan, etc.). Any injuries that occur at school should be reported immediately to the adult in charge of the activity and followed up with the nurse or athletic trainer as soon as possible.

#### **Concussions**

A parent or guardian must notify and provide the nurse with medical documentation if your child is diagnosed with a concussion. The student may qualify for a concussion management plan that allows teachers to provide academic accommodations in the classroom. This information will also be shared with the P.E. teacher and/or athletic trainer as necessary.

#### **Medications**

The nurse is not permitted to give any medication without written parental consent. The student may receive acetaminophen and other MD approved over the counter medications if the parent checks and signs the appropriate area on the school emergency card.

All medications must be in a pharmacy or manufacturer-labeled container. A parent, guardian or parent/guardian designated responsible adult shall deliver all medications to the school nurse. No more than a thirty (30) day supply of the medication shall be stored at the school. Parent/guardian may retrieve medications from the school at any time. Parent/guardian will be notified of all unused, discontinued or outdated medications and asked to retrieve such medication from the school. All medication not picked up by the parent/guardian at the end of the school year will be destroyed by the school nurse. Students are not permitted to carry medication of any kind at any time on school property with the following exceptions: administration of epinephrine by auto-injector for students with life-threatening allergic conditions, students with asthma or respiratory diseases from possessing and administering prescription inhalers, students with cystic fibrosis from possessing and administering prescription enzyme supplements, and students with diabetes from possessing and administering glucose monitoring tests and insulin delivery system

## **ABOUT THE MIDDLE SCHOOL**

### **Team System & Staffing**

In grades 7 & 8 there are three teams comprised by random selection that contain students from each of the tri-towns. A team consists of five core teachers (Math, Science, Social Studies, English and Special Education). In addition, there are teachers of exploratory courses that teach students from all teams (foreign language, art, reading, health, music, STEM, and physical education). The team system enables you and your teachers to develop a positive and friendly working relationship.

### **Homework**

#### *Homework is Home Learning*

Masconomet Middle School recognizes that homework is an important part of secondary education and that there is a connection between effort at home and success in school. Homework provides an opportunity for students to make progress towards mastery of curriculum; reflect on, evaluate, and deepen understanding of content; foster independence; and develop time management/organization skills.

The purpose, amount, and frequency of homework will vary at the discretion of each educator. Homework assigned is to be completed outside of classroom time and serves the following purposes as well as other learning goals:

- **Preview:** Introduce a topic or brainstorm prior knowledge
- **Review:** Build study skills to prepare students for high school and college
- **Enrichment:** Provide authentic learning experiences that connect curriculum to real world situations
- **Practice:** Promote skill building and retention, reinforce critical thinking skills

Homework will be:

- **Meaningful and Valuable** to the learning goals of the curriculum
- **Necessary and Relevant** to classroom learning and/or real-life experiences
- **Manageable** for students to complete with reasonable time and effort
- **Developmentally Appropriate** for students in terms of time, scope, and expectations

Blackboard Presence:

- All teachers will have a Bb presence.
  - A “presence” includes: Teacher contact information including name, school phone number and email address, at a minimum.
- Any homework assignments, class resources, discussion groups, or class related material that are on-line outside of Bb will be linked from Bb.
- Homework assignments that are not handed out or assigned in class or not posted to Bb (or linked from Bb) by 2:15 p.m., cannot be due the next day.

Students may attend extra help sessions with their teachers, Monday – Thursday from 2:20 – 2:50 p.m.

**Teaching Teams**

SUBJECT	TEAM 7-W	TEAM 7-R	TEAM 7-B	TEAM 8-W	TEAM 8-R	TEAM 8-B
English	Michael Morris	Christian Leblanc	Peter Wilson	Leah Stewart	Steven Trenholm	Marnie Butler
Math	Cara Malio	Brendan Kennedy	Courtney Monaco	Jordana Pickup	Lois Afrow	Kristianna Case
Social Studies	Patrick Mahoney	Tom Cobb	Alison Lecesse	Nicko Tzortzis	Rebecca Calzini	Andrew Boepple
Science	Deborah Wescott	Caitlin Wrobel	Michael Surette	Yvonne Yeung	Patrick Hogan	Timothy Brown
Special Education	TBD Karyn Walsh	Stefanie Dalton	Dana Fowler	TBD Nick Mazzaglia	Erika Donovan	Suzy Johnson

**Other Teachers and Staff**

ART Ursina Amsler Yvonne Malinowski	GUIDANCE Robert Beardsell Jessica Goldberg Kristen LeBlanc	MUSIC Randy O'Keefe, Dept. Head Rachael Furgiuele William Gray Brian Ocock Mario Rosario	PRINCIPAL'S OFFICE Philip McManus, Ed.D., Principal Gavin Monagle, Assistant Principal Suzanne Olia, Administrative Assistant/Registrar Deborah Silva, Administrative Assistant	STUDENT SERVICES Patricia Bullard, Assistant Superintendent Brad Denton, Assistant Director
FOREIGN LANGUAGE Eric Bonanno Kristen Eaton Yiqi (Amy) Guo Omar Gueye Amy Mihailidis Allison Procopio	HEALTH Margaret Bridgeo Susan Micus	NURSE Gwen Lemire Kim Gaffey	SCHOOL PSYCHOLOGIST Anne Murphy Jeffrey Waldron	BEHAVIOR SPECIALIST Alexis Kostas Adam Thurlow
BUSINESS Ben Hodges	LANGUAGE ARTS Michael Kelsen	PHYSICAL EDUCATION Liz Beaugard Scott Marcoulier Debra Xenos	STEM Chris Malio	SPEECH LANGUAGE THERAPIST Maripaul McGinn
	LIBRARY MEDIA CENTER Olivia Gatti, Librarian			ELL Jeanne O'Hearn
	MATH Sandra Dearborn			

**OPENING DAY ORIENTATION** –**7th Grade Only**

All seventh grade students will participate in an orientation program. During that time, you will meet your fellow students, your teachers and school counselors.

**Buses**

Be sure to check the bus schedule in the local newspapers or at [www.masconomet.org](http://www.masconomet.org) so you can plan to be at your stop five minutes early. If you make a note of the bus number in the morning, you'll be able to determine which one is yours to take at 2:20. Regular buses are loaded in three areas: in front of the high school, in front of the middle school,

or in front of the link area (where they are dropped off in the morning). Early release days will have one or more additional buses. A note on behavior – remember, the person who makes the bus ride dangerous or unpleasant for the rest of us may have to find his/her own ride to school (see School Bus Regulations).

### **Cafeteria**

Masco's cafeteria offers a variety of lunch selections. You can buy your lunch (hot or cold), or you may bring your own.

### **Library**

The library is open in the morning at 7:30 and stays open until 4:00p.m. Monday through Thursday and until 3:00 p.m. on Friday. Your teacher may take your class to the library to do research or to select reading books.

Parent volunteers assist in the library. Most books can be checked out for three weeks and can be renewed. Since overdue materials are bothersome to you, to others, and to the staff, please get them back on time. All seventh graders will visit the library in September to learn what library resources are available, how to use the computers to search the CD reference sources, use the Internet, and how to find materials in the on-line catalog. If you have any questions about the library, remember that the staff will be happy to help you find things just ask!

### **Bathroom**

You will need a pass from your classroom teacher to leave the room. Don't delay while you're there. Help to keep these rooms clean by using the trash barrels properly.

### **Your Locker**

You are assigned a locker at the beginning of the year and will be held responsible for it for the entire year. Each student is assigned one locker. This means you are not to change lockers with another student or share with your friends. Combinations can be changed for valid reasons. Seventh grade students are given the opportunity to practice with locker combinations on the first day.

Your lock must remain locked on your locker throughout the day, when you are not using it. All contents should be placed back behind the door frame so that the locker will not jam. No valuables, e.g. money, purses, radios, electronic devices, other than a cell phone, and/or musical instruments, should be left in your locker. If an

article is too big for your locker bring it to the office for storage. If you place valuables in your locker, the school will not be responsible for any loss. If a student does not return a school issued lock at the end of the school year, a replacement fee of ten dollars will be assessed to the student.

Decorating any exterior section of your locker, or anyone else's locker is prohibited. You may also not place any materials into other student's lockers without their permission. Your locker is school property which is loaned to you for the duration of the school year. It may be inspected by school personnel at any time, if necessary.

## **PEOPLE TO SEE**

### **Teachers**

Your team of teachers is a whole group of people concerned with you and your progress.

There will be differences among them regarding requirements, rewards and discipline, but you can be sure they all are eager to help. They are available Monday - Thursday from 2:20 - 2:50 for extra help. Don't hesitate to seek them out.

If you are having academic problems, you can meet with your guidance counselor to set up an appropriate extra help schedule. Extra help time is also an opportunity to do work missed due to absence.

### **Counselors**

Each student in the middle school is assigned a school counselor for two years. A counselor is someone with whom you can talk about anything. The counselor will arrange to meet with you in the fall, but you should seek him/her out whenever you need help. Homeroom teachers and the counselors will explain how to contact your counselor. You can also make an appointment by simply putting a note in the counselor's box in the office or by speaking to him/her directly before school, during lunch break, or after school.

### **A Word to Parents**

Two evening meetings are held during the school year for general and specific information about student progress and planning. Middle School Parents' Night for both seventh and eighth grade parents is held in the fall. 6th Grade Parents' Night for middle school planning is held in early spring. A series of parent coffees will be scheduled throughout the year. Parent-teacher conferences are held after the first progress report is issued. Conference dates are listed in the calendar and information on scheduling will be posted on the website. Additional parent teacher conferences may also be scheduled on an individual basis through the school counselors.

Most of the written work done by your children for their English classes is kept in individual writing folders. These will be explained to you during the Parents' Night in the fall. Parents are invited to make appointments to come to the school to view the folders during the year. Those parents whose schedules make this difficult can request photocopies of sample papers by writing a note to the English teacher.

### **Parents**

Your parents are part of the educational team. We at the middle school level encourage you to continue to use them for support and resource information. Try to make an effort to share with them, every day, what you are learning.

### **Friends**

The middle school extracurricular activities are planned to help you meet new people and make friends. We hope you will take part in those that interest you. It's the best way to become part of Masco.

### **Student Drop Off**

If a child is driven to school in the morning, please adhere to the following rules:

- 1) It is recommended that no student be dropped off prior to 6:45am.
- 2) Students are to be dropped off in the middle school parking area.

### **Idling of Motor Vehicles**

For the safety and welfare of students and staff, we remind you that MA law prohibits the idling of motor vehicles on school grounds. M.G.L. c.90, §16B prohibits operators of motor vehicles from allowing any motor vehicle to idle unnecessarily on school grounds except for any of the following reasons: traffic conditions; queuing at a school for the purpose of picking up or discharging students; turbo-charged diesel engine cool down or warm up; maintenance of appropriate temperature for school buses when accepting or discharging passengers not to exceed three minutes in any fifteen minute period or one minute in any fifteen minute period for other motor vehicles. Violators may be subject to a civil fine of up to \$100 for a first offense and \$500 for second and subsequent offenses.

## **THINGS TO DO**

### **Student Council**

Our Student Council is the center of our school's activities. It reaches out to all students and acts as the center of communication. Hopefully it reflects all segments of the school population. If you are a student who likes to plan and carry out school projects, join student council!

### **Middle School Intermediate Math Team**

The MS Intermediate Math Team competes in the Intermediate Mathematics League of Eastern MA. Each school is placed in a particular cluster determined by its previous years' scores.

### **Yearbook**

A yearbook, Pathfinder, is published each year, which includes pictures of seventh and eighth graders and pictures of school activities and clubs. Both seventh and eighth graders are welcome to join the staff.

### **Middle School Science Fair**

The Science Fair is an extensive report on a topic which is usually studied within the curriculum of that grade's science class. Students are given specific instructions in early January, including the deadline dates for each stage of the project. Those students entering the Science Fair are eligible to win awards based upon judging by outside specialists in the field of science. All students will receive a grade and comments for their project from their teacher.

### **Announcement Club**

If you like to talk, the Announcement Club is for you. It is composed of students who are responsible for making each day's morning announcements. Club members are given specific assignments and duties throughout the school year.

### **Masco Monitor**

If you like to investigate and have a nose for news you can join the Masco Monitor newspaper. It is an online middle school newspaper written and edited by students. There is one edition per trimester.

### **Gender and Sexuality Alliance**

This club is made up of ALL students who are interested in making a positive change in our school environment and in the LGBTQ community. There are many opportunities for students regardless of how you identify to support one another. We need students with leadership skills, those interested in being straight allies, and students who exude positive energy and friendliness. GSA's are

set up to support students, build community, and create change!

### **Dances**

You can look forward to several dances during the year planned by the middle school and PAC. All middle school rules and restrictions apply.

### **Excels**

The middle school offers varied after-school programs which may include: arts & crafts, volleyball, cross country, basketball, ceramics, scrap booking, chess and martial arts, future cities and intermediate math team.

### **Fundraising**

Any fundraising activity must be approved by the principal, and once approved, will be listed in the weekly calendar.

## **GENERAL BEHAVIOR**

### **Harassment and Discrimination**

The Masconomet Regional School district does not discriminate on the basis of race, color, religion, national origin, age, gender, sexual orientation, gender identity, or disability in admission to access to, employment in, or treatment in its programs and activities. The Masconomet Regional School District is committed to maintaining a school environment free of harassment based on race, color, religion, national origin, age, gender, gender identity, sexual orientation, homeless status, or disability. The Masconomet School Committee has a policy regarding this. For further reference, see page 43 or [click here](#). Read it carefully. It contains important information about what harassment is and what you can do if you believe you are being harassed.

To view the updated Guidelines for Ensuring a Non-Discriminatory Environment for Supporting Transgender and Gender Non-

confirming Students go to our website [www.Masconomet.org](http://www.Masconomet.org). The Guidelines are listed under Key Policies and Documents.

### **Hate Crime**

Any activity, which meets the Massachusetts General Law definition of a “hate crime,” will result in a suspension of up to ten (10) days and be referred to the proper authorities. Massachusetts General Law defines “hate crime” as any criminal act coupled with overt actions motivated by bigotry and bias including, but not limited to, a threatened, attempted or completed overt act motivated, at least in part by racial, religious, ethnic, handicap or sexual orientation prejudice or which otherwise deprives another person of this constitutional rights by threats, intimidation or coercion or which seeks to interfere with or disrupt a person’s exercise of constitutional rights through harassment or intimidation. A parent/student re-entry meeting to school is mandatory if a student commits a hate crime.

### **Cheating**

All work you turn in must be your own. To pass in another's work as your own is a serious violation of this Code of Conduct. Any student involved with cheating, either the person doing the copying or the one furnishing the material to be copied, is responsible. The consequences for cheating on homework, compositions, projects, tests, papers, etc., will be a zero for the work and may include one or more of the following:

- teacher detention
- parent notification
- remaining after school to do the assignment for no credit
- social probation
- poor rating in conduct on report card

### **Cooperative Work**

Students sometimes work together on an

assignment. This should be done only with the permission of the teacher. "Working together" should mean that:

- all students have done all of the work
- written work is in each student's own words
- the work is of a higher quality than if it had been done by only one student

### **Forgeries**

You may not forge any note or other official paper for yourself or another student nor may you have someone forge an official paper for you. Violation of this rule will result in office detention and parental notification.

### **Dress/Appearance**

The dress code of Masconomet is based on neatness, cleanliness, modesty and safety. You may not dress in a way that may interfere with the educational process. Clothing or accessories may not promote obscenity, tobacco, drugs or alcohol. Pants will be secured at the waist and worn appropriately not to reveal undergarments. Low slung pants are not allowed. Skirts, skorts and shorts should fall mid-thigh or lower (i.e.: with arms straight at your sides the length of clothing should reach the bottom of the longest fingertip). Tops should cover the student’s midriff and cover all undergarments. Fabric may not be see-through (such as mesh) to reveal undergarments. Halter tops, low cut blouses, tube tops, spaghetti straps, muscle shirts, tank tops and backless shirts are not permitted.

You may not wear clothing, hair styles, or footwear that can be hazardous to you in your educational activities such as shop, lab work, physical education, and art. You must always wear footwear at Masconomet. It is expected that hats and coats will be placed in your locker upon arrival at school and left there throughout the school day. Violation of these rules will result in one or more of the following

as appropriate to the situation:

- confiscation of the item
- removal and/or changing of the item
- parent contact
- being sent home to change
- office detention

Parent(s) or guardian will be provided a written copy of the dress code along with a form for the student and parent(s) or guardian to sign as an acknowledgement they have received and are aware of the requirements and consequences.

### **Signage, Posters and Handouts**

Hanging or passing out any signage, posters or handouts must have prior approval by the school’s administration.

### **Food/Drink/Gum**

No food products of any kind may be consumed in a classroom. There are students in this school with severe food allergies. Only clear reusable water bottles may be used in school. Students are permitted to carry clear reusable water bottles as long as they do not become a distraction in class. Food and drink are not allowed outside of the cafeteria during the school day. Violation will result in confiscation of the food and/or drink and possibly one or more of the following:

- teacher detention
- office detention

### **Backpacks**

Backpacks may be used to carry your belongings to and from school. However, you may not carry them during the school day, unless necessary and approved as an accommodation for an injury or medical condition. They must remain in your locker.

### **Attitude/Behavior/Language**

Your behavior is expected to be respectful and courteous at all times. Your behavior



should always reflect the foundation of this code.

You may not be rude or disrespectful. You may not inappropriately yell, run, or throw an object. You may not commit any act which places the health or safety of students or staff in jeopardy. You may not play fight or roughhouse. You may not make remarks about the personal diversity of any individual. This includes but not limited to a person's race, religion, national origin, age, gender, sexual orientation, gender identity, or disability in admission to, access to, employment in, or treatment in its programs and activities. The Masconomet Regional School District is committed to maintaining a school environment free of harassment based on race, color, religion, national origin, age, gender, gender identity, sexual orientation, or disability. You may not encourage fighting through words or actions. You may not use vulgar or foul language or make inappropriate gestures. You may not record or photograph another student or adult without their explicit consent. You may not engage in any physical, verbal or written activity of a sexual nature.

Violations of these rules will result in one or more of the following:

- discussion with teacher and/or administrator
- teacher detention
- office detention
- parent notification
- external/internal suspension
- suspension of ability to bring phone or electronic device on school premises for a period up to and including the remainder of the school year

#### **Insubordination**

You may not refuse any reasonable request made to you by a staff member. If a teacher asks you to do a certain task or asks you for

specific information and you refuse, you are insubordinate. This is very serious and the situation will be dealt with by the teacher, the assistant principal and possibly the principal. The consequences for insubordination will include office detention and one or more of the following:

- parent notification
- external /internal suspension
- follow-up counseling and/or mediation sessions

#### **RULES AND REGULATIONS**

Every school has rules. Our school is no exception. Generally speaking, you should be considerate of those around you and conscientious about your school work. Your behavior should always say, "We're here to learn." We know you might be distracted occasionally and when that happens, you may be given a detention (required to stay after school).

#### **CODE OF CONDUCT**

This Code of Conduct begins with two obvious, very important statements:

MASCONOMET IS A SCHOOL  
and  
STUDENTS ARE HERE TO LEARN

All the information in this code is here to insure that you are able to learn in an atmosphere that supports your education, one that is safe and encourages you and others to take advantage of your educational opportunities. To learn effectively requires that students listen, share and work cooperatively without interference. No student will prevent others from reaching this goal. This Code of Conduct applies to all students during the school day, before, during and after school, on the bus, at school activities and during field trips.

**RESPECT, RESTRAINT AND RESPONSIBILITY** are the foundation of this code of conduct.

This code of conduct is divided into two main sections. The first section deals with general behavior. The second section covers different areas of the school day. Policies can never be written to cover every possible violation of appropriate school conduct. If a situation arises which is not covered by this code, the principal or the assistant principal will make the decision as to the consequences.

#### **Teacher Detention:**

The student must stay for a teacher from 2:15 to 2:50 p.m. Teacher may assign a detention for such infractions as missing homework, talking, disruption in class, etc. A teacher issuing a detention to a student must notify a parent of said teacher detention prior to the student serving the detention.

#### **Office Detention:**

The Principal or Assistant Principal assigns office detentions. Students will serve office detentions on Tuesdays and Thursdays from 2:15 to 3:15 p.m. An office detention goes against social probation.

#### **Internal Suspension:**

A student may attend school but not regular classes for a specific period of time and may not attend school related activities. School work will be brought to the student in the internal suspension room. Education and a reflection activity related to the infraction will be incorporated into the period of internal suspension.

#### **Out of School Suspension:**

A student may not attend school for a specific period of time and may not attend any school related activities except, for students suspended in excess of ten (10) consecutive

school days, to participate in alternative educational services.

**Expulsion:**

A student is excluded from school in excess of ninety (90) consecutive school days and may not attend any school related activities except, to participate in alternative educational

**Social Probation:**

A student will be placed on social probation during any trimester in which the student receives 5 office detentions or is placed on internal/ external suspension. The student goes on probation as soon as the fifth office detention is received or the student is suspended. The student remains on probation for six (6) weeks. At the end of the six weeks, the student is removed from probation. The tallying of office detentions and internal/ external suspensions is not cumulative from trimester to trimester.

A student on social probation:

1. Loses the privilege of participating in after-school activities, including, but not limited to, clubs, intramurals, student council, plays, etc.
2. May not attend school functions, such as, but not limited to, dances, concerts (if the concert is a course requirement, the student must attend), plays, etc., including those that are open to the public.
3. Must leave the school property at the end of classes each day unless he/she must remain for extra help, to make up work, or for detention.
4. May be excluded from particular field trips during the school day at the judgment of the team members and/or assistant principal.

The student Code of Conduct has been divided into 3 classes. Each class contains consequences for the infractions within.

**Class 1 Offenses**

- Dress code violations
- Tardy to school
- Causing problems on the bus
- Disruptive behavior at school or school sponsored events
- Public display of affection
- Horse playing, including pushing and/or wrestling
- Failure to identify yourself
- Cheating
- Forgery of school pass/notes
- Profanity/vulgarity/rude or obscene gestures
- Skipping detention
- Other behaviors designated by administration

**CONSEQUENCES - CLASS 1 OFFENSE:**

- Warning, phone call to parents, and one or more of the following:
- Office/lunch detention
- Revoke bus privileges
- Internal/external suspension: transition with adjustment counselor to process behavior and make up work
- May include written reflection and education.

**Class 2 Offenses**

- Profane, obscene, indecent, or immoral gestures, proposition
- Harassment, harassing behaviors, bullying
- Open defiance of administrators, faculty, or staff
- Vandalism including damage to school, bus, or the personal property of others
- Use, possession, distribution of fireworks
- Leaving school without permission
- Leaving or skipping a class
- Gambling
- Theft or possession of stolen property
- Fighting-physical conflict between two or more students
- Initiating, inciting or deliberately provoking a fight
- Multiple skipped detentions

**CONSEQUENCES - CLASS 2 OFFENSES:**

- Phone call to parents, and one or more of the following:
- Office/lunch detention
- Internal/external suspension for 1-10 days\*
- Transition with adjustment counselor to process behavior and makeup work
- Restitution for theft/vandalism of property
- In school counseling
- Outside counseling recommendation
- Possible notification to police
- \*Class 2 violations that are considered by the school administration to be particularly severe or egregious may result in suspensions in excess of ten (10) school days.
- May include written reflection and education.

**Class 3 Offenses**

- Tampering with fire alarm/safety devices including 911 calls
- Assault or threatening of any Masconomet employee
- Harassment, harassing behaviors, bullying (major)
- Possession, use, distribution or being under the influence of alcohol, drugs or any other controlled substances, including look-alike drugs
- Drug paraphernalia
- Fighting/physical contact involving 3 or more people
- Intentionally causing personal harm or injury
- Bringing a weapon to school

**CONSEQUENCES - CLASS 3 OFFENSES:**

- Phone call to parents, and one or more of the following:
- Internal/external suspension of up to ninety (90) consecutive school days with the possibility of recommendation for expulsion for offenses involving drugs, weapons or assaults on staff.
- Transition with adjustment counselor to

process behavior and to make up work.  
May include written reflection and education.

- Notification to police.
- Counseling where necessary

### **Fighting**

You may not fight, push, trip or hit another student or staff member. If someone tries to start a fight with you, do not hit back. Seek help from an adult. Violation of this rule will result in parental notification and one or more of the following:

- internal/external suspension
- possible police contact
- follow-up counseling and/or mediation sessions

### **Making Threats/Harassment**

You may not try to create fear in another student or staff member by making threats of a physical, verbal or emotional nature. You may not ask others to threaten or hurt another student or staff member. Violations of this rule will include one or more of the following:

- office detention
- parent notification
- internal/external suspension
- police notification

### **Electronic Devices**

To include but not limited to cell phones, which may not be used at any time during the school day. Students may bring such devices to school but they are prohibited in classrooms or anywhere in school unless deemed necessary by a teacher or staff member. Phones should remain locked in student lockers throughout the day. No student may videotape or record another student or staff member without their permission. Watches may not access the internet or data during the school day without

teacher or staff approval.

1st Offense: Given back to student at end of day

2nd Offense: Parent must pick up in main office

3rd Offense: Parent pick up – item not allowed back in school.

Any violation that is deemed egregious or results in an individual being recorded or photographed without their explicit consent may result in disciplinary consequences and/or the electronic device may not be allowed on school premises for a period up to and including the remainder of the school year.

### **Truancy**

You are truant when you are absent for reasons not accepted by the school.

Violation of this rule may result in one or more of the following:

- possible in school suspension(s) with educational support for make-up work
- mandatory after school make-up work until all assignments are completed
- parent notification
- police notification

Once at school, you are expected to stay on school grounds, to attend all classes, and if on a field trip, remain within the designated areas. Consequences for not observing may include one or more of the following:

- office detention
- parent notification
- internal/external suspension

### **Property**

Students are expected to treat school property and the property of others with respect. Theft or vandalism of an individual's and/or school property is forbidden.

## **ABSENCE FROM SCHOOL**

### **Participation in Extra Curricular Activities**

In order to participate in any Middle School extracurricular activity, such as but not limited to; dances, Excels, intramurals, plays and musical performances, a student must be present in school on the day of the activity for a minimum of two hours and forty minutes (the time required for the day to be recorded as not absent for the day).

If a student cuts a class or leaves the building without permission he/she will be ineligible to participate in that day's activity.

The Principal or the Principal's Designee may adjust the portion of the amount of time required to attend school in an extenuating circumstance but partial attendance is required.

### **Excused Absence**

According to Chapter 71B, Section 3, of the General Laws of the Commonwealth, absence can occur only for physical or mental illness and religious reasons. Students must submit a note to the main office from the parent or guardian stating the reason for the absence.

### **Absence in Advance**

Whenever possible, a note from the parent(s) or guardian should be brought to the Assistant Principal in advance of an absence. It is the responsibility of the student to find out what will be or has been missed and to make up this work in a timely fashion. Extended absences of this nature are likely to hurt the student's academic standing.

### **Suspension**

A student who is suspended for poor citizenship expected to get and complete assignments while suspended.

### **Emergency Absence**

Some absences occur unexpectedly, i.e.

emergencies at home. These cases will be judged individually. A note should be presented to the main office, which may refer the student to the Assistant Principal to determine the validity of the excuse. The school does not impose any academic penalty for the above absences.

#### **Unexcused Absence**

Parents do not have the option of keeping a student out of school for other than the excusable reasons. Even if the absence (either requested in advance or explained later) meets the approval of the parent, the school makes the final determination as to whether or not it is excusable. If the written excuse is not accepted by the school, the student will receive a zero for all work missed and must serve an hour detention for each period missed. Chronically absent students and their parents will meet with the Assistant Principal in an attempt to improve attendance. An attendance contract may be established.

If a student accumulates five (5) or more unexcused absences in a school year, the parent or guardian will be notified and given the opportunity to meet with a designated staff person within (10) ten school days to discuss the student's status, and to develop action steps to address the student's attendance.

#### **Absence from School Due to Vacations**

Although we recognize the desire of families to vacation together, we must judge this in the context of our academic program and State law. Absence from school for a family vacation is not recognized as a legal absence under State statutes. A student who is absent for a family vacation will be placed on social probation until each of the student's teachers certify that the student has made up all missed work satisfactorily. It may not be possible for the student to make up all work and this will have a negative effect on his/her grade. A "family vacation" is one on which

the student and siblings are accompanied by one or both parents/guardians or grandparents.

#### **Absences from Class**

State law requires all students of legal school age to attend all classes assigned. The school administration is enabled by law to impose penalties on students who are absent illegally. These can include no credit for the day, detention, and/or internal/external suspension. (This is the present policy as per Chapter 76, Section 1, of the General Laws of the Commonwealth.) The specific penalties used at Masconomet in response to class cutting are:

- a. A student who "cuts" class will receive 4 detentions and may be either a teacher or office detention after school.
- b. Subsequent cuts will result in internal/external suspension.
- c. The student will receive a "0" for all work missed due to class cutting.

Absence from class caused by leaving campus without permission will result in internal/external suspension.

A student is automatically placed on social probation if he/she is suspended twice in a school year.

#### **Arranging for Homework Assignments**

Students are expected to gather homework assignments from their classmates during the first three days of an absence. Students who are absent, or who anticipate an absence for an extended period of time (more than three days), should contact their school counselor to assist the collection of assignments.

#### **Making Up Work**

In all cases, students will assume full responsibility for making up class work and unfinished homework. At the teacher's

convenience, work for a one-day absence should be completed by the end of the following school day; for a two-to-five-day absence, by the end of the next consecutive five school days; for a longer absence, by arrangement with the teacher. Make-up work is generally done after school (see After-School Help). Make-up work has priority over co-curricular activities. Teachers are not required or expected to allow make-up of work missed due to class cuts or unexcused tardies.

#### **Reporting a Student Absent**

If your child is absent please call (978) 887-2323, select 0, then 2, then 1 to reach the Middle School absent reporting line and leave your child's name and grade level.

A parent or guardian will be notified if the school does not receive a note explaining the basis for the student's absence within three (3) school days of the absence.

#### **Tardiness to School**

Students not at homeroom by 7:35 a.m. are tardy to school and must report to the Main Office. If students arrive after homeroom, they MUST report directly to the Main Office and then to late homeroom. An office detention will be assigned to students who are late more than three times, without prior approval, during a trimester. The student may also be placed on social probation.

#### **Tardiness to Class**

Students late to class without a pass will be assigned a teacher detention. If students are not responsible for their tardiness, they may get an explanatory note on the back of the detention slip from the responsible person, which they must then give to the detention teacher. These excuses should be obtained after school or between classes.

If a student misses two (2) or more classes

on (5) school days due to tardiness/unexcused absence, the parent or guardian will be notified and given the opportunity to meet with a designated staff person within (10) ten school days to discuss the student's status, and to develop action steps to address the student's attendance.

#### **Dismissal**

If students must be excused early, they must bring a note from home to the Middle School Office explaining the reason in order to obtain a dismissal slip. At the time of dismissal, students must return the slip to the main office. Parents are requested to schedule students' appointments after school.

Students going home sick for the day should wait in the nurse's office for a parent or designated pickup person to arrive. If a student does not feel well, he/she must see the nurse to be dismissed early. Students may not use a cell phone to call a parent directly to dismiss themselves.

#### **Personal Items**

Items which are not necessary for school are not allowed. Examples of these are, but not limited to: personal music devices, skate boards, playing and other types of cards, gambling items, roller blades, in-line skates, pagers, cell phones, laser pointers, electronic games and other electronic equipment. Cell phone use is prohibited during the school day. If brought to school, cell phones must be turned off and locked in a locker during the school day. Violations of this policy will result in confiscation of the item. The item will be returned only to a parent.

#### **The School Building**

Your locker is school property, the use of which is lent to you for the school year. It may be searched by the Principal or Assistant Principal if there is a reasonable suspicion that it contains something illegal, dangerous or disruptive to the operation of the school.

Students should think of the school as their home away from home and, as such, should treat it with the same respect and responsibility as they do their own homes. Littering, graffiti, and/or damaging school property in any way are unacceptable. Violations of these rules may result in one or more of the following:

- repair of the damage
- restitution
- office detention
- parent notification
- internal/external suspension
- police notification

#### **Prohibited Items**

You may not bring to school any item, which can be considered a weapon or which can cause physical injury to others. This includes, but is not limited to, laser pointers, slingshots, poisons, knives, sharp objects, firearms, chains, firecrackers or other explosives, stink bombs, etc. Violation of this rule will result in parental notification, internal/external suspension, and possibly one or more of the following:

- police notification
- expulsion

#### **Substance Possession/Use**

Possession or use of tobacco products, drugs or alcohol is not allowed at Masconomet.

#### **Tobacco - Possession**

Students are not allowed to carry matches, lighters, vaporizers, electronic cigarettes, or any form of tobacco. Violation of this law will result in confiscation of the material and one or more of the following:

- office detention
- parent notification
- internal/external suspension
- fines

- required tobacco educational program
- to view full policy [click here](#)

#### **Tobacco - Use**

In accordance with the Massachusetts General Law, the use of tobacco products at school functions or on school grounds is illegal. Violation of this law will result in one or more of the following:

- parent notification
- fines
- detentions
- required tobacco educational program
- internal/external suspension
- to view full policy [click here](#)

#### **Alcohol/Drugs**

Masconomet strictly prohibits the use and/or possession of drugs and alcohol. For further reference [click here](#) to view full policy. Alcohol or drugs are prohibited in school, on school grounds or at school-sponsored activities.

You may not bring, use or accept alcohol or drugs. Violation of this will result in parental notification and one or more of the following:

- Suspension
- police notification
- individual/family counseling
- expulsion

#### **Breathalyzer Tests**

Trained school administrators and/or the Security Coordinator may administer breathalyzer tests at any school sponsored event on and off campus to students and guests. Administrators may test all students, randomly selected students or they may test students upon reasonable suspicion that the students are under the influence of alcohol. If a student refuses the test it will be assumed that he/she has tested positive. Students

who test positive will be removed from the event by their parents and will be disciplined according to school policy outlined [here](#).

## **AREAS OF THE SCHOOL**

### **Classroom**

Your classroom is a work area and you all know how to behave there. You must come to class on time and prepared to work. You must be polite, respect the rights of others in the class and do your work in an appropriate manner. If you are uncooperative or disruptive, you will be spoken to by the teacher and one or more of the following may occur:

- isolation within or outside of the classroom
- teacher detention
- removal from class to the office and office detention
- parent notification
- internal/external suspension

### **Homeroom**

Homeroom is a time to get organized for the school day. Students are expected to attend school regularly and be on time. Students who are late to school must report directly to main office.

- if you are tardy to school without an acceptable excuse more than three times during a trimester, you will receive an office detention for each additional time you are late.

### **Assemblies**

We will have many interesting assemblies during the school year. Sometimes your classmates will be performing. During assemblies you are expected to listen quietly and respectfully. Applause should be with your hands only. Students entering the auditorium will sit where their teachers ask them to in the designated TEAM AREAS and will not be allowed to relocate. Misbehavior

will result in one or more of the following:

- reprimand by an adult
- relocation
- teacher detention
- removal to the office
- office detention

### **Halls**

Your behavior in the halls, just like elsewhere in the building, should reflect our code of Respect, Restraint and Responsibility. Keep to the right, talk quietly and move along quickly to your class.

Running, shouting, inappropriate language, blocking the corridors, kicking or banging your locker, shoving or pushing someone and "fooling around" are not allowed. Passing time is for getting from one class to another, not for socializing. Misbehavior in the halls will result in one or more of the following:

- reprimand by an adult
- teacher detention
- office detention

### **Cafeteria**

Lunch is a time for you to relax, eat your lunch and socialize with a few friends. You will eat in the cafeteria assigned to your grade. Once in the cafeteria, you may not leave without permission from one of the adults supervising there.

Occasionally, a student may have reason to be with a teacher during lunch instead of going to the cafeteria. In this situation, the student should bring a lunch from home. There is not enough time to go to the cafeteria to purchase a lunch and still be on time to the teacher's classroom.

There are some basic, common sense rules to be observed. These are: do not run; do not shout; wait your turn in serving lines (no cutting); sit at a table during lunch (don't wander about socializing); do not throw food (or other materials); clean up after

yourself as soon as you are finished eating; recycle all recyclable materials; push in your chair and follow instructions for dismissal. Tables have a limited seating capacity. When that capacity is exceeded, students will be asked by the cafeteria supervisor to move to another table. There are peanut/nut free tables in the cafeteria to be used by students with said allergies. Misbehavior during lunch and misuse of peanut/nut free tables will result in one or more of the following:

- isolation within the cafeteria
- clean-up duty
- removal from the cafeteria to the office
- office detention
- parent notification
- loss of cafeteria privileges

### **Elevator Use**

The use of the elevator in the building is only for those individuals (student, visitor and/or faculty) who have been granted permission by the Main Office Staff, Nurse, or the Assistant Principal. Those individuals who have medical conditions, which require use of the elevator, should see the Nurse for written permission.

### **Bus**

Riding the bus to and from school or on a field trip is a privilege. Remain in your seat during your bus ride. Quiet talk is appropriate. Always obey the bus driver and/or adult chaperone. Misbehavior on the bus will result in one or more of the following:

- reprimand by an adult
- teacher detention
- relocation on the bus
- referral to the appropriate school administrator
- office detention
- parent notification
- internal/external suspension

- loss of bus riding privileges

### **Media Center**

We are very fortunate to have an excellent media center in the middle school. You may use it before and after school and, if your class schedule permits, during the school day. Very quiet talk may occasionally occur, but overall, you should be quiet during your use of the library so as not to disturb others as they work. Borrowing books is a privilege and as such it is your responsibility to return them on time. Failure to follow library rules will result in being spoken to by an adult and one or more the following:

- teacher detention
- office detention
- suspension of borrowing privileges
- parent notification

### **After School**

After school time is meant for seeking extra help, participation in organized school activities, using the library, and the occasional serving of detentions. If you remain after school, you must be in a supervised area until the end of after school help. Students found in an unsupervised area will be given an office detention. Parents should pick up their children within 15 minutes of completion of an after school activity, i.e., excels program, math team, dances, etc. If there are more than 2 infractions to this rule, a student may not be able to continue participation in that activity.

The School nurse is not available for athletic and extracurricular events or programs held before or after regular school hours. The parent/guardian is responsible for directly notifying the appropriate advisor or coach of any medical issues. If you have any medical concerns regarding these types of school activities please contact the school nurse for assistance.

### **Outstanding Obligations**

Students who lose or damage school property assigned to them must reimburse the school for the loss or damage. Examples of such items are instructional material, library books, desks, lockers, musical instruments, science equipment, locks and school owned technology, etc. No refunds will be given for items “found” after June 30th of the school year in which the item was lost.

### **WHAT TO DO IN CASE...**

1. You are ill.  
Get a pass to go to the nurse. If you are too ill to stay in school, the nurse will make arrangements for you to go home.
2. You need to be dismissed.  
Bring a note in from home and get a dismissal slip from the office immediately after checking into homeroom. Never leave school during school hours without permission.
3. You lose or find an article of value.  
Lost or found articles should be turned in or claimed at the main office.
4. The fire alarm sounds.  
Leave the building by the route posted in the room in which you happen to be. No talking. Follow instructions of your teacher. (Leave no personal items in the classroom.)
5. Your teacher is absent.  
Show your respect by cooperating fully with the substitute teacher.

### **GENERAL INFORMATION ACADEMICS**

#### **Progress Reports**

Even though you will be able to check your student's progress 24 hours a day/7 days a week, teachers will generally post their grades within 10 school days of the

assignment due date. Please realize that some assignments may take much longer to grade. Please be patient. Do not contact teachers requesting a grade sooner than 10 school days.

Marking period grades at the early part of the trimester may seem low or high and may fluctuate greatly when even a minor assignment is entered. As more assignments are entered, the marking period average will be closer to the final grade. If your student is missing an assignment or if an assignment is not yet entered into the grade book, then their marking period grade in PowerSchool may not accurately reflect your student's progress. Please take this into consideration as you monitor your student's progress and/or grades.

#### **Grades & Report Cards**

All students receive report cards each trimester. The date on which report cards will be distributed is noted on the calendar pages of this Handbook. All report cards are computer generated and will be available on-line for viewing soon after the close of the marking period as possible. If you need assistance accessing your student's report on-line please contact the guidance office. In the middle school, the year grade is calculated by averaging each trimester grade. The teacher understands the various circumstances involved in the evaluation of a student; therefore, it is his/her responsibility to provide an accurate evaluation, which may deviate from a strict numerical average of the student's grades. Letter grades (A,B,C,D,F) are used in the middle school to report academic performance.

#### **Letter Grades**

- A. The student demonstrated an outstanding level of proficiency in mastering all of the course objectives.

- B. The student mastered a substantial majority of the course objectives with a commendable level of proficiency.
- C. The student mastered a sufficient number of course objectives to enable him/her to move on to the next level of the program.
- D. The student did not master the course objectives necessary for him/her to move to the next level of the program.
- F. The student failed to accomplish the minimum required course objectives.

A grade of "I" for incomplete can be given when a student has had an extended and excused absence. Incompletes not made up will become a failing grade.

#### Grades

A+ = 98-100	A = 93-97	A- = 90-92
B+ = 87-89	B = 83-86	B- = 80-82
C+ = 77-79	C = 73-76	C- = 70-72
D+ = 67-69	D = 63-66	D- = 60-62
F = 59 -below	N = audit	

#### Honor Roll

The honor roll is established each trimester. There are two categories of honors: the high honor roll requires all A's; the honor roll requires grades of B- or higher. The Honor Roll is based on trimester grades in all courses taken. In both categories a student may not receive a comment below satisfactory in effort or conduct.

#### Attendance

A comment will be added: Does not meet standard or unsatisfactory for students who acquire more than six unexcused absences, and/or unexcused tardies.

#### Attitude Ratings

In addition to letter grades, which indicate student mastery of course objectives, teachers also provide a general evaluation of

students' demonstrated attitude toward their role as students at Masconomet. The teacher is evaluating the role students play, both as individuals in a particular course and also as citizens of the class and school community. This evaluation is divided into two categories: EFFORT and CONDUCT.

#### Effort Comment:

The Effort rating describes a student's demonstrated effort in meeting course goals and objectives. The following general definitions apply:

#### Rating Definition

**Excellent:** This is the rating of students who demonstrate an energetic and serious approach to achieving course goals and objectives by: promptly and thoroughly completing homework assignments; actively participating in class; being well prepared for tests, quizzes, and classroom activities; and demonstrating a desire to learn and/or do more than the minimum requirements of the course.

**Satisfactory:** Most students fall into this category. It is considered to be a positive rating, but it also indicates that there is room for students to make some reasonable improvement in their Effort. This is a broad category where some or even all of the following might apply. Students receiving this rating: do most of their work but an occasional assignment is done in a substandard fashion or not done at all; occasionally are not prepared for classroom activities or tests; occasionally do not pay attention or actively participate in class activities. In general, these students demonstrate a positive attitude toward achieving course goals and objectives, but with somewhat less energy, effort, enthusiasm, and/or consistency than students with a rating of Excellent.

**Needs Improvement:** This rating is given to students who should be applying themselves more to their studies. They are working below their potential. Parents and students should take action to insure that a future rating of Poor does not occur.

**Poor:** This rating suggests lack of effort on the part of students toward achieving course goals and objectives. This is demonstrated by significant inconsistency in satisfactorily preparing homework assignments and preparing for tests and other classroom activities. These students typically require atypical teacher attention. In general, this rating indicates un-satisfactory student performance. Staff and parent/guardian intervention is warranted.

**Unacceptable:** This is the rating of students who do not respond to any of the different ways that their teacher attempts to motivate them. They are students who not only do not do their work, but also do not respond to constant attempts to help them. This is a decidedly unsatisfactory rating and demands significant parent/guardian involvement to correct the situation. Students who receive this rating in Effort are on Social Probation and are not eligible for activities.

#### Conduct Comment:

The Conduct rating describes a student's behavior in terms of his/her demonstrated contribution to the general learning atmosphere in the classroom. The following general definitions apply:

#### Rating Definition

**Excellent:** This is the rating of students who display signs of maturity, inner controls of behavior; display the ability to concentrate on the business at hand; consistently make an active and positive contribution to the learning atmosphere of the classroom; typically



demonstrate many of the characteristics listed in the Effort rating of Excellent because many of these also contribute to the positive learning climate in the classroom; consistently demonstrate positive behavior toward fellow students and teachers. In general, this is the rating of students who not only behave themselves in the classroom, but who also make a significant contribution to making the classroom a better place to learn.

**Satisfactory:** Most students are expected to receive this rating. This represents an overall Satisfactory Conduct rating. These students generally follow instructions; respect authority; respect the privacy and individuality of fellow students; respond in a positive manner when reprimanded. These students do not impose any significant burden on the classroom environment and/or the teacher's time and energy.

**Needs Improvement:** A student who receives this rating is one who occasionally misbehaves in class. The student is not a serious problem but does occasionally act immaturely. Action should be taken to insure more mature and serious behavior in class.

**Poor:** This rating indicates a negative evaluation regarding Conduct. This is given to students who exhibit lack of control commensurate with their age; are frequently involved in negative behavior which contributes little or nothing to the orderly learning activity of the class; do not respond when first reprimanded or who respond but only for a short time. This rating would also apply to students who do not follow school and classroom administrative procedures, e.g. reporting after school for required extra help or for disciplinary measures relating to infractions of classroom rules. Parent/guardian intervention is called for when this rating is received.

**Unacceptable:** This rating is given to students who demonstrate decidedly unsatisfactory behavior and/or who consistently fail to respond to the teacher's disciplinary measures. This rating demands immediate and significant parent/guardian intervention to correct the situation. A rating of Unacceptable in Conduct places students on Academic Probation. These students are not eligible for athletics and activities.

### **Grouping**

Incoming seventh graders will be placed in a specific ability group for math. You may be recommended for placement in the accelerated math program based upon MCAS test scores, a prognostic test score and teacher input. All other classes are heterogeneously grouped.

### **Junior National Honor Society**

Students will be sent a letter notifying them of their academic qualification for Junior National Honor Society. Members are chosen at the end of the 2nd trimester of eighth grade on the basis of scholarship, leadership, citizenship and character. A student must be on high honor roll (all A's in the five core subjects) for at least three of the first five trimesters in grades 7 and 8. An Unacceptable or Needs Improvement in Effort or Conduct in any subject may disqualify a student for candidacy.

**Grades -** A student must be on the high honor roll (all A's in the five core subjects) for at least three of the first five trimesters in grades 7 and 8 – D's or F's in any subject area disqualify the student.

**Leadership -** is not based merely on the holding of extracurricular offices, but on the effectiveness with which the duties are performed. Students with leadership quality:

- a. take constructive lead in classroom, homeroom and school activities.
- b. promote worthy and proper school activities.
- c. successfully hold school offices or positions of responsibility.
- d. contribute constructive ideas which improve the school.
- e. definitely influence others for good.
- f. show initiative in studies.

**Character -** is not based on mere personality nor on minor incidents unless they are repeated so as to indicate a definite pattern of behavior. Students who consistently or flagrantly violate the rules of the school and/or the prevailing laws of society are not eligible. Specifically, such infractions as truancy, smoking, cutting classes, cheating, or other such conduct would preclude a student from election to the National Honor Society. Students with character:

- a. demonstrate highest standards of attitude toward honesty, reliability, fairness, tolerance (seeing the other point of view).
- b. cooperate and conform in a willing spirit with school regulations concerning property, books, attendance, halls, lockers, etc.
- c. uphold principles of morality and ethics.

## **GUIDANCE INFORMATION**

### **Middle School Guidance Counseling**

The mission of the Masconomet Guidance Department is to provide a comprehensive, developmental school counseling program that promotes the academic, college/career, and personal/social growth of all students. School counselors advocate for equity, access, and success for every student by collaborating with faculty, parents, and the community. At Masconomet, school counselors work proactively to deliver a counseling curriculum that systematically

reaches each and every student in an effort to maximize student potential and academic achievement and to foster social and civic responsibility. The service delivery system includes whole grade and small group practices, as well as individual meetings with students in order to address the developmental milestones and challenges associated with each grade level. It is through guidance curriculum, responsive services, individual planning, and system support that counselors are able to assist students with their planning and decision making. School counselors are committed to ensuring that students are equipped with the necessary knowledge and skills needed to be effective students, responsible citizens, productive workers, and life-long learners as members of a changing society.

#### **Role of the Counselor**

The role of the middle school counselor is to foster student independence, responsibility and to assist the student in taking an active role in his/her learning. The counselor also facilitates communication between school, home and student to promote self-advocacy, self-monitoring and academic success. Middle school counselors implement the counseling program by providing:

- School Guidance Curriculum
- Academic coaching
- Organizational, study and test-taking skills
- Education in understanding self and others
- Coping strategies
- Peer relationships and effective social skills
- Communication, problem-solving, decision-making and conflict resolution
- Career awareness, exploration and planning
- Individual Student Planning
- Goal-setting/decision-making
- Academic planning
- Education in understanding of self, including strengths and weaknesses
- Transition planning

#### **Responsive Services**

- Individual and small group counseling
- Individual/family/school crisis intervention
- Peer facilitation
- Consultation/collaboration
- Referrals
- System Support
- Professional development
- Consultation, collaboration and teaming
- Program management and operation
- Guidance Programs

Throughout the year guidance programs will facilitate transition, address social and academic demands, review the importance of organization and study skills, encourage responsibility for learning and promote self-advocacy.

#### **7th Grade Programs:**

- Orientation Day
- Fall introductions
- Organization/time management presentation
- Parent coffees
- Small transition group meetings
- Test preparation/test taking strategies
- 6th grade parent orientation night
- 6th grade student visit
- Course selection/scheduling
- Team meetings

#### **8th Grade Programs**

- Fall introductions
- Private school applications
- Technical/Agricultural school visits and applications
- Parent's Course selection night
- Small group course selection meetings
- High school scheduling
- Introduction to Naviance
- Team meetings
- Parent coffees

#### **Transcripts**

Private school application process packets are available in the guidance office. The packets outline the procedure and deadlines

for recommendations and transcript requests. Once the packet is filled out and returned to the guidance counselor, transcripts will be sent directly to the school. There is a \$7.00 fee for each transcript request.

Official copies of your middle school record must be signed, sealed, and mailed from Masconomet directly to the individual school. If you or your parents wish to hand carry a copy of your record, this may be done, although the record will be stamped "Unofficial".

Essex Technical High School is an option for students at Masconomet interested in pursuing a vocational education. All students in grade 8 attend an informational session pertaining to the programs available at both schools. Applications are available through middle school guidance. Both schools provide open house opportunities for students and families in the fall.

### **LEGAL NOTICES**

#### **SCHOOL COMMITTEE POLICIES AND LEGAL NOTICES**

##### **Suspension and Expulsion**

The Superintendent or Principals shall have the power to suspend from school any student whose conduct is such as to be detrimental to the good order and discipline of the school, or who, through his or her fault or deliberate actions, continually fails to comply with the regulations of the school.

Whenever feasible and appropriate, students and parent or guardian should be warned that a suspension will be forthcoming if continued misbehavior is evident.

##### **Disciplinary Due Process Definitions**

Expulsion: the removal of a student from the school premises, regular classroom activities, and school activities for more than ninety (90) consecutive school days.

In-School Suspension: the removal of a student from regular classroom activities, but not from the school premises, for no more than (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions during the school year.

\* Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating cumulative days of suspension. .

Long-Term Suspension: the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year.

Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

Written Notice: Written correspondence sent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the principal and the parent.

Principal: The primary administrator of the school or the Principal's designee for disciplinary purposes.

#### **Due Process Procedures**

In-School Suspension: Prior to the imposition of an In-School Suspension, the student will be informed of the disciplinary offense and provided with an opportunity to respond. If the principal determines that the student committed the disciplinary offense, the principal will provide oral notice to the student and parent of the length of the In-School Suspension and will make reasonable efforts to meet with the parent. On or before the day of the In-School Suspension, the principal will deliver written notice to the parent of the basis for and length of the in-school suspension and inviting the parent to meet to

discuss the student's behavior if such a meeting has not already occurred.

Out-of School Suspension: In the case of disciplinary offenses not involving: a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student and parents will be given oral and written notice of the disciplinary offense with which the student is charged and the opportunity to participate in a hearing prior to the imposition of an out-of-school suspension. Written notice of the date and time for the hearing will be provided in English and in the primary language of the Student's home and will identify the disciplinary offense with which the student has been charged, the basis for the charge, the potential length of the student's suspension, and shall inform the parent and student of the right to interpreter services if necessary to participate in the hearing. Where a student may be subject to a Long-Term Suspension, the Principal will also notify the student and parent of the student's right to legal representation (at private expense), the right to present and examine witnesses, the right to review the student record and documents that may be relied upon by the Principal, and the right to request that the hearing be audio taped. For disciplinary offenses involving a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student will be given oral notice of the violation with which the student is charged and an opportunity to respond thereto prior to the Principal's imposition of a short-term/interim suspension ten (10) consecutive school days or less pending formal disciplinary proceedings. Upon imposition of a short term or interim

suspension or an interim suspension of ten (10) consecutive days or less pending further disciplinary proceedings, the student and parents will be provided with written notice of the suspension and the date and time of any formal disciplinary proceedings to consider the Student's long-term suspension or expulsion from school.

Principal's Hearing:

Short-Term Suspension:

At the Principal's hearing, the student and parents (if participating) may dispute the charge(s) against the student and present information, including mitigating facts, for the principal's consideration in determining consequences for the student.

Long-Term Suspension:

In addition to the rights afforded a student in a short-term suspension hearing, the student will have the following rights:

- the right of the student and the student's parent to interpreter services at the hearing if needed to participate;
- the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense;
- the right to review the student's record and the documents upon which the Principal may rely in making a determination to suspend the student or not
- the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident;
- the right to cross-examine witnesses presented by the school district;
- the right to request that the hearing be recorded by the Principal, and to receive a copy of the audio recording upon request.

Principal's Decision:

Based on the evidence presented at the hearing, the Principal will determine whether the student committed the disciplinary offense and the remedy or consequences to be imposed. The Principal shall exercise discretion in deciding the consequence for the

offense and, in cases not involving possession of a controlled substance, a weapon, an assault on staff or felony charges, shall avoid using long-term suspension from school as a consequence until alternatives have been tried. If the Principal decides to suspend or expel the student, written notice of the Principal's decision will be sent to the student and parents in English and the primary language of the home identifying the disciplinary offense, the factual basis for the Principal's decision, the beginning and end dates of the suspension or expulsion, and the process for appeal. The Principal will also notify the student and parent of the student's opportunity to make academic progress during the period of removal from school in accordance with M.G.L. c. 76, §21.

**Appeals:**

Where the student is excluded in accordance with M.G.L. c.71 §37H, the student shall have ten (10) calendar days from the effective date of the exclusion to file a written appeal with the superintendent of schools. For exclusions imposed pursuant to M.G.L. c.71 §37H1/2, the student shall have five (5) school days from the effective date of the exclusion to file a written appeal with the superintendent. And for exclusions imposed pursuant to M.G.L. c.71, §37H3/4, the student shall not have an opportunity to appeal the decision of the Principal or the Principal's designee or a short term out of school suspension for less than ten (10) days. The Student shall have five (5) calendar days from the effective date of the suspension imposed by the Academic Progress:

Any student who is serving an in school or out of school short-term suspension, long-term suspension, or expulsion shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make

academic progress during the period of his or her removal from the classroom or school. Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and to make academic progress toward meeting state and local requirements, in accordance with the school's education service plan. M.G.L. c.76, §21. Summary of Massachusetts Laws Student M.G.L. c.71, §37H

In accordance with Massachusetts General Laws Chapter 71, Section 37H:

(A) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.

(B) Any student who assaults a principal, assistant principal, teacher, teacher's aide, or other educational staff on school premises or school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.

(C) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

(D) Any student who has been expelled from a school district pursuant to these provisions

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

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

(F) Districts shall report to the department of elementary and secondary education the specific reasons for all suspensions and expulsions, regardless of duration or type, in a manner and form established by the commissioner. The department of elementary and secondary education shall use its existing data collection tools to obtain this information from districts and shall modify those tools, as necessary, to obtain the information. On an annual basis, the department of elementary and secondary education shall make district level de-identified data and analysis, including the total number of days each student is excluded during the school year, available to the public online in a machine readable format. This report shall include district level data disaggregated by student status and categories established by the commissioner.

(G) Under the regulations promulgated by the department, for each school that suspends or expels a significant number of students for more than 10 cumulative days in a school year, the commissioner shall investigate and,

as appropriate, shall recommend models that incorporate intermediary steps prior to the use of suspension or expulsion. The results of the analysis shall be publicly reported at the school district level.

M.G.L. c.71, §37H1/2

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

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

(2) Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student

is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

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

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

under section 21 of chapter 76.

M.G.L. c.71, §37H3/4.

(a) This section shall govern the suspension and expulsion of students enrolled in a public school in the commonwealth who are not charged with a violation of subsections (a) or (b) of section 37H or with a felony under section 37H1/2.

(b) Any principal, headmaster, superintendent or other person acting as a decision-maker at a student meeting or hearing, when deciding the consequences for the student, shall exercise discretion; consider ways to re-engage the student in the learning process; and avoid using expulsion as a consequence until other remedies and consequences have been employed.

(c) For any suspension or expulsion under this section, the principal or headmaster of a school in which the student is enrolled, or a designee, shall provide, to the student and to the parent or guardian of the student, notice of the charges and the reason for the suspension or expulsion in English and in the primary language spoken in the home of the student. The student shall receive the written notification and shall have the opportunity to meet with the principal or headmaster, or a designee, to discuss the charges and reasons for the suspension or expulsion prior to the suspension or expulsion taking effect. The principal or headmaster, or a designee, shall ensure that the parent or guardian of the student is included in the meeting, provided that such meeting may take place without the parent or guardian only if the principal or headmaster, or a designee, can document reasonable efforts to include the parent or guardian in that meeting. The department shall promulgate rules and regulations that address a principal's duties under this subsection and procedures for including parents in student exclusion meetings, hearings or interviews under this subsection.

(d) If a decision is made to suspend or expel

the student after the meeting, the principal or headmaster, or a designee, shall update the notification for the suspension or expulsion to reflect the meeting with the student. If a student has been suspended or expelled for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year, the student and the parent or guardian of the student shall also receive, at the time of the suspension or expulsion decision, written notification of a right to appeal and the process for appealing the suspension or expulsion in English and in the primary language spoken in the home of the student; provided, however, that the suspension or expulsion shall remain in effect prior to any appeal hearing. The principal or headmaster or a designee shall notify the superintendent in writing, including, but not limited to, by electronic means, of any out-of-school suspension imposed on a student enrolled in kindergarten through grade 3 prior to such suspension taking effect. That notification shall describe the student's alleged misconduct and the reasons for suspending the student out-of-school. For the purposes of this section, the term "out-of-school suspension" shall mean a disciplinary action imposed by school officials to remove a student from participation in school activities for 1 day or more.

(e) A student who has been suspended or expelled from school for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year shall have the right to appeal the suspension or expulsion to the superintendent. The student or a parent or guardian of the student shall notify the superintendent in writing of a request for an appeal not later than 5 calendar days following the effective date of the suspension or expulsion; provided, that a student and a parent or guardian of the student may

request, and if so requested, shall be granted an extension of up to 7 calendar days. The superintendent or a designee shall hold a hearing with the student and the parent or guardian of the student within 3 school days of the student's request for an appeal; provided that a student or a parent or guardian of the student may request and, if so requested, shall be granted an extension of up to 7 calendar days; provided further, that the superintendent, or a designee, may proceed with a hearing without a parent or guardian of the student if the superintendent, or a designee, makes a good faith effort to include the parent or guardian. At the hearing, the student shall have the right to present oral and written testimony, cross-examine witnesses and shall have the right to counsel. The superintendent shall render a decision on the appeal in writing within 5 calendar days of the hearing. That decision shall be the final decision of the school district with regard to the suspension or expulsion.

(f) No student shall be suspended or expelled from a school or school district for a time period that exceeds 90 school days, beginning the first day the student is removed from an assigned school building.

#### M.G.L. c.71, §37L

Section 37L. The school committee of each city, town or regional school district shall inform teachers, administrators, and other professional staff of reporting requirements for child abuse and neglect under section 51A of chapter 119 and the reporting requirements for fires under section 2A of chapter 148.

In addition, any school department personnel shall report in writing to their immediate supervisor an incident involving a student's possession or use of a dangerous weapon on school premises at any time.

Supervisors who receive such a weapon report shall file it with the superintendent of said school, who shall file copies of said

weapon report with the local chief of police, the department of children and families, the office of student services or its equivalent in any school district, and the local school committee. Said superintendent, police chief, and representative from the department of children and families, together with a representative from the office of student services or its equivalent, shall arrange an assessment of the student involved in said weapon report. Said student shall be referred to a counseling program; provided, however, that said counseling shall be in accordance with acceptable standards as set forth by the board of education. Upon completion of a counseling session, a follow-up assessment shall be made of said student by those involved in the initial assessment.

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

#### M.G.L. c.76, §21

Principals and headmasters shall ensure that students who are suspended from school for 10 or fewer consecutive days, whether in or out of school, shall have an opportunity to make academic progress during the period of suspension, to make up assignments and earn credits missed including, but not limited to, homework, quizzes, exams, papers and projects missed. Principals shall develop a school-wide education service plan for all students who are expelled or suspended from school for more than 10 consecutive school days, whether in or out of school. Principals shall ensure these students have an opportunity to make academic progress during the period of suspension or expulsion, to make up assignments and earn credits

missed, including, but not limited to, homework, quizzes, exams, papers and projects missed. Education service plans may include, but are not limited to, tutoring, alternative placement, Saturday school, and online or distance learning. In developing the education service plan, principals may seek the cooperation or input of relevant health and human service, housing and nonprofit agencies education collaboratives, and other service providers. Any school or school district that expels a student or suspends a student for more than 10 consecutive school days shall provide the student and the parent or guardian of the student with a list of alternative educational services. Upon selection of an alternative educational service by the student and the student's parent or guardian, the school or school district shall facilitate and verify enrollment in the service. Students exempt from attending school under section 1 of chapter 76 shall not

**Discipline and Students with Disabilities**  
All students are expected to meet the requirements for behavior as set forth in this handbook. In addition to those due process protections afforded to all students, the Individuals with Disabilities Education Act and related regulations require that additional provisions be made for students who have been found eligible for special education services or who the school district knows or has reason to know might be eligible for such services. Students who have been found to have a disability that substantially limits a major life activity, as defined under §504 of the Rehabilitation Act, are, generally, also entitled to increased procedural protections prior to imposing discipline that will result in the student's removal for more than ten (10) consecutive school days or where there is a pattern of short term removals exceeding ten (10) school days in a given year. The following additional requirements apply to the discipline of students with disabilities:

Students with disabilities may be excluded from their programs for up to ten (10) school days to the extent that such sanctions would be applied to all students. Before a student with a disability can be excluded from his/her program for more than ten (10) consecutive school days in a given school year or subjected to a pattern of removal constituting a "change of placement", building administrators, the parent(s)/guardian(s) and relevant members of the student's IEP or 504 Team will meet to determine the relationship between the student's disability and behavior (Manifestation Determination). During days of disciplinary exclusions exceeding ten (10) school days in a single school year, a special education student has the right to receive services necessary to provide him/her with a free appropriate public education. If building administrators, the parent(s)/guardian(s) and relevant members of the student's IEP or 504 Team determine that the student's conduct was not a manifestation of the student's disability, the school may discipline the student in accordance with the procedures and penalties applicable to all students but will continue to provide a free appropriate public education to those students with IEPs. The student's IEP Team will identify the services necessary to provide a free appropriate public education during the period of exclusion, review any existing behavior intervention plan or, where appropriate, conduct a functional behavioral assessment. If building administrators, the parent(s)/guardian(s) and relevant members of the student's IEP or 504 Team determine that the conduct giving rise to disciplinary action was a manifestation of the student's disability, the student will not be subjected to further disciplinary removal or exclusion from the student's current educational program based on that conduct (except for conduct involving weapons, drugs, or resulting in

serious bodily injury to others) until the IEP or 504 Team develops, and the parent(s)/guardian(s) consent to, a new placement or unless the District obtains an order from a court or from the Bureau of Special Education Appeals (BSEA) authorizing a change in the student's placement. The student's Team shall also review, and modify as appropriate, any existing behavior intervention plan or arrange for a functional behavioral assessment. If a special education student possesses or uses illegal drugs, sells or solicits a controlled substance, possesses a weapon, or causes serious bodily injury to another on school grounds or at a school function, the District may place the student in an interim alternative educational setting (IAES) for up to forty-five (45) school days. A court or BSEA Hearing Officer may also order the placement of a student who presents a substantial likelihood of injury to self or others in an appropriate interim setting for up to forty-five (45) school days.

#### **Anti-Bullying**

It is the policy of the Masconomet Regional School District to foster and maintain safe learning environments that are free from bullying, cyber-bullying, and retaliation. It shall be a violation of this policy for any student in the Masconomet Regional School District to bully another student and/or to retaliate against any individual "for reporting bullying or cooperating with an investigation thereof. Students who engage in bullying, cyber-bullying, or retaliation will be subject to a range of disciplinary sanctions including, but not limited to, reprimand, detention, suspension, expulsion or other sanctions as determined by the school administration.

The Masconomet Regional School District has established separate discrimination or harassment policies that prohibit

discrimination on the basis of race, color, gender, gender identity, religion, national origin, sexual orientation or disability. Nothing in this policy shall prevent the Masconomet Regional School District from remediating any discrimination or harassment based on an individual's membership in a protected class in accordance with those policies.

The Masconomet Regional School District recognizes that that certain students may be more vulnerable to becoming a target of bullying or harassment based on actual or perceived differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have 1 or more of these characteristics. The District has taken specific steps to monitor and prevent bullying, harassment and teasing of this group of vulnerable students.

#### **DEFINITIONS**

**BULLYING:** 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 victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself/herself or of damage to his/her property; (iii) creates hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly

operation of a school. For the purposes of this policy, bullying shall include cyber-bullying.

**CYBER-BULLYING:** Bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted, in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

**HOSTILE ENVIRONMENT:** A situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of the target's education.

**TARGET/ VICTIM:** A student who has been subject to bullying or retaliation by another student or group of students.

**AGGRESSOR/ PERPETRATOR:** A student who engages, either individually, or as part of a group, in bullying, cyber-bullying or retaliation.

**LOCAL LAW ENFORCEMENT AGENCY:**

local police department

**PRINCIPAL:** The administrative leader of a Masconomet Regional public school or his/her designee for the purposes of investigating and responding to reports of bullying, cyber-bullying or retaliation.

**RETALIATION:** Intimidation, reprisal, or harassment directed against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

#### **A. PROHIBITED BEHAVIORS**

The Masconomet Regional School District is committed to maintaining learning environments that are free from bullying, cyber-bullying, and retaliation. Bullying, cyber-bullying and/or retaliation by a student is strictly prohibited and may result in the imposition of disciplinary sanctions by school administration.

For purposes of this policy, 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 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 victim, infringes on the rights of the victim at school, or materially and substantially disrupts the



education process or the orderly operation of a school. This prohibition shall not be construed as requiring Masconomet Regional schools to staff or supervise any non-school related activities, functions, or programs.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is also strictly prohibited and may result in suspension or expulsion from school.

## B. REPORTING REQUIREMENTS

In accordance with this policy and G.L. c.71, §370, a school staff member, including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional, will immediately report to the school principal any instance of bullying, cyber-bullying or retaliation that the staff member has witnessed or has become aware of.

## C. INVESTIGATIONS

Upon receipt of such a report or complaint of bullying, cyber-bullying or retaliation as defined in this policy, the principal will promptly conduct an investigation. If the principal determines that bullying, cyber-bullying, and/or retaliation has occurred, the principal will:

- (i) Notify the local law enforcement agency if the principal reasonably believes that criminal charges may be pursued against an aggressor;
- (ii) Take appropriate disciplinary and corrective action;
- (iii) Notify the parents of the aggressor of the investigative findings;
- (iv) Notify the parents of the target of the investigative findings and, as consistent with

state and federal law, notify the target's parents of the action taken to prevent any future acts of bullying or retaliation;

- (v) Notify the parents of the target about the Department of Elementary and Secondary Education's problem resolution system and the process for accessing that system, regardless of the outcome of the bullying determination.
- (vi) take appropriate action to protect the target and witnesses from future bullying or retaliation.

## D. BULLYING PREVENTION AND INTERVENTION PLAN

The superintendent will develop and implement a Bullying Prevention and Intervention Plan to address bullying prevention and intervention in Masconomet Regional Schools.

### (I) DEVELOPMENT OF THE PLAN

The plan shall be developed in consultation with teachers, school staff, professional support personnel, school volunteers, administrators, local law enforcement agencies, students, parents and guardians. The consultation shall include notice and a public comment period. The plan shall be updated biennially.

### (ii) CONTENTS OF THE PLAN

The Bullying Prevention and Intervention Plan shall be in accordance with the requirements of G.L. c.71, §370 and shall include: descriptions of, and statements prohibiting, bullying, cyber-bullying and retaliation consistent with this policy;

a) procedures for students, staff, parents, guardians and others to report bullying or retaliation;

- b) provision that reports of bullying or retaliation may be made anonymously but that no disciplinary action shall be taken against a student solely on the basis of an anonymous report;
- c) a provision that a student who knowingly makes a false accusation of bullying or retaliation shall be subject to disciplinary action;
- d) procedures for promptly responding to and investigating reports of bullying or retaliation;
- e) information regarding the range of disciplinary and remedial actions that may be taken against an aggressor;
- f) procedures for assessing and monitoring the target's and witnesses' need for protective interventions;
- g) strategies for protecting from bullying or retaliation any individual who reports bullying, cooperates with an investigation of bullying, or who has reliable information about an act of bullying;
- h) procedures consistent with state and federal law for notifying the parents of a target and of an aggressor of the investigative findings and actions to be taken;
- i) provision for the notification of local law enforcement agencies if the principal reasonably believes that criminal charges may be pursued against the aggressor;
- j) Provision for notifying the parents of the target about the Department of Elementary and Secondary Education's problem resolution system and the process for accessing that system, regardless of the outcome of the bullying determination
- k) provision for annual and ongoing

professional development to build the skills of all staff to prevent, identify, and respond to bullying. The content of such professional development training(s) shall be in accordance with the requirements of M.G.L. c.71,§370;

l) provision for the implementation of an evidenced-based anti-bullying instruction in grades 7-12 and for informing parents regarding the instructional contents and strategies for reinforcing the learning at home, the dynamics of bullying, and internet safety.

(iii) IMPLEMENTATION OF THE PLAN  
It shall be the responsibility of the building principal to implement and adhere to the District's Bullying Prevention and Intervention Plan within each school.

(iii) PUBLIC NOTICE  
A summary of the Bullying Prevention and Intervention Plan shall be included in each school's student handbook and shall be posted on individual school and district websites. The Masconomet Regional School District shall also provide all school staff annual written notice of the Plan.

#### **Harassment/Discrimination**

##### **General statement of policy**

The Masconomet Regional School District does not discriminate on the basis of race, color, religion, national origin, age, gender, sexual orientation, gender identity, or disability in admission to, access to, employment in, or treatment in its programs and activities. The Masconomet Regional School District is committed to maintaining a school environment free of harassment based on race, color, religion, national origin, age, gender, gender identity, sexual orientation, or disability. Harassment by administrators certified and support personnel, students,

vendors and other individuals at school or at school-sponsored events are unlawful and is strictly prohibited. The Masconomet Regional School District requires all employees and students to conduct themselves in an appropriate manner with respect to their fellow employees, students and all members of the school community.

##### **Definition of harassment**

Harassment includes communications such as jokes, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct, which offends or shows disrespect to others.

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

##### **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:

1. Acceptance of or submission to such conduct is made either explicitly or implicitly a term or condition of employment or education.
2. 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.
3. Such conduct interferes with an individual's

job duties, education or participation in extra-curricular activities.

##### **Retaliation Prohibited**

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 Masconomet Regional School District.

##### **Investigation**

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 as soon as possible. If the individual does not wish to discuss the issue with him/her, or if she/he does not address the problem in an effective manner, the individual should inform the Superintendent or the Title IX Coordinator who can be reached at 20 Endicott Road, Boxford, MA (978) 887-2323.

The Masconomet Regional School District will promptly investigate every complaint of harassment. If it determines that harassment has occurred, it will take appropriate action to end the harassment and to ensure that it is not repeated. 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 Masconomet Regional School District 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.

##### **Disciplinary Consequences**

Persons who engage in harassment or retaliation may be subject to disciplinary action, including, but not limited to reprimand, suspension, termination or other sanctions as

determined by the school administration and/or school committee, subject to applicable procedural requirements.

#### Closure of a Complaint

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

The Masconomet Regional School District urges all individuals in the school community to bring any concerns or complaints of harassment to the attention of school personnel so that they can resolve the issue.

The state agency responsible for enforcing laws prohibiting harassment is the Office of Civil Rights which is located at the J. W. McCormick Building, Post Office Square, Boston, MA 02109. The agency responsible for enforcing federal laws prohibiting harassment in the employment context is the Equal Employment Opportunity Commission, which is located at the John F. Kennedy Building, Room 275, Government Center, Boston, MA 02203, (617) 565-3200. The agency responsible for enforcing the federal law prohibiting harassment on the basis of sex is the Office for Civil Rights within the United States Department of Education, which is located at J. W. McCormick Building, Post Office Square, Boston, MA 02109.

#### Administrative Procedures

The Superintendent is directed to develop administrative procedures that implement this policy. These procedures are to be developmentally appropriate and are available in the Superintendent's office.

When an investigation involves minor children, parents will be notified - in accordance with administrative procedures.

#### Notice of Nondiscrimination

The Masconomet Regional School District does not discriminate on the basis of race, color, religion, homelessness, national origin,

age, gender, gender identity, sexual orientation, or disability in admission to, access to, employment in, or treatment in its programs and activities.

The Coordinator for Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Chapter 622 of the Acts of 1971 is the Superintendent or designee. She/he can be reached at Masconomet Regional School District, 20 Endicott Road, Boxford, MA 01921, (978) 887-2323 x6111.

Inquiries regarding the application of the Masconomet Regional Schools' nondiscrimination policy may be referred to Mrs. Patricia Bullard, Civil Rights Coordinator. Information may also be obtained from the U.S. Department of Education, Office for Civil Rights, 5 Post Office Square, Boston, MA 02109 and the Massachusetts Department of Elementary and Secondary Education, 75 Pleasant Street, Boston, MA 02148.

#### Dissemination of Policy

1. This policy shall be conspicuously posted throughout each school building in areas accessible to students.

2. This policy shall appear in the Calendar Handbook.

#### Education of the School Community on Title IX

##### 1. Students:

On an annual basis, all students in grades 7 through 12 shall have one class for one day devoted to education on sexual harassment.

Under the leadership of the TITLE IX Coordinator, members of the sexual harassment committee will provide this training and distribute appropriate materials to students. Substitute coverage will be provided for those staff members who are conducting the training. Large assemblies will not be used as they are unsuitable for the dissemination of such information.

##### 2. Parents:

On an annual basis, time shall be allotted during Parents' Night in the fall for a presentation on Title IX by the TITLE IX Coordinator to all parents in attendance. Additionally, printed materials shall be distributed to parents.

#### Digital Resources

Masconomet provides access to a wide range of Digital Resources that will be used to support teaching and learning, improve communication, enhance productivity, and assist staff and students with skill building. The Digital Resources also will be utilized to provide relevant school information to the community.

#### Definitions

"Digital Resources" are defined as the hardware, software, network, and systems used to organize and communicate information electronically. This includes access to the internet, e-mail, hardware, software, printers, and peripheral devices. It also encompasses use such as blogging, podcasting, emailing, and various uses of multimedia technology.

"Cloud-Based Resources" are defined as secure applications or services made available online. District approved cloud-based resources include, but not limited to:

Learning Management System (LMS):  
Student Information System (SIS):  
Office Productivity, Storage and Collaboration Tools: Currently Google Apps  
Library Reference Databases

#### Incidental Personal Use

Masconomet maintains an array of Digital Resources in order to support district

operational and educational activities. Incidental personal use of Digital Resources is permitted. Appropriate incidental personal use of technology resources should not:

- result in any measurable cost to the district
- violate district policy, the law or the district's high standard of conduct, integrity, trust, and professionalism
- be related to private commercial or political campaign activities that are not approved by the district
- adversely affect the availability, integrity, or reliability of Digital Resources for other users
- interfere with the fulfillment of a user's district responsibilities.

#### Content Filtering

The Masconomet Regional School District filters content as required by the Children's Internet Protection Act (CIPA). While on school grounds students must use the district network resources to access internet content. If a student mistakenly accesses inappropriate content, he or she should immediately disclose this access to a staff member. This will protect a student against a claim that he or she has intentionally violated this policy.

#### User Access

Access to Digital Resources through the Masconomet Regional School District is a privilege, not a right. Students, parents, and staff shall be required to sign an Acceptable Use Agreement Form acknowledging an understanding of the guidelines and agreeing to comply with them. The Masconomet Regional School District Acceptable Use Policy shall govern all use of digital and cloud-based resources. Student use of the Digital Resources will be governed by the Masconomet School Committee disciplinary policies as outlined in the district policy manual and the school handbooks.

Because Digital Resources are constantly changing, not all circumstances can be anticipated or addressed in this policy. All users are expected to understand and comply with both the "letter" and the "spirit" of this policy and show good judgment in their use of these resources.

#### Copyright and Fair Use

Users will comply with Copyright and educational Fair Use laws. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirement. Individuals who violate Copyright and Fair Use laws do so at their own risk. The District assumes no responsibility for such infringement.

#### User Responsibilities

Users should act responsibly while using Digital Resources. Though not exhaustive, a short list of inappropriate uses is included below.

Sharing or distribution of passwords or using another student or faculty member's account.  
Intentional viewing, downloading, or distribution of inappropriate content  
Posting of private or personal information about another person.  
Using obscene language, or harassing, insulting or bullying others.  
Plagiarizing works that are found on the internet or the school's network.  
Sending spam (intentionally disruptive) emails from/to the school email system.  
Violation of federal or state law, local regulation, or school committee policy.  
Accessing another's folders, files or content without owner's permission.  
Installation of any shareware, freeware,

and/or commercial software on school computing resources without express written approval.

Intentionally compromising, vandalizing, or destroying computer resources including but not limited to: gaining unlawful access to other computers, networks, telecommunications or information systems. For example, hacking, distributing viruses, launching denial of service attacks, etc. Employing the network for commercial or political purposes.

#### Monitoring

The Masconomet Regional School District monitors the use of the district's network and cloud-based resources to protect the integrity and optimal operation of all computer, network and educational systems. Staff and students should have no expectation of privacy related to information stored and transmitted over the district's Digital Resources, network, and cloud-based resources. Routine maintenance may lead to discovery that a user has violated, or is violating, the district's Acceptable Use Policy, other school committee policies, or state or federal laws. In addition, if there is reasonable suspicion that a user has violated a policy or the law, all information is subject to review and investigation by IT support, security and administrative personnel.

The Masconomet Regional School District will cooperate with Copyright protection agencies investigating copyright infringement by users of the computer systems, network and cloud-based resources. The district will also cooperate with law enforcement agencies as part of their investigations.

#### Privacy and Communication Safety

Personal contact information includes information that would allow an individual to locate the student, including, but not limited

to: parent(s) name(s), home address, work address, or phone number, email addresses, etc. Users shall not disclose personal contact information, except to education institutions, companies or other entities for career development or educational purposes deemed appropriate.

Users shall keep their login and password private. Sharing passwords creates a security risk for an individual's files, reputation, and information systems overall. Users are encouraged to seek help from appropriate Masconomet staff if passwords are lost or in the event an account is inaccessible.

#### Due Process

The Masconomet Regional School District will apply progressive discipline for violations of district Acceptable Use and other school committee policies. This may result in revocation of the privilege of access to computer, network, and cloud-based resources. If deemed appropriate, other disciplinary or legal action may be undertaken by the Masconomet Regional School District's administration.

#### Access to Student Data

The Masconomet Regional District portal provides an additional means of communication between families and the schools. The portal provides access to school-related information including notices, grades and attendance to effectively support education. While recordkeeping is necessary, the work that takes place in the classroom around curriculum and instruction is the district's top priority. It is understood that cloud-based resources are new to all staff and students and full implementation will occur over several years. Consequently, posting of information will occur at varied intervals.

#### Access, Usernames and Passwords

Usernames and passwords shall remain confidential. The district accepts no responsibility in the event the username and password is shared, given, stolen, or in any other way becomes the possession of a person other than the parent/guardian. In the event a username/password is compromised, the user shall contact the technology helpdesk to have the password changed. Login information will be issued to new users during an information session held at the beginning of the school year.

Expectations for Availability of Information Staff shall post information online consistent with the course syllabus. Every effort will be made to keep pertinent information as current as possible. The School Committee acknowledges that there are a variety of effective teaching strategies and student learning styles and therefore pedagogy could vary teacher to teacher.

#### Masconomet Regional School District's Limitations of Liability

The Masconomet Regional School District, along with any associated individuals or organizations, shall not be liable for the actions of anyone connecting to the internet through the school network.

All users shall assume full liability, legal, financial or otherwise for their actions while using district Digital Resources. The district disclaims any responsibility for the accuracy or quality of the information obtained through user access. The district shall not be responsible for damages users may suffer, including but not limited to, loss of data or interruption of service. Any content, accessible on the computer network or the internet, is understood to be the author's individual point of view and not that of the district, its affiliates, or employees. Engaging in electronic bullying (cyberbullying) or harassment of others is prohibited at all times.

Student Violation of Acceptable Use Entering/Participating in Chat Room/Instant Messenger:

1st Warning by appropriate staff member- teacher detention, e-mail note to Assistant Principal/ cc: Tech Department

2nd One office detention, account suspension for that day plus up to three additional days, email to Assistant Principal/cc: Tech Department  
Downloading/Loading of Games, Unapproved Files, Morpheus, Nintendo:

1st Warning by appropriate staff member – teacher detention, e-mail note to Assistant Principal/cc:Tech Department, account suspension for that day plus up to one additional day

2nd One office detention, account suspension for that day, plus up to three additional days, email note to Assistant Principal/cc: Tech Department

3rd Account suspension for that day plus up to five additional days

4th Account suspension for that day plus up to remainder of semester, suspension hearing

Using a Network Account Other Than Their Own Student Account

1st One office detention, account suspension for that day plus up to three additional days, email to Assistant Principal/cc: Tech Department

2nd Account suspension for that day plus up to five additional days

3rd Account suspension for that day plus up to remainder of semester, suspension hearing

Entering/Viewing of an Inappropriate Internet Site

1st One office detention, account suspension for that day plus up to three additional days, email to Assistant Principal/cc: Tech Department

2nd Account suspension for that day plus up to five additional days

3rd Account suspension for that day plus up to remainder of semester, suspension hearing

Manipulating/Publishing/Posting of Inappropriate Internet Site

1st Account Suspension for that day plus up to remainder of semester, suspension hearing

Any punishment for the above violation will be reported to the student's teachers, library and guidance as the computers in these areas are restricted to the student during the time of punishment

Notifications

A copy of this policy will be distributed to all employees of the District and must be incorporated into all student handbooks published in the District.

Health Education

The Statement of Purpose and the Supporting Educational Philosophy adopted by the Masconomet School Committee recognizes that development of responsible citizens and the full development of student potential are major objectives; these objectives will not be achieved if students are unaware of how they may develop and maintain good physical and mental health. Therefore, Health Education, including an understanding of Human Sexuality, will be part of the curriculum. The following sections provide criteria to govern the development and administration of the Health Education program:

1. The current seventh and eighth grade Health Education program shall be structured to include the biological, psychological, emotional, and interpersonal aspects of human sexuality.

2. Information on abortion shall be provided at the seventh and eighth grade levels only in response to direct student inquiries, and only to the extent that it is appropriate for the maturity level and needs of the student involved as determined by the

staff member.

3. All presentations on the topic of human sexuality shall be conducted in a manner that is:

a. consistent with accepted medical practice;

b. consistent with the maturity level and needs of the students involved and

c. sensitive to the feelings of the students involved.

4. Responsible decision making shall be stressed as an integral part of all units on human sexuality.

5. Health Education, including an in-depth discussion of human sexuality, shall be a requirement for graduation in the High School. This requirement shall be fulfilled through any of those courses designated in the Health Education curriculum.

6. The program in Grades 9-12 shall be coordinated to insure that all students shall have access to the information present in the seventh and eighth grade curriculum as well as current information on birth control and abortion.

7. All students shall be made aware of the informational and counseling services available to them at any time through the student services department.

8. Any student may be excused from attendance at instructional sessions dealing with the topic of human sexuality if he/she or, in the case of a student being less than 18 years of age, his/her parent submits the request in writing to the principal. Any student may be excused from the entire Health Education course and its requirement for high school graduation if the student or the student's parent, in the case of a student being less than 18 years of age, presents a written request to the Superintendent requesting such an exemption on the basis that the course conflicts with deeply-held religious or moral values and explains the conflict, and . . .

that a partial exemption will not meet the parents' and/or student's objections, and . . .

the request for exemption is received prior to the beginning of the course. The Superintendent may waive this requirement if the request was delayed due to extenuating circumstances.

If these criteria are met, the Superintendent is authorized by the School Committee to exempt the student. The Superintendent will review with the School Committee the number and nature of exemptions requested and their disposition. Such reviews will be presented annually or more often if appropriate. To the extent possible, names of students and parents requesting exemptions and other identifying information will be kept confidential.

9. Opportunities will be provided for community input for the updating of the Health Education Curriculum.

10. All materials and teaching strategies used for instruction relative to human sexuality shall be consistent with this policy and open for review by any parent.

11. The Guidance Department Head shall have the responsibility for the review of materials and strategies to determine their appropriateness for inclusion in the Health Education Curriculum. In situations where a grant is applicable, application procedures will be followed.

#### **Youth Risk Behavior Survey**

The Youth Risk Behavior Survey is given to all students grade seventh through 12 on a bi-annual basis. This survey provides valuable information on current adolescent behaviors such as substance abuse, sexual activity, depression, bullying, physical activity, computer time and nutrition. The results of this survey are provided to the school committee and community and used to evaluate, revise and implement appropriate and relevant programming, health curriculum

and services. Parents will receive notification at the beginning of the school year in which the survey will take place. A signed form is required if the student is to be omitted from taking this survey.

#### **Student Health**

A physical examination of any pupil(s) attending or proposing to attend the District Schools may be required, if at the discretion of the Superintendent, Principal or School Nurse, such examination is in the interest of protecting the health of other pupils or the staff attending the school or when a child's performance in school appears to be impaired by illness or other physical problems. The pupil shall submit to such examination by a physician designated or approved by the District School Committee without unreasonable delay, and a copy of the report of such examination shall be forwarded to the Superintendent of Schools. Parents shall be advised of any disease, defect, or disability requiring treatment. As an alternative, students who are over the age of 18 and/or parents may arrange for an examination by a physician of their choice, at their expense. If the Superintendent shall deem it necessary for the protection and health of other pupils, such pupil may be excluded pending the report of the physical examination. Physical examinations will be required annually for students planning to participate in competitive athletics, at the parent's or student's expense.

#### **Life-Threatening Food Allergies**

The District shall support the health and safety of all members of the District community, and recognizes that some individuals with life-threatening allergies (LTA) if exposed to offending food allergens could experience a life-threatening reaction. To support a safe environment for all staff and students, the Superintendent or designee

shall see that appropriate guidelines are established, maintained and reviewed annually by the School Health Advisory Council (SHAC). A report to the School Committee shall be made each year in October.

These guidelines will include building-based emergency and response plans, on-site availability of appropriate emergency equipment, staff training, and individual health care plans for all staff and students known to be at risk of life-threatening allergic reactions. Such plans will ensure that students with LTA can participate fully in school activities without undue fear of harm from exposure to life-threatening food allergens, and will take into account the well-being of all staff and student without discrimination or isolation of any individual. For LTFP procedures and practices refer to Masconomet's website under School Safety – Life Threatening Allergy Guidelines.

#### **Prohibition against Drugs / Alcohol**

**Use, Possession and Distribution of Drugs and Alcoholic Beverages When under School Control: On-campus or at School-related Activities off Campus**

It is the legal and social responsibility of the District School Committee to establish policies and encourage administrative action that will promote a school environment free from usage, possession or distribution of drugs and alcoholic beverages. Drugs and alcoholic beverages shall mean any controlled as defined in Section 94 (C) of Massachusetts General Laws. The School Committee also encourages educational programs that provide every child with a good understanding of the physical, psychological, and social dangers associated with drugs and alcoholic beverage usage. Therefore:

1. The School Administration shall direct the staff to plan and conduct a variety of learning activities that emphasize adequate

knowledge of drugs and alcoholic beverages and their effects. Opportunities to participate in individual and group discussions about personal and/or social problems related to drugs and alcoholic beverages will be provided.

2. Employees of the School District, including bus contractors and their employees, will report any students, other employees, or visitors to the school who display evidence of using, possessing or distributing drugs and/or alcoholic beverages. Reports should be made personally to the Assistant Principal, Principals, or to the Superintendent.

3. The parent or guardian of a student suspected of using a drugs alcoholic beverages will be notified in a timely manner. If the student's actions are disruptive to the educational process or school related activity, the Administration will require the parent or other appropriate authority to remove the student from the school grounds or the school sponsored activity.

4. Based on the results of a hearing conducted in accordance with School Committee policies and Massachusetts law, any student found to be in possession of or displaying the actions of one under the influence of any controlled substance or alcoholic beverages on school property or at a school sponsored activity may be immediately suspended. The matter will be reported immediately to the police. The student shall be referred to the principal for progressive disciplinary action.

5. Based on the results of a hearing conducted in accordance with School Committee policies and Massachusetts law, any student found to be selling controlled substances on school property or at a school-sponsored activity may be suspended and will be considered for expulsion. The matter will be reported immediately to the police.

6. Based on the results of a hearing conducted in accordance with School

Committee policies and Massachusetts law, any student who knowingly and willfully assists another person in using controlled substances or alcoholic beverages on school property or at a school-sponsored activity may be suspended immediately and may be subject to expulsion. The matter will be reported to the police.

7. Violators of Section 4, 5, or 6 of this regulation will be ineligible, for a period of up to one year, to be determined by the principal or a designee, to participate in or hold office in any school organization, to participate in interscholastic athletics or competitions, or to attend or participate in any school-sponsored activity. The student and parent will participate in a school approved substance abuse rehabilitation program at the family's expense. This program will include a drug-testing component. Participation in the program will continue until the school and program counselor agree that the threat of continued substance abuse has been significantly reduced and the student has tested substance free for at least two months. Failure to comply with this section of the policy will result in a long-term suspension with readmission contingent upon compliance with the rehabilitation program for at least two months.

8. Any student sanctioned under this policy is ineligible to receive a varsity letter for the sport in which the student was a participant when the infraction occurred, and/or any awards or honors conferred by the Masconomet Regional School District for Masconomet clubs or activities in which the student was a participant when the infraction occurred.

9. A student possessing and/or using a prescription drug in an authorized manner shall be exempt from the above regulations. It is recommended that the student advise the principal about taking a prescription drug in order to avoid a possible misunderstanding in

the application of these regulations.

**Use or Possession:** In addition to the penalties set forth above, the following sanctions shall apply to drug/alcohol offenses:

**First Offense**

**Penalty:** Placed on Social Probation for 14 calendar days. Loss of parking privileges for 14 calendar days.

**Requirement:** Initial parent/student meeting with school counselor; Student to meet with counselor once more within the 14-day period.

Any student sanctioned under this policy is ineligible to receive a varsity letter for the sport in which the student was a participant when the infraction occurred, and/or any awards or honors conferred by the Masconomet Regional School District for Masconomet clubs or activities in which the student was a participant when the infraction occurred.

**Second & Subsequent Offenses**

**Penalty:** Placed on Social Probation for 84 calendar days. Loss of parking privileges. **Requirement:** Initial parent/student meeting with school counselor; student to meet subsequently on a weekly basis with school counselor; these meeting to be terminated at the discretion of the counselor.

If after the second or subsequent violations the student of his/her own volition becomes a participant in an approved chemical dependency or treatment program, the student may be certified for removal from Social Probation after a minimum period of 45 calendar days. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.

In the Presence of

**First Offense**

**Penalty:** Placed on Social Probation for 14 calendar days. Loss of parking privileges for 14 calendar days.

**Requirement:** Initial parent/student meeting with school counselor; Student to meet with counselor once more within the 14-day period.

**Second Offense**

**Penalty:** Placed on Social Probation for 30 calendar days. Loss of parking privileges.

**Requirement:** Initial parent/student meeting with school counselor; student to meet subsequently on a weekly basis with school counselor; these meeting to be terminated at the discretion of the counselor.

**Third and Subsequent Offenses**

**Penalty:** Placed on Social Probation for 84 calendar days. Loss of parking privileges.

**Requirement:** Initial parent/student meeting with school counselor; student to meet subsequently on a weekly basis with school counselor; these meeting to be terminated at the discretion of the counselor.

1. For students participating in MIAA sports, the student will be sanctioned pursuant to the MIAA standard or this policy, whichever is greater.

2. For the purpose of this policy, "calendar days" do not include the vacation period, which begins the day after school ends and ends for athletes on the first day of "double sessions" and for all other students on the first day of school.

3. A first "in the presence of" will count as a first offense under "Use or Possession" if the student is subsequently disciplined under the use or possession section of this policy.

**Student Searches and Locker Privileges**

Students and their personal belongings, including student vehicles, are subject to search by school personnel to the extent school personnel have a reasonable basis for



suspecting that the search would reveal evidence that the student has violated the law or school rules. In the event of search of a student or his belongings, parents will be notified as soon as practical following the search. In the event a student refuses to cooperate with the search, the police may be summoned or the parents will be called. Except as otherwise necessary due to exigent circumstances, searches will be conducted by school administrative staff members in the presence of another adult. In all cases the nature of the search must be reasonably related to the object sought and not excessively intrusive in light of the age and gender of the student.

School lockers and desks, which are assigned to students for their use remain the property of the school department and students should, therefore, have no expectation of privacy in these areas. Such areas are subject to search at any time, including but not limited to random searches by school officials and canine searches.

\* New Jersey v T.L.O. 53 U.S.L.W. 4083, 4087-4088

### **Student Smoking**

The use of any tobacco products within the school buildings, the school facilities or on the school grounds or on school buses by any individual, including school personnel is prohibited (MGL Chapter 74, Section 37H). This law covers all visitors to any public school property at all times.

Effective September 1994, by action of the Boxford Town Meeting, there will be fines for each offense - the first offense is subject to a \$25 fine, the second is a \$50 fine, and the third and subsequent offenses will be \$100 each. These fines are in addition to the penalties described elsewhere in this Handbook.

### **Fund Raising - Student Organizations**

All fundraising by any student organization directed by a Faculty Advisor, the Athletic Director, or the Coach of an athletic team shall operate under the authority of the School Committee and be conducted in accordance with the following provisions:

1. All fund-raising activities shall be presented in writing to the Principal for approval at least two weeks prior to the planned activity. Plans should be specific, naming those raising the funds, stating the intended use of such funds, and indicating the amounts to be raised.
2. The Principal will maintain a chronological listing of student sponsored fund-raising activities and post copies of updated listings on a designated bulletin board available to both students and faculty.
3. The School Committee favors fewer, more successful fund-raising drives to keep to a minimum the number of appeals for donations made to citizens and businesses.
4. The manner of fund raising helps form the public's perception of Masconomet and the communities it serves. Therefore, only those fund-raising proposals which are deemed appropriate and reflect favorably on the dignity and the seriousness of purpose of the District should be approved.
5. Each organization is accountable for funds it receives and may control the use of funds raised, as long as it is noted that the Faculty Advisor or Athletic Director and the Principal are ultimately responsible for any decision regarding the money's disbursement. All funds must be deposited and accounted for by procedures approved by the Superintendent and the Treasurer.
6. Repeated and willful violations of this policy may result in sanctions against the organization's right to operate fund-raising activities and/or the individual's right to participate in the organization.

### **Fund Raising - Parent Organizations**

The School Committee appreciates the significant contribution made by parents over the years in raising funds to benefit Masconomet programs and urges compliance with the following guidelines.

1. The nature of the fund raising and the manner in which it is conducted should reflect favorably upon Masconomet.
2. The parent group should notify the Principal in writing at least two weeks prior to the event of the nature and purpose of the fund-raising activity.
3. The parent group should obtain the approval of the Principal to utilize the proceeds of its fund-raising activities to benefit the school; the approval of the Principal and Faculty Advisor to utilize the proceeds to benefit a class or club; the approval of the Principal and Athletic Director to utilize the proceeds to benefit a team. The School Committee reserves the right of final acceptance or refusal of donated services or equipment.
4. Each parent group is accountable for funds it receives and should develop appropriate accounting procedures to record receipts and expenditures and for safeguarding the funds. The organization will identify the person or persons who will accept responsibility for the group and will identify the person in charge or the officer of the association in its publicity. A copy of this policy will become part of the Calendar Handbook.

### **Legal Notice: Friable Asbestos**

Masconomet is in compliance with all the requirements of the Asbestos Hazard Emergency Response Act (AHERA). The Management Plan and inventory of asbestos-containing building materials is available for your inspection at the school administration office. If you have questions or concerns, please contact the Business Office.

## **Summary of Regulations Pertaining to Student Records**

The State Board of Education and the United States Department of Education, through the Family Educational Rights and Privacy Act (FERPA) have adopted regulations pertaining to the maintenance and disclosure of student records and personally identifiable information. These regulations have the force of law. , The regulations apply to all public elementary and secondary schools. (They also apply to all private schools which have state approval to provide special education services to publicly funded students or which receive federal funding.) They are designed to insure parents' and students' rights of confidentiality, inspection, amendment, and destruction of student records, and to assist school authorities in their responsibilities for the maintenance of student records. The regulations apply to all information kept by a school committee on a student in a manner such that he or she may be individually identified. The regulations divide the record into two sections: the permanent record (transcript) and the temporary record. The transcript includes only the minimum information necessary to reflect the student's educational process. This information includes name, address, course titles, grades, credits, and grade level completed. The transcript is kept by the school system for at least sixty years after the student leaves the system. The temporary record contains the majority of the information maintained by the school about the student. This may include such things as standardized test results, class rank, school-sponsored extracurricular activities, and evaluations and comments by teachers, counselors, and other persons; as well as other similar information. The temporary record is destroyed within seven years after the student leaves the school system.

The following is a summary of the major parent and student rights regarding their student records, as provided by the Regulations Pertaining to Student Records:

### **Inspection of Record**

A parent, or a student who has entered the ninth grade or is at least fourteen years old, has the right to inspect all portions of the student record upon request. The record must be made available to the parent or student no later than ten (10) calendar after the request, unless the parent or student consents to a delay.

The parent and student have the right to receive copies of any part of the record, although a reasonable fee may be charged for the cost of duplicating the materials. Finally, the parent and student may request to have parts of the record interpreted by a qualified professional of the school, or may invite anyone else of their choosing to inspect or interpret the record with them.

### **Confidentiality of Record**

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

Masconomet's Director of Security and the School Resource Officers (SROs) assigned by Boxford, Middleton and Topsfield police departments constitute the Masconomet Regional School District's law enforcement unit. As such, these officials may be given access to personally identifiable information from students' education records. The school's law enforcement unit officials must protect the privacy of educational records it receives and may disclose them only in compliance with *FERPA*. Law enforcement

unit records will be maintained separately from education records.

### **Directory Information**

This information includes name, address, telephone number, date and place of birth, photo/video, participation in officially recognized activities and sports, weight and height of members of athletic teams, classroom assignments, bus assignments, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information. Students who object to the release of this information without their prior written approval must so state to the Principal, in writing, at the beginning of each school year. The Principal of each school will determine to whom this information will be released.

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.

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. 199, ss. 51B, 57, 69 and 69A respectively.

### **Amendment of Record**

The parent and student have the right to add relevant comments, information, or other written materials to the student record. In addition, the parent and student have the right to request that information in the record be amended or deleted. The parent and student have a right to a conference with the school Principal to make their objections known. Within a week after the conference, the Principal must render a decision in

writing. If the parent and student are not satisfied with the decision, the regulations contain provisions through which the decision may be appealed to higher authorities in the school system.

### **Destruction of Student Records**

This is to inform you of the eventual destruction of students' records which are maintained by the school system. The records, which are described below, contain significant information that may be of importance. Because of this, you have the opportunity to examine and receive copies of any or all of the records, prior to their destruction.

In accordance with Department of Education regulations, different parts of the record will be destroyed at two points in the future. The majority of the information will be destroyed within five years of your graduation from high school.

Specifically, the information to be destroyed within seven (7) years from your graduation includes:

results of standardized tests, including college board, personality, and intelligence tests; record of school-sponsored extracurricular activities; evaluations and reports by teachers, counselors, and others; attendance data; any and all Chapter 766 Special Education records; all other information not listed below.

The following information may be destroyed only after sixty years:

identifying information regarding student and parent or guardians;  
course titles and grades received;  
grade level completed and year completed.

You have the right to examine and receive a copy of any or all of the above information at any time prior to its destruction. If you have any questions regarding records, please contact the Guidance Department at Masconomet.

Whenever a student is expelled for possession of a dangerous weapon or a controlled substance or assault on school staff, and the student applies for admission to another school, the Superintendent of the former school shall send written notification to the Superintendent of the new school of the reasons for such expulsion. The student is required to provide a complete copy of his/her school record when transferring to a new school district.

### **Hazing**

Under [Massachusetts General Laws Chapter 269, Sections 17-19](#) and 603 CMR 33.00, all secondary schools, both public and private, must:

- Adopt anti-hazing policies as part of their disciplinary policies.
- Distribute copies of the anti-hazing law to all students enrolled full-time; to all student groups, teams, and organizations that are part of or are recognized by the school, or are permitted by the school to use its name and facilities; and to all known unaffiliated student groups, teams, or organizations.

### **Section 17: Hazing; organizing or participating; hazing defined**

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: Failure to report hazing**

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: Copy of Secs. 17 to 19; issuance to students and student groups, teams and organizations; report**

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.

**Massachusetts Law, Chapter 76, Section 5:**

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

**Federal Law Title IX:**

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

Masconomet Regional School District is in compliance with both of these laws. All courses of study, extracurricular activities, and services offered by the school are available without regard to race, color, sex, religion or national origin. Any student or parent or employee who feels he or she has been discriminated against should contact the Title IX Coordinator, through the

Superintendent's Office at 978-887-2323. If the matter is not resolved within seven days, an appeal in writing should be sent to the Principal.

If the matter remains unresolved at the end of fourteen days, an appeal in writing may be made to the Superintendent, who will investigate the complaint and respond in writing within another fourteen days. The final step for complaints, if they are not resolved with the school officials, is the Bureau of Equal Opportunity in Boston for Chapter, the United States Department of Education's Office for Civil Rights or the Massachusetts Department of Elementary and Secondary Education. If the complainant does not wish to follow the route through the school officials, the complaint may be taken directly to the Bureau of Equal Opportunity, the Office of Civil Rights or the Massachusetts Department of Elementary and Secondary Education. Please contact the Superintendent at 978-887-2323 regarding any question, which may arise.

**Rehabilitative Act of 1973-Section 504**

Section 504 of the Rehabilitative Act of 1973 provides that: "no otherwise qualified handicapped individual...shall, solely by reason of his handicap, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program or activity receiving federal financial assistance."

It is the intention of Masconomet Regional School District to comply with this legislation. All courses of study, extracurricular activities, and services offered by the school are available without regard to handicap. The full text of Section 504 is available at the Superintendent's Office. For additional information regarding Section 504 and to obtain an evaluation of eligibility for Section 504 accommodations and/or services, please contact the Principal.

## COMMUNITY RESOURCE LIST

### AMBULANCE

<b>TOPSFIELD, BOXFORD</b>	978-774-1500
Lyons Ambulance, Danvers	
<b>MASCONOMET, MIDDLETON</b>	978-774-2211
Middleton Fire Dept.	
<b>BOXFORD – EMERGENCY</b>	<b>911</b>
Non-Emergency	978-887-8135
<b>MIDDLETON – EMERGENCY</b>	<b>911</b>
Non-Emergency	978-774-4424
<b>TOPSFIELD – EMERGENCY</b>	<b>911</b>
Non-Emergency	978-887-6533
<b>STATE POLICE - DANVERS</b>	978-538-6060

### HOSPITALS

Atlantic Care Medical Center/Union	781-581-9200
Beverly	978-922-3000
Lahey Clinic N.S.	978-538-4000
Lawrence Memorial	781-306-6000
Malden Hospital	781-322-7560
Melrose Wakefield	781-979-3000
Merrimack Valley	978-374-2000
Emergency Room	978-521-8600
Merrimack Valley Center	978-774-4400
N.S. Children's	978-745-2100
Salem Hospital/N.S. Medical Center	978-741-1215

### ABUSE-WOMEN & CHILDREN

Child at Risk (24 hr)	800-792-5200
HAWC (Help for Abused Women & Children - 24 hr)	978-744-6841
MSPCC (Mass. Society for Prevention of Cruelty to Children - 24 hr)	781-586-8350 978-922-8772
North Shore Rape Crisis Center (24 hr)	800-922-8772
Parent and Child Stress Line (24 hr)	800-632-7446
Parent only Stress Line	800-632-8188
Women's Crisis Center (Newburyport - 24 hr)	978-458-2155 978-465-0999

### AIDS AND SEXUALLY TRANSMITTED DISEASES

AIDS Hotline	800-235-2331
AIDS Action Committee Hotline	617-437-6200

Spanish	800-344-7432
TTY	800-243-7889
National STD Hotline	800-227-8922
Strongest Link AIDS	978-777-5885
<b>Anonymous HIV Testing</b>	
AIDS Action Committee, 131 Clarendon St, Boston	800-235-2331
Health Quarters 19 Broadway, Beverly	978-927-9824
Health Quarters 694 Western Ave, Lynn	781-593-1115
Psychological Center, Inc 11 Union St, Lawrence	978-685-1337

### DEPART OF SOCIAL SERVICES AREA OFFICES

(serving Masconomet Students)	
<b>Cape Ann Area.</b>	
45 Congress St., Building 4, Salem, MA 01970 Days	978-825-3800
<b>Middleton</b>	
Evenings & Weekends	800-792-5200
Days	978-825-3800 978-825-3900
Fax #	978-825-9091

### Haverhill/Newburyport Area

3 Ferry St., 2 <sup>nd</sup> floor, Bradford, MA 01835	978-469-8800
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### Boxford and Topsfield

Hotline	800-792-5200
Fax #	978-469-8990

### DRUGS & ALCOHOL

Alanon/Alateen	781-843-5300
Alcoholics Anonymous	978-921-7602
Alcohol <u>24 Hour</u> Helpline	800-559-9503
Baldpate (over 18 yrs only)...	978-352-2131
Center for Addictive Behaviors	978-968-1700
Narcotics Anonymous	866-624-3578
National Institute of Alcohol.	301-443-3860
NORCAP	508-543-1873
Substance Abuse Helpline (24 hr)	800-327-5050
Turning Point (24 hr)	978-462-8251

Women's Project COPE	781-581-9270
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### EATING DISORDERS

Center for Family Development	978-921-1190
MEDA (Mass. Eating Disorders Assoc.)	617-558-1881

### PREGNANCY INFORMATION

Greater Haverhill Pregnancy Center	978-373-5700
Health Quarters, Inc. (Beverly)	978-922-4490
Health Quarters, Inc. (Haverhill)	978-521-4444
Health Start (Medical Insurance)	800-531-2229
Planned Parenthood	800-682-9218

### SUICIDE

Samaritans (24 hr)	
Boston	617-536-2460
Lawrence	978-327-6600
Lowell	978-452-6733
National Suicide Prevention Lifeline	800-273-TALK
Project Safety Net (24 hr)	978-771-4619
Teen Suicide	888-767-8336

### MISCELLANEOUS SERVICES

American Cancer Society	508-270-4945
American Heart Association	508-620-1700
American Lung Association	781-890-4262
Smokers' Quit Line	800-879-8678
American Red Cross	978-922-2224
<b>Adolescent Medicine</b>	
M.G.H. Children's Services	617-726-2914
North Shore Children's Hospital	978-745-9000
Children's Friend and Family Services (Counseling)	978-744-7905
Mass. Brain Injury Association	800-242-0030
Mass. Department of Public Health	866-627-7968
Mass. Rehabilitation Commission	617-204-3603
<b>POISON CONTROL CENTER</b>	<b>800-682-9211</b>
National Runaway Hotline	800-621-4000
North Shore Community Program	978-232-1212
Mediation	
Project Rap (Violence Prevention)	978-532-5316
For more resources	<a href="http://www.TriTownCouncil.org">www.TriTownCouncil.org</a>

