

TOWN OF NORTON

Norton Middle School Site Council (Committee)

MINUTES

Date: February 12, 2015

Time: 6:00 PM

Location: NMS Administrative Conference Room

Members & Staff Present: Virginia Murray, Ron Goldstein, Sharon Gauvin, Kerry Reynolds, Jill Berkovitch-Blake, Mary Steele, Vincent Hayward, Dr. Joseph Baeta, Superintendent

Members Not Present: _____

The meeting was called to order at: 6:00 PM

Minutes from the Reading and approval of minutes from previous meeting were tabled to next meeting.

Meeting Motions / Actions and Summary of Discussions: Discussions only @ this meeting.

Agenda Item	Discussion Summary	Decision/Action Taken	Vote
Start of School Report	1) Report Cards went out late due to snow days & process 2) GSA started at NMS to support students 3) Drama Club to produce 'Sound of Music'	N/A N/A N/A	N/A N/A N/A
Superintendent Dr. Baeta	Budget message handed out and explained - handout	N/A	N/A

MCAS Action Plan Update Advanced to March meeting

School Improvement Plan

Due to time constraints, group will use the March meeting to continue revision. We are still on track. Feedback can be sent to Principal Hayward.

Handbook Review Modify or Start New Discussion: Changes & Improvements Timeline Update	<ul style="list-style-type: none"> - Consider adding "Social Suspension" to attendance policy/privileges. - Add 8th grade privileges (lunch outside) - Make it student/parent friendly (suggestions to help parents) - Suggestion- have a separate "Student Conduct" booklet - Digital? 	Principal Hayward will reformat some items in handbook	N/A
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Member Concerns	Question about increase in Guidance personnel- One considered for each school- Guidance/Adjustment	N/A	N/A
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List of Documents and Other Exhibits used at Meeting:

- FY16 Budget message from Dr. Baeta
- NMS Student Handbook

Meeting was adjourned at 7:00 PM until the next meeting on Tuesday, March 12, 2015 at 6:00 PM at the Norton Middle School Administrative Conference Room.

Respectfully submitted, Minutes Approved by Committee on: March 12, 2015
 (Date)

Signatures: 
 (Name & Title) Chairman, (committee)



NORTON PUBLIC SCHOOLS

Joseph F. Baeta, Ed.D.
Superintendent of Schools

February, 2015

FY16 Budget Message

The Public Schools of Norton, MA demonstrate high academic standards, offer supportive programming, and develop outstanding graduates. This budget proposal continues last year's *"We can do better. We must do better...and together we will do better"* message. As many of you are aware, however, the price of doing business beyond contractual obligations continues to grow because of unfunded mandates and the educational needs of our students.

The stakeholders, stockholders and taxpayers of Norton have a vested interest in The Public Schools of Norton being the best they can be. This budget proposal is the beginning of a conversation about reinvesting in your public schools.

This budget is grounded in the new *Strategic Plan: 2015-2018* which has four goals:

1. Academic success for ALL students
2. Enriching student learning experiences
3. Investing in our staff; and
4. Continuing to be a source of pride for the community

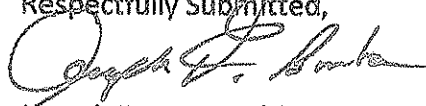
Included in this budget: contractual (personnel and transportation) obligations, NEASC reaccreditation, tuition increases, special education reorganization and restructuring, classroom priorities, class size reduction and reinstatements, supporting facilities preventative maintenance, technology integration needs, Full Day Kindergarten and support positions.

Full Day Kindergarten (FDK) once again is a major priority in terms of educational and financial needs. All other requests have been cut in prior years or are unfunded mandates. This budget keeps class sizes at the elementary level at 19-24 and the secondary level at 24-28.

We ask for your consideration in prioritizing the school budget as a means to ensuring continuous improvement and high student achievement.

As you review the budget I ask that you consider our approach.

Respectfully Submitted,


Joseph F. Baeta, Ed.D.
Superintendent of Schools

Norton Public Schools FY16 Proposed Budget

FY15 BUDGET **\$24,137,584**

OVERALL

<u>Mandated Obligations</u>		
Contractual Salaries	\$850,964	3.53%
Admin/Non-Union Increases	\$43,400	0.18%
NEASC	\$30,000	0.12%
Regular Transportation	\$74,221	0.31%
Special Education Transportation	\$50,129	0.21%
Special Education Tuition	\$213,701	0.89%
TOTAL	\$1,262,415	5.23%

<u>Mandates/Reorganization</u>		
Sped Positions	\$283,791	1.18%
Summer School	\$10,000	0.04%
TOTAL	\$293,791	1.22%

<u>Mandates-Facilities</u>		
Prevent Maintenance - 5 Buildings	\$69,147	0.29%
TOTAL	\$69,147	0.29%

<u>Classroom Priorities</u>		
Instructional Supplies	\$114,210	0.47%
Technology	\$80,000	0.33%
Textbooks	\$135,000	0.56%
Professional Development	\$0	0.00%
Class Size Reductions	\$173,590	0.72%
TOTAL	\$502,800	2.08%

<u>Full Day Kindergarten</u>		
Full Day K	\$250,000	1.04%
TOTAL	\$250,000	1.04%

<u>Elimination of Fees</u>		
Elimination of Fees	\$0	0.00%
TOTAL	\$0	0.00%

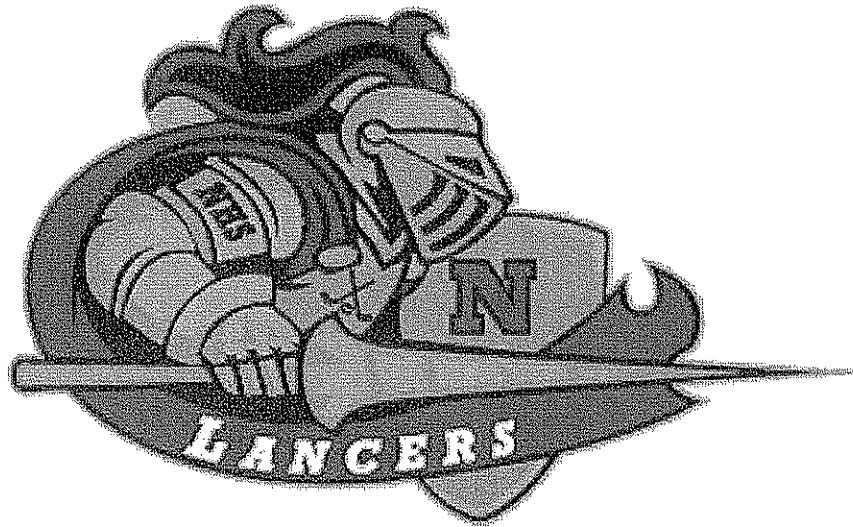
<u>District Wide Positions</u>		
Data Position	\$45,000	0.19%
12 Month Secretaries	\$25,000	0.10%
TOTAL	\$70,000	0.29%

TOTAL FY16 REQUEST	\$2,448,153	TOTAL % INCREASE	10.14%
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PROPOSED FY16 BUDGET	\$26,585,737		
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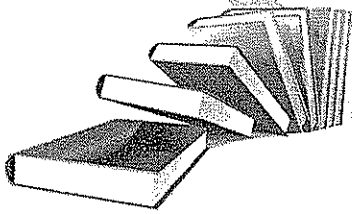
Norton Middle School

2015 ~ 2016



"School Motto"

Parent / Student Handbook



Mr. Vincent M Hayward, Principal
Mr. Ronnie Goldstein, Assistant Principal

215 West Main Street Norton MA 02766

NMS Student Handbook 2015-16 Table of Contents

1. About Norton Middle School

- Letter from NMS administration
- NPS core values
- NMS Meeting the Needs of the Whole Child
- NMS core values: "Respect and Responsibility"
- Staff Contacts

2. Norton Middle School – Calendar and Dates

- NPS Academic Year 2015-16 calendar
- School Cancellation
- Attendance and Dismissal
- School vacation guidelines
- Remaining afterschool
- Student Information

3. NMS Daily Routines: Schedules, Procedures and Policies

- General information about the school day
- NMS length of school day
- Grade Level Teams
- NMS dress code
- Arriving at NMS
- Cafeteria, hallways, library and lockers
- Fire drills and emergency plans
- Acceptable use of cell phones, iPods/Electronic Listening Devices and Personal Gaming Machines
- Fitness and Health policies

4. The Whole Child: Academic, Social and Emotional Learning

- Homework policy
- Academic study tips
- Care of books
- Supervision of curriculum, instruction and student services
- Home and school communication
- Social/emotional development programs
- After-school clubs, sports, and social events
- Student Activities and Athletic Program

5. Code of Conduct

- Behavior Code of Conduct

6. Assorted District Policies, Legal Rights & Responsibilities

- Annual Assessment of Physical Growth and Development
- Anti-Bullying Policy
- Chapter 71 Sections 37H, 37H1/2, 37H3/4

- STUDENT RECORDS REGULATIONS

Appendix

- Bullying, Harassment and Intimidation flow Charts

Index

1. About Norton Middle School

WELCOME TO STUDENTS

Dear NMS students, parents and guardians,
Welcome to the 2015-2016 school year. We hope your summer was restful and enjoyable. The entire staff at the middle school looks forward to assisting students in having a successful year. We encourage students to put forth their best effort regarding schoolwork here and at home.

We are asking that you review our newly revised handbook in its entirety. In an effort to communicate clearly our goals, policies and practices we updated numerous sections of the handbook. In addition we re-formatted the entire handbook to help readers quickly and easily find relevant and important information.

In our continued effort to improve, we feel it is important for all stakeholders to have a clear understanding of the practices and policies that have helped us earn designation as a "Spotlight School". Many of our policies and procedures are mandated by the state of Massachusetts and the Department of Elementary and Secondary Education. Most of our practices are what we have learned, over time, work best in our school. Norton Middle School has a track record of success due to the strong partnership between the school, the parents and its students. Norton Middle School is prepared to challenge and support each child academically, behaviorally and socially. Let us carry on the tradition of working together so that all of us can experience the rewards of our hard work. We appreciate your ongoing support.

Sincerely,

Vincent M. Hayward
Principal

Ronnie Goldstein
Assistant Principal

Our Mission:

Guided by our Core Values, the Norton Public Schools, in active partnership with parents and the community, will provide each student with a quality education, one which fosters personal development and intellectual growth and prepares each to contribute and succeed as a productive and responsible global citizen in the 21st century

NMS Meeting the Needs of the Whole Child

Norton Middle School Purpose

As an active member of the New England League of Middle Schools (NELMS) and Commonwealth of Massachusetts Middle Level Educators (COMMLE), the Norton Middle School's mission is directly aligned with the eight principles for middle school education as outlined in "Turning Points", a national study on the education of early adolescents:

Trust

School should be a place where close, trusting relationships with adults and peers create a climate for personal growth and intellectual development. This is accomplished by:

- Creating smaller learning environments or clusters
- Forming teachers and students into teams
- Assigning an adult advisor to each student

Critical Thinking

Every student in the middle grades should learn to think critically through mastery of an appropriate body of knowledge, lead a healthy life, behave ethically, and assume the responsibilities of citizenship in a pluralistic society. This is accomplished by:

- Teaching young adolescents to think critically
- Teaching young adolescents to develop healthful lifestyles
- Teaching young adolescents to be active citizens
- Integrating subject matter across disciplines
- Teaching students to learn successfully

The Opportunity to Succeed

All young adolescents should have the opportunity to succeed in every aspect of the middle grade program, regardless of previous achievement or the pace at which they learn. This is accomplished by:

- Employing heterogeneous grouping
- Using flexible and block scheduling to maximize learning
- Expanding opportunities for learning

Decision Making

Decisions concerning the experiences of middle grade students should be made by the adults who know them best. This is accomplished by:

- Establishing building governance structures where decision-making is shared
- Designating leaders for the teaching process

Expert Teachers

Teachers in middle grade schools should be selected and specially educated to teach young adolescents. This is accomplished by:

Developing expert teachers of young adolescents

Healthy Living

Young adolescents must be healthy in order to learn. This is accomplished by:

Ensuring student access to health services

Establishing the school as a health-promoting environment

Family Ties

Families and middle grade schools must be allied through trust and respect if young adolescents are to succeed in school. This is accomplished by:

Offering parents meaningful roles in school governance

Keeping parents informed and involved

Offering families opportunities to support the learning process at home and at school

Community Ties

School and community organizations should share responsibility for each middle grade student's success. This is accomplished by:

Placing students in youth services

Ensuring student access to health and social services

Community organizations supporting the middle grade education program

Community organizations augmenting resources for teachers and students

Expanding career guidance for students

Middle school years are recognized as a transition stage between the elementary and high school levels. While at the middle school, a student should develop talents and abilities to the maximum in all areas of school life. This would include academics, special areas, physical development and social interactions. We feel the middle school should provide a challenging environment in which students may acquire skills necessary for the transition to the next developmental stage.

NMS core values: "Respect and Responsibility"

THE STUDENT

You are the most important person in our school. We are all here to help you grow intellectually, socially, emotionally and physically. We have studied for many years to have the privilege of teaching you. We will do our best for you and hope that you will do your best also. Included in this handbook are policies that reflect our values in the day-to-day operations of our school. Our goal is that your understanding of these responsibilities and the significant role they play in making our school an effective place to learn, will grow deeper and broader over time.

We expect that each student:

- Be motivated to work consistently at their optimum ability.
- Acquire the knowledge to pass the basic skills curriculum.
- Acquire skills necessary to access information.
- Develop and broaden abstract reasoning skills to enable the use of higher level thinking skills.
- Develop effective oral and written communication skills.

THE TEACHERS

Teachers are hired by the school system to provide students with the opportunity to receive a good education. We should all realize that our teachers are assuming the responsibilities of our parents while we are at school. They should receive the respect and consideration that we show our parents.

SHARED RESPONSIBILITIES

We expect every student and staff member to act with:

Respect: Recognizing the worth and rights of self and others, the value of property and the environment. Respect includes valuing authority and being courteous to others.

Honesty/Integrity: Integrity – being true to one's ethical beliefs and taking action based on those beliefs.

Courage: Having the internal strength to follow through on what one believes to be right and fair. Courage includes taking action on personal commitments.

Personal Responsibility: Individuals being responsible for one's own actions and future, having ownership and being accountable for the outcomes of decisions, and learning from mistakes.

Self-Discipline: Being able to control or improve one's pattern of behavior in moral, mental, and physical wellness.

Kindness: Thinking and caring about the welfare of others while engaging in the considerate personal interaction that enriches the lives of others.

Justice: Upholding what one believes to be fair. Being fair minded in the treatment of others.

Social Responsibility: Being willing to participate in or develop community through volunteerism, voting, community service, and showing respect for country.

Staff Contacts

STAFF	Position	EXT.	E-mail
Vincent M. Hayward	Principal	0145	vincenthayward@norton.k12.ma.us
Ronnie Goldstein	Asst. Principal	0	
Barbara Rossi	Secretary	0140	

ABSENCE/ATTENDANCE

ABSENCES

In order for you to do your very best work, you must attend school regularly, eat the right foods, get a good night's sleep and dress appropriately in cold or wet weather. When you are absent from school, your parent or guardian **must** call our school at 508-285-0140 **before 8:00 AM**. An answering machine is used until approximately **8:00 AM**. You will receive an automated phone call at home if we do not receive a call from a parent/guardian. **You must bring a note when you return to school after an absence. This note is given to the homeroom teacher and kept on file at the office. This note must contain the dates of absence, the reason for the absence and must be signed by your parent or guardian. This note is given to the homeroom teacher and kept on file.** Only absences meeting the criteria listed below in the section-excused *absences* will be considered excused. Absences due to vacation are not excused. If you are absent from school, you will not be allowed to participate in any activities of the school that day unless the absence has been approved by the principal or assistant principal.

EXCUSED ABSENCES

Absences considered excused:

- An absence accompanied by a note excused by a physician, dentist or school nurse
- Court appearance (Documentation required)
- Bereavement
- Religious holidays
- Principal's discretion

Students who are absent for any reason, except truancy, will be required to make up work missed in each class. It is each student's responsibility to obtain all make-up work from his/her teachers.

Students will be given the same number of days as absences, plus one, to make up any missing work. In the case of a suspension of three days or more, schoolwork will be made available for parent/guardian to pick up and will be due when a student returns to school.

MEDICAL CLEARANCE

Students returning to school after three consecutive days of absence must be cleared by the school nurse or present a doctor's certificate. Parents may contact the school nurse to describe the illness and symptoms. The school nurse may authorize the student's return to school. The school nurse may also require that the student see a physician to obtain a doctor's certificate.

UNEXCUSED ABSENCES

A student who exceeds seven (7) days of unexcused absences in one semester (2 quarters) or exceeds fourteen (14) days of unexcused absences at any time during the school year may be considered truant. Parents will be notified. Students who have excessive absenteeism may be referred to the Attendance Officer for legal action. If the causes for absences were primarily the student's health or family emergencies, the school principal may grant waivers if all course work has been completed. Any student who exceeds fourteen (14) days of unexcused absences at any time during the school year will not be eligible for Summer School.

WRITTEN HOMEWORK FOR ABSENCES

After a student has been absent due to illness for **two days**, parents may request written homework assignments through the main office **prior to 11:00 AM**. Twenty-four hours notice for written homework is required. The secretary will notify the homeroom teacher and all necessary materials will be available **BETWEEN 3:30 AND 4 PM**, the next afternoon. Materials may be picked up in the main office. A sibling or neighbor may pick up assignments for the absent student, but they are not permitted to bring books home. No schoolwork will be provided in advance for students who are absent due to vacation.

TARDINESS

When a student is late (after 8:40 AM) for school, he/she is to report to the office for a late pass. An excuse will be required from the parent or guardian explaining the reason for tardiness. A student who exceeds seven (7) unexcused "tardies" to school in one semester (2 quarters) or exceeds fourteen (14) unexcused "tardies" at any time during the school year will be considered not in "good standing". Pg. ##

EARLY DISMISSAL

1. **By Parent or Guardian:** Students must present a written note to the office at the beginning of the day stating the reason, the time of dismissal and the name of the individual who will be picking up the student. **Dismissal before 12:00 Noon** will count as an absence for that day. Students must report to the office prior to leaving school early. Dismissals should occur only for emergencies. In making appointments, parents are encouraged to bear in mind the importance of classroom instruction and to schedule appointments outside of school hours. Students may not be dismissed to any individual not listed on their Student Information Sheet. Students will not be called out of class until the parent/guardian arrives at school. **Proper ID will be required for dismissals.**
2. **For Illness:** If a student becomes ill, he/she should get a pass from the classroom teacher and report immediately to the School Nurse. The nurse will contact the parent/guardian if dismissal for illness is appropriate. **Students should not contact a parent for pickup if they are ill.**

ROLE OF THE ATTENDANCE OFFICER

- Investigate cause of absences and excessive tardiness and submit report
- Investigate habitual absentees
- Handle court action for excessive absence cases
- Research reasons why children of school age are not in school

BEFORE SCHOOL/ AFTER SCHOOL TRANSPORTATION AND PARENT PERMISSION

Written, faxed or e-mailed permission is required from a parent or guardian for **ALL** students to remain after school for any teacher or activity for any reason. The same is required for activities before school. The school fax number: 508-286-9457. To enter school before 8:35 am, students must have a pass issued by a teacher or club advisor. Rides for students remaining after school for activities which take place after school should arrive by 4:00 PM. The school department does not provide transportation for before-school activities.

BUS PASSES/CHANGES

All students are assigned to a bus and a bus stop in September. Students will be picked up and dropped off only at this stop. If a student needs to change his/her bus stop due to a change of address, after school daycare or a job, the student must present a **written request**, signed by a parent or guardian, to the office. **ONLY** those students who are eligible to ride their regular bus will be allowed to ride.

STUDENT INFORMATION

Parents are required to complete a student registration form. Parents should be assured that any information you provide is for school use only; state law specifically restricts what information may be released. In order to keep our records up to date, parents are requested to inform the office of any changes to address, home or work telephone numbers or emergency telephone numbers so that you can be reached promptly if necessary.

3. NMS Daily Routines: General Information and Procedures and Policies

LENGTH OF SCHOOL DAY

The student day at the Norton Middle School begins at 8:40 AM. The first ten (10) minutes of the day (8:40AM-8:50AM) is the homeroom period. The regular academic day begins at 8:50 AM. School ends at 3:07 PM. All students should plan to leave the building at that time unless remaining for an extra-curricular activity or under the supervision of a teacher. **Students should not plan to arrive at school before 8:35 AM. Only those students assigned/registered for a before school activity or given a pass by a teacher will be admitted to the building prior to 8:35.**

Grade Level Teaming:

Norton Middle School subscribes to the concept that "It's all about the learning!" Our Central focus is to ensure success for every student by engaging in and implementing principles and practices of educational research in Turning Points. The academic structure at Norton Middle School is organized around the team philosophy. Each grade level is divided into two balanced teams made up of students with varied ability levels. Teams' student rosters are primarily based on academic and instructional considerations. There is no formal process for requesting particular teams. Teachers and administrators work purposefully to provide students opportunities to practice and achieve 21st century learning expectations in a safe and nurturing environment.

DRESS REQUIREMENTS

Students should dress in a manner that shows pride in themselves and their school. All students are required to dress and groom themselves suitably for school activities in clothes, which do not disrupt the educational atmosphere of the school. In general, attire that **would not be acceptable** would be:

- Hats, bandanas or visors worn in the building. Failure to remove headwear mentioned above will result in a session.
- Jackets worn in the building
- Chains or spikes
- Tee shirts, sweatshirts or jackets with vulgar or offensive words, pictures, and symbols or with words or symbols promoting the use of alcohol, tobacco or drugs.

- Attire which could be considered unacceptable would include Beach-like attire, bathing suits, bare midriffs, bare backs, halter-tops, low-cut blouses, tube tops and muscle shirts, pajamas, lounge pants or other attire, which could be considered distracting. Skirts and shorts should be school-appropriate in length (i.e. tips of the fingers when standing)
- Undergarments should not be visible.
- Students may be asked to remove jewelry for classes during which jewelry poses a safety issue such as art, Physical Education, science etc.
- Sunglasses should not be worn in school unless there is a medical reason to do so.

Any student in violation of the above requirements may be sent home until more appropriately attired. A second offense will result in a detention.

Arriving at and leaving NMS

BICYCLES/SKATEBOARDS/ROLLERBLADES

REQUIRING THE USE OF HELMETS FOR BICYCLE RIDERS AND THEIR PASSENGERS THE COMMONWEALTH OF MASSACHUSETTS, Chapter 85: Section 11B. Bicycles; operation and equipment; regulations; federal product safety standards, effect; races; violations; penalties Section 11B 1/2. Any person 16 years of age or younger operating in line skates, a skateboard, a scooter or other manually propelled wheeled vehicle or riding as a passenger on any such manually propelled vehicle on a public way, bicycle path or on any other public right-of-way shall wear a helmet. Such helmet shall fit the person's head and be secured by straps at all times while operating in line skates, scooters, skate board or other manually-propelled wheeled vehicle and shall meet the standards for helmets established by the American National Standards Institute (ANSI Z 90.4) or subsequent standards or the Snell Memorial Foundation's 1984 standard for use in bicycling or subsequent standards. A violation of this section shall not be used as evidence of contributory negligence in a civil action Students who ride bicycles to school must park them in the bicycle racks. Bicycles are to be removed from the racks only upon leaving school at the end of the day. It is recommended that all bicycles be locked with padlocks when they are parked in the racks, as the school is not responsible for any lost or damaged bicycles.

BUS TRANSPORTATION

The safe transportation to and from school for all students is a very important matter. The bus rules and regulations are designed to insure that all students' rights to a safe and orderly bus environment are not violated. Take these rules seriously. Anyone whose behavior interferes with the safe operation of the bus will lose the privilege of riding the bus to or from school.

At the present time, the school department has a fee structure in place for bus transportation. The fee structure does not exempt a student from bus rules and regulations.

STUDENT CONDUCT ON SCHOOL BUSES

Procedures for Drivers and Parents

In case of any misconduct on the bus, the incident will be reported on the proper form to the school administrator. The school will then contact the parent and make them aware of the bus infraction that has taken place.

BUS DISCIPLINE POLICY

The school administrators will discipline any student who violates the bus rules. Discipline may include: the assigning of seats for a specific period of time, the permanent assigning of seats, transfer of a student from one bus to another (if possible), suspension from the bus for a period of time, and/or the permanent suspension of bus privileges.

1. In case of a repetition by the same student, the principal will suspend the student's transportation privileges with written notice to the parent to report at once with the child to the Superintendent's office.
2. After a second offense, and a conference with the Superintendent, if a third such incident occurs, bus privileges will be denied the student and the responsibility for transportation will then rest with the parent. No refund for User Fees will be issued for the remainder of the year.

Required conduct aboard the Bus

1. Riders must remain in their seats or in place.
2. Whistling and shouting are not permitted.
3. Profanity and obscene language are forbidden.
4. Smoking, alcohol and illegal drugs are prohibited.
5. No inappropriate body contact while on the bus.
6. The following disturbances are prohibited:
 - a. Pushing or wrestling
 - b. Annoying other passengers or disturbing their possessions
 - c. Talking to the driver
 - d. Throwing objects within the bus or out of windows
 - e. Littering the bus
 - f. Improper use of cell phones*, and other recording devices.
 - g. Possession of any dangerous weapon.
 - h. Parents will be held responsible for any defacing or damaging of the bus.
 - i. Cell phone use may be permitted by bus driver in case of emergency or tardiness or by coaching staff to change arrival times for parents. In the case of the driver being incapacitated students would utilize their phones to contact emergency services for support.

Loading and Unloading at Bus Stop

1. Riders must be on time. Bus drivers will not wait.
2. Riders will enter or leave the bus at regular stops only.
3. Orderly behavior and respect for private property will be required.
4. Instructions and directions of the driver must be followed by the riders when entering or leaving the bus.

Parents and students will be informed of these regulations through the Student Handbook at the beginning of each school year, and parents will be required to acknowledge through their signature that the regulations have been received and read.

DROPPING OFF AND PICKING UP BY CAR: Parents are encouraged to be cautious and patient when picking up and dropping off students. **Further details to be developed summer 2015**

TRANSPORTATION AFTER SCHOOL

If, for any reason you remain after school, you must provide your own transportation home. There are no late buses. Transportation providers for students remaining after school for clubs must be at school when the activity is over. **Written permission is required to remain after school for any reason. Rides should be arranged ahead of time. Office phones are not available to call for rides.**

VISITORS TO THE SCHOOL

In order to assure that no unauthorized persons enter the building with wrongful intent, all visitors to the school must first report to the office to receive a visitor's pass before visiting elsewhere in the building. Students may not be interrupted for a conference with any visitor other than their parents or guardian. School principals are authorized to take appropriate action to prevent unauthorized persons from entering buildings and from loitering on school grounds. A log shall be maintained in each school office for recording the name, address and purpose of each visitor.

Cafeteria, Hallways, Library and Lockers

CAFETERIA REGULATIONS

It is important to observe the following rules:

1. Students should enter the cafeteria in an orderly fashion and proceed to their assigned table or the lunch line if they are purchasing lunch.
2. Once seated, students are to remain at their assigned or selected table. Moving around the cafeteria to socialize with classmates is not allowed. Students are to remain seated at their table until dismissed from the cafeteria by an assistant principal.
3. Running, pushing, cutting the lunch line or any physical roughhousing or horseplay is strictly prohibited in the cafeteria.
4. Throwing food, no matter how small the particle, throwing juice/drink, forks, etc., and pitching items into the trash receptacles is strictly prohibited. These offenses will receive immediate consequences.
5. All food and beverages must be consumed in the cafeteria. Only water bottles are allowed in the classroom.
6. After finishing lunch, tables are to be cleared of all trash and debris. If spills have occurred, the person responsible for the spill must thoroughly clean it up. Additionally, a student at each table is assigned table clean for the day - to sweep the floor around the table and make sure that the table is tidy for the next students who will use it. The lunch table is a community, is viewed by lunch supervisors and administrators as a community, and should be viewed by students as a community at all times.

7. Students are NOT allowed to leave the cafeteria for any reason without signing out or getting a monitor/assistant principal's permission.

8. Students who fail to observe good cafeteria behavior will be referred to the office. Continual offenses or serious misbehavior can result in loss of cafeteria privileges and possible further disciplinary action.

Hallways and Passing

To be assured of a safe and respectful learning community, the following rules have been instituted:

- Passing in corridors needs to occur in an orderly and respectful manner; specifically, no running, pushing, shoving, or extremely loud noises are allowed. Students should stay to the right of the hallway to avoid congestion and ensure safe passage between classes.
- Please be mindful that NMS is a caring and cooperative community; therefore, you are expected to respond appropriately and respectfully to all adults in the building at all times.

LIBRARY

Whether staffed by a librarian or volunteers, the library is available to all students. Students will be allowed to use the library during academic support provided they have adult supervision. Books may be borrowed for two weeks. Some books may be renewed and taken out again if no one else is waiting for them. The due date is always plainly stamped in the back of the book. You must observe this due date and return books promptly so that others may be able to use them. No other books may be borrowed until all overdue books are returned. Any library book that is lost should be immediately reported to the library media technician. Students are responsible for library materials and will receive a bill for any lost or damaged items.

LOCKERS

All students will be assigned a locker during their first few days of school for storage of books and other equipment. No student should change a locker assignment without permission from an Assistant Principal or the Teacher Team Leader. Since lockers are a permanent part of the building, students are expected to keep them in good, usable condition. You should not give your locker combination to anyone else.

FIRE DRILLS AND EMERGENCY PLANS

Fire Drills

To assure a quick and safe evacuation from the school building, we will have periodic fire and evacuation drills throughout the school year. Each classroom teacher will have the direction for exiting the building posted in the front of the class. A fire alarm will announce evacuation. There are some very important rules to remember during fire drills.

- Walk quietly and quickly in an orderly fashion. Complete SILENCE is required during any evacuation from the building.
- Once outside, remain with your class and your teacher.
- Always stay on the sidewalk.
- Wait for instructions from your teacher or an administrator to return to your classroom.
- Further and more specific instructions may be given at any time.
- Please be sure to focus your attention on your teacher and administrators during fire drills.

EVACUATION OF BUILDING

Whenever the school building must be evacuated for any reason, all staff will escort and supervise students in designated areas around the building. If, for any reason, the grounds must be evacuated, all students and staff will walk to St. Mary's Parish Center.

APPROPRIATE AND RESPONSIBLE USE OF ELECTRONIC DEVICES

Electronic devices are not to be used during the school day and should be turned off. The use of communication features on cellular devices during instructional time, or in a disruptive manner in the school atmosphere, is prohibited. At no time may students place phone calls without permission by a school administrator. Teachers may allow the use of cell phones and electronic devices for strictly educational purposes. Students who utilize cell phones or other electronic devices in classes without permission or in a manner that is disruptive will face school consequences. Students are hereby reminded that the Norton Middle School and its staff are not responsible if items that a student brings to school are lost, stolen or damaged. See Norton Public Schools District Policies page ##

Video cell phone use is not permitted at any time without prior approval of an administrator or teacher. Students that fail to comply and take unauthorized video are subject to the full range of consequences outlined in the code of conduct. Students are specifically warned not to take video that captures additional violations of school rules.

Electronic devices, such as cell phones, can be a disruption to the educational process. Students that use electronic devices in an inappropriate or disruptive manner will face school consequences. Teachers may ask students put away or turn in any visible electronic device they believe is disrupting the educational process at any time. Any student who refuses to turn in their cell phone /i-pod or other electronic device will be sent to the office. The student will be disciplined appropriately including but not limited to:

- Failure to surrender electronic device to teacher or staff members upon request – Office Detention
- Failure to surrender electronic device to Principal/ Assistant Principal upon request – In School Suspension

LOST AND FOUND

A lost and found collection for clothing and large items is located in the custodian's storage room off the cafeteria. Smaller items, such as jewelry, keys and purses are located in the main office. With teacher permission, you may check for lost items before school or during your study or lunch period. The school is not responsible for lost items.

4. The Whole Child: Academic, Social and Emotional Learning

Fitness Health and Guidance Services

ACCIDENTS

All accidents should be reported immediately to an adult. An accident report will be prepared and kept on file in the school. This is necessary for your safety and for insurance benefits.

ANNUAL ASSESSMENT OF PHYSICAL GROWTH AND DEVELOPMENT

In accordance with the new Massachusetts regulation (M.G.L. Chapter 71, Section 57 and 105 CMR 200.000) passed in February 2009, Body Mass Index assessments will be conducted in the schools by the school nurses. These assessments will be done for all children in grades 1, 4, 7, and 10. Prior notification of BMI screenings will be sent to all parents and guardians of students in the targeted grades. All parents and guardians have the right to waive their child's BMI screening by submitting a written request. All screening results will be directly and confidentially provided to parents, regardless of screening results. Included with each result will be information explaining the BMI results and resources that support healthy eating and active living. Parents are encouraged to share the results with their child's health care provider.

HEALTH SERVICES AND MEDICATION

If you become ill in school, you should obtain a pass from your teacher and report to the nurse. If the nurse is not in her office, you are to report to the main office. Students must not leave the building because of illness without authorization from the nurse.

Medications will be administered during school only with signed parental consent and a written medication order from a physician. "Medications should be delivered to the health office in the original container or prescription bottle" (per Lisa Anderson RN, Head Nurse). Whenever possible, medication should be given at times other than school hours. Consent forms for **Tylenol /Advil are distributed at the beginning of school** and are available from the nurse.

Massachusetts state law requires that the vision, hearing, height, weight and posture of public school children be screened annually. Parents have the right to waive participation in annual screening programs. Please notify the nurse in writing if you do not want your child to be screened.

SCHOOL INSURANCE

The school department provides an opportunity for all pupils to purchase an insurance policy for a nominal cost. Information will be sent home with all students in September. All parents are urged to participate in order to provide medical coverage for their children. Especially valuable is the dental coverage provided by the policy.

Student Support Services

Mission Statement

The Norton Public School's Student Support Services Department, in partnership with students, parents/guardians, administration, staff, and community will assist all students by addressing their academic, career, and personal/social needs. As student advocates, we recognize the unique abilities, diversity, and personal worth of each child. Our Pre-K through 12 counseling program focuses on each student's potential for growth as they transition through the educational process to become effective students, responsible citizens, productive workers, and life-long learners.

Guidance services are available to all students and their parents. These services may include assistance with academic problems, interpretation of test scores, study skills suggestions, conflict resolution, or help with other home, school or personal concerns. Students may arrange a guidance appointment through their homeroom teacher or by stopping in at the Guidance Office. Parents may call 508-285-0144 from 8:30 AM to 3:30 PM daily to reach the Guidance Office.

HUMAN SEXUALITY

The Norton School System provides Human Sexuality Education to students in Grade 5 through Grade 12. This curriculum was developed by a Community Health Advisory Committee and approved by the Norton School Committee.

In compliance with Chapter 71 of the laws of Massachusetts as passed on July 31, 1996, the Norton School System will notify parents on a yearly basis that Human Sexuality Education is a part of their child's education and encourage the student's participation. However, parents may exempt their son/daughter from this curriculum by providing written notification to the principal of their child's school. No child so exempted will be penalized by reason of such exemption. Further, these instructional materials will be available to parents, guardians and educators for inspection and review.

PHYSICAL EDUCATION

By state law, it is required that all students take Physical Education unless excused in writing by a doctor. If a student is to be excused for the day, a note must be written by a parent, guardian or doctor and given to the Physical Education instructor. A note from home can excuse a student for two classes. Additional classes require a doctor's note or one from the school nurse. The proper dress required for Physical Education is shorts, shirt, socks and sneakers. The proper dress for the Physical Education classes is athletic wear. Showers are available, but not required.

HOMEWORK POLICY

Philosophy: Homework is a valuable aid in helping students make the most of their school experience. Homework strengthens academic skills, reinforces concepts students learn in class, helps students learn responsibility and self-discipline, develops positive study habits and organization, and helps parents become aware of students' work and academic responsibilities.

Definition: Homework is an independent activity to be accomplished beyond the regular school day and without teacher assistance, to reinforce concepts and practice skills learned in the classroom. Some homework may require parental help.

Schedules: Homework is assigned according to students' maturity, ability levels, and IEP's. Actual time required to complete assignments will vary with each student's study habits, academic skills, and selected course load. Homework accommodations will be implemented as outlined in the IEP or 504 Plan.

Middle school students, in addition to homework for each subject/course level of difficulty, may also be required to complete projects and research as homework assignments that have long-term deadlines. Such assignments are in addition to daily homework and need advance planning to be completed and both effectively and in a timely manner. Homework will not be assigned on holidays.

Vacations are a good time for students to work on term papers and catch up on reading, math review packets or writing projects. Regular assignments that require more than one night to complete should not be given on the last day of classes prior to a vacation if they are due immediately upon return.

Responsibilities of Staff:

- Assign relevant, challenging and meaningful homework that reinforces classroom learning
- Give clear instructions and make sure students understand the purpose
- Give feedback and grade as needed
- Communicate with other teachers on the team
- Involve parents and contact them if a pattern of late or incomplete homework develops

Responsibilities of Parents:

- Set a regular, uninterrupted study time each day
- Establish a quiet, well-lit study area
- Monitor student's organization and daily list of assignments in their agenda
- Help student work to find the answer, not just get it done
- Be supportive when the student gets frustrated with difficult assignments
- Contact teacher to stay well informed about the student's learning process

Responsibilities of Students:

- Write down assignments
- Be sure all assignments are clear; don't be afraid to ask questions if necessary
- Set aside a regular time for studying
- Find a quiet, well-lit study area
- Work on homework independently whenever possible, so that it reflects student ability.
- Produce quality work.
- If absent students need to get missing assignments and complete in agreed upon time frame.
- Make sure assignments are done according to the given instructions and completed on time.

School/Parent Communication and Grading

EDLINE

Edline is a convenient way to keep up to date with your child's grades and activities via the internet. The school strongly recommends that parents sign up and use Edline. Once you have activated your account, and your school has posted information, you can use Edline to:

- *View team and club activities
- *Verify attendance
- *Review your "combined calendar" to see all events from the school calendar.
- *Read daily announcements, lunch menus, school policies, classroom news, daily homework and long-term assignments etc.

You may register at Meet the Teachers Night, Parent Conferences or at the main office. You will be given an activation code and step-by-step instructions to guide you through the easy process to establish your free Edline account. A photo ID is necessary to register.

The school's web address is:

[www.edline.net/pages/Norton Middle School](http://www.edline.net/pages/Norton_Middle_School)

Norton Middle School utilizes Edline as a tool for online communication between the school/ teacher and parent/guardian. The online service provides the parent/guardian with the following options:

- Check a child's latest grades
- Receives e-mail alerts when new grades are posted
- Receive e-mails with school or class information
- See what homework is not turned in and read notes from a child's teachers
- Verify attendance

Grades will be posted to Edline at the following intervals: four times per year for Progress Reports, four times per year for Report Cards and four times per year mid-way between Progress Reports and Report Cards, for a total of fifteen annual postings. Special Education, Art, Music, Physical Education, Health, teachers will only be required to post grades to Edline at Progress Report and Report Card time (only).

The minimum guidelines are not intended to preclude or limit expanded use of Edline for individual teachers.

PARENT CONFERENCES

Parents are welcomed and encouraged to come to school to talk with your child's teachers.

Conferences are scheduled in October and March. Appointments for these scheduled conference dates are made by appointment. You can view information regarding conference dates in the monthly newsletter and will receive information regarding these conferences via a letter brought home by your child. You may also choose to meet with an individual teacher or a team of teachers as the need warrants. Appointments can be arranged by calling the school office at 508-285-0140. The teacher will be notified and will then call you back to arrange an appointment. Appointments will be made at mutually convenient times.

HONOR ROLL REQUIREMENTS

High Honors- All A's in every subject

Honors- All A's & B's in every subject

Or

Honor Roll requirements are as follows:

Grade point average above 3.0

(Published once per year determines Honors Breakfast. Printed only once on the final report card
No release or ranking of the students)

Students who earn Honor Roll status for all of the first three terms will be invited to an Honors Breakfast in June and will receive our "Norton Middle School Honor Student" bumper sticker.

PARENT BOARD

The Norton Middle School Parent Board meets monthly on the second Thursday of each month at 7:00 PM in the school library. All parents are welcome to attend and participate. Meetings and meeting times are posted on Edline. Please call the principal at 508-285-0140 if you need additional information.

SCHOOL SITE COUNCIL

The School Site Council includes representatives of parents, faculty and community. It was established by the Education Reform Act of 1993. Meetings are held on a regular basis and are open to the public. Please check the monthly school newsletter for the dates.

PROGRESS REPORTS

Approximately half way through each term, every student will receive a progress report denoting various levels of satisfactory and/or unsatisfactory progress in each academic subject. Special subject teachers (art, music, health, physical education and technology education) will contact home for students not progressing satisfactorily. Additional weekly progress reports are optional and may be arranged through the Guidance Office after the first term. These reports are provided for a four-week period to address a specific problem. Parents are required to meet with teachers after that time if they wish weekly progress reports to continue.

Students who do not return progress reports or report card envelopes within two school days may be assigned a session.

REPORT CARDS

Report cards are issued four times each year. You may keep your copy of the report card and should return the delivery envelope with a parent/guardian signature within two days.

Letter grades are provided using the following criteria:

A+	97-100	C	73-76
A	93-96	C-	70-72
A-	90-92	D+	67-69
B+	87-89	D	63-66
B	83-86	D-	60-62
B-	80-82	F	Below 60
C+	77-79		

After School Clubs, Sports and Social Events

EXTRACURRICULAR ACTIVITIES

Many extracurricular activities may be available for student enjoyment based upon funding. User fees will apply to participants. This includes the following clubs: Art, TV/Media, Community Service, or Drama. You may also participate in Robotics, Peer Leaders, Student Council, and Intramurals. Activities may change from year to year or be made available as the year progresses. Appropriate disciplinary status must be maintained to participate. Each situation will be reviewed on an individual basis by the building's administration.

STUDENT COUNCIL

The Student Council draws its members from all grades. This representative body is the connecting link among the students, faculty and administration. The purposes of the council are: to provide good school relationships between individual students, students and faculty and school and community; to develop and maintain good school spirit; to assist in directing and managing school activities; to promote scholarship; to develop high ideals of personal conduct; to help each student find a place in the school; and to express opinions and make recommendations to the school administrators and faculty to improve the school. The best of student-teacher relationships are maintained and developed through the student council.

Qualifications for membership include maintaining a scholastic average of C or better in all subjects and maintaining an exemplary conduct record.

STUDENT ACTIVITIES

CO-CURRICULAR PROGRAM

Co-curricular activities form an integral part of the school's educational program. These activities include athletics, student government, student publications, music, drama, subject-related clubs, assemblies, as well as social, political, hobby, and service organizations. The co-curricular program provides each student with an opportunity to pursue established interests and to develop new interests. Through participation, students form productive and satisfying relationships with others based on respect, trust and caring. Experiences that foster leadership, cooperation and a sense of community educate young people for citizenship in a democratic society. Perhaps, most importantly, students involved in the co-curricular program can have fun.

Students running for class officer must meet eligibility standards at the time of the election, and maintain eligibility for the duration of the elected term. Students who fail to maintain eligibility will forfeit their class officer status for the remainder of the term of office.

Student co-curricular participants are subject to school rules and regulations governing student behavior as cited in the Student Handbook. All participants are reminded that they must be good citizens in order to represent their school and community in co-curricular activities. Violations of school rules resulting in suspension from school will automatically preclude student involvement in co-curricular activities for the length of the suspension. Students must attend school on the day of participation in co-curricular

activities. In the event of weekend or holiday co-curricular activities, students must be present on the school day preceding the event. Students who are absent on the day before a vacation should expect to miss one day of co-curricular activities during the vacation period.

Students who represent the school in co-curricular activities should be aware that significant violations of the code of conduct may result in their partial or total exclusion from their activities – a determination made by the Principal/Assistant Principal and the Advisor/Coach/Athletic Director

ATHLETIC PROGRAM

RULES AND REGULATIONS FOR ALL STUDENT-ATHLETES

1. Physical Examination

All students must pass a physical examination within one year before participating in any sport.

2. Parental Permission

All students must have written parental permission to participate in any sport.

3. Academic Eligibility

Middle High school students may NOT fail any course at any time in the term prior to or during the athletic or event season.

To be eligible for Fall Activities, a student must have passed all classes for the previous academic school year. Students that attend summer school may become eligible for participation.

A student receiving special education or Chapter 504 services may be declared academically eligible by the principal provided that all other eligibility requirements are met.

Appeal Process: The procedure to appeal an athletic rule or policy violation is as follows.

- All initial appeals will be made in writing to the Athletic Director within 48 hours of the violation.
- If the athletic Director returns an adverse decision the individual may submit the appeal in writing to the Principal within 24 hours of receiving this decision.
- In order to file an appeal a student must meet the following minimum requirements
- Must have above a 90% attendance rate at the time of the appeal. Suspensions from school will be considered unexcused or preventable absences for the purpose of this calculation.
- Have not failed more than one course
- Currently be maintaining above a 2.0 Grade Point Average
-

Students that are granted a waiver will automatically be placed on Academic Probation. Students that do not fulfill the terms of the probation agreement as defined by the coach/advisor/ athletic director/administration will be removed from the team/club/activity or program. This decision will take immediate effect and will not be subject to further appeals. Student attendance/tardy will be monitored. Excessive tardy or absences as determined by the administration will be grounds for removal.

Students on academic probation must:

- Maintain passing grades in all courses and complete all academic progress reports. Students are responsible for completing and turning in academic progress reports to the designated person by the agreed upon time.

- Attend scheduled academic extra help and support sessions. These may include attending office detentions for the purpose of completing academic assignments.
- Adhere to behavior standards that do not disrupt teaching and learning in the classroom. A single incident may result in removal from the team/club/activity or program.

4. Student-Athlete Conduct

All student-athletes at Norton Middle School should conduct themselves in a manner that reflects pride, respect and a high level of citizenship. Unacceptable conduct such as theft, vandalism, disrespect, unsportsmanlike conduct, immorality, violation of the law, and discrimination, will not be tolerated. These acts tarnish the reputation of everyone associated with the team, school and community. The Athletic Director and Principal/Assistant Principal in consultation with the Coach will determine any penalty (ranging from partial to total exclusion from the athletic program) when violations of the code of conduct occur.

5. MIAA Chemical Health Rule

From the earliest fall practice date, to the conclusion of the academic year or final athletic event (whichever is latest), a student shall not use, consume, possess, buy/sell or give away any beverage containing alcohol; any tobacco product; marijuana, steroids; or any controlled substance, regardless of the quantity. This policy includes products such as "NA or near beer". It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor.

The minimum PENALTIES are:

First Violation: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 25% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation.

Second and Subsequent Violations: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 60% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs.

If after the second or subsequent violations, the student of his/her own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events provided the student was fully engaged in the program throughout that penalty period. The high school principal in collaboration with a Chemical Dependency Program or Treatment Program must certify that the student is attending or issue a certificate of completion. If the student does not complete the program, penalty reverts back to 60% of the season.

Penalties shall be cumulative each academic year, but serving the penalty could carry over for one year. Or, if the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year.

6. MIAA Bona Fide Team Member Rule

A bona fide member of the school team is a student who is regularly present for, and actively participates in, all team practices and competitions. Bona fide members of a school team are precluded from missing a school practice or competition in order to practice or compete with an out-of-school team.

Penalties: Any student who violates this rule for the first time shall be declared ineligible for the next two consecutive interscholastic events or two weeks of a season in which the student is a participant, whichever is greater. This penalty is effective from the date of his or her last participation in a school sport.

7. Team Selection

Norton Middle School Athletics makes every effort to include as many students as possible. However, there are some sports where team membership is limited. Students cut from a sport are encouraged to join another sport during the same season. Once team selections have been finalized, a student may not quit a team and join another team during the same season. A student-athlete may participate in only one MIAA interscholastic sport per season.

8. Insurance

The Norton Public School System provides insurance coverage for those participating in school interscholastic athletics. This policy covers the expenses incurred for each injury or accident that are not covered by a family plan. The Norton Athletic Department makes every effort to provide a safe environment at all practices and games. However, because of the nature of athletics, injuries may occur.

9. School Attendance

To participate in any co-curricular activity, practice, or game, a student must be in school for the whole day. If extenuating circumstances exist, a parent may appeal in writing to the Principal prior to the activity, practice, or game, in order for the student to participate. The principal has the discretion to grant or deny the request to participate and will decide in a timely fashion.

10. Suspensions

Any student suspended from school may not practice, play or be with the team on the day(s) in which he/she is serving the suspension. Students suspended from school may not play in the next scheduled competition. (See p. 27)

11. Equipment Responsibilities

Students are responsible for returning all school issued equipment and uniforms immediately after the season ends. Students are financially responsible for any missing equipment. Students who do not return equipment and/or uniforms at the end of one season are not eligible to participate in a subsequent season until the materials are returned or paid for.

12. Season Limits

Norton Middle School adheres to the season limits as set by the MIAA. The first day of practice for the fall season may begin no earlier than August 26. The first day of practice for the winter season may begin on the Monday after Thanksgiving. The first day of practice for the spring season may begin on the third Monday in March. Each season will end upon completion of the schedule or tournament play.

***No team may practice or compete under the supervision of an athletic staff member between seasons as defined above. The Norton School Committee does not sponsor any student activity or preparation prior to these dates and school department personnel will not be authorized to participate in such activities.

13. Attendance at Practice

All athletes are expected to attend every practice and game. An excused absence from any practice will not result in penalization. Any absence without prior approval from the coach will be deemed an unexcused absence. The penalty for an unexcused absence is as follows:

First and Second Offense - The student may be suspended from the next contest. He//She must attend the game with the team.

Third Offense - The student may be dismissed from the team.

14. Weekend Practice

Teams may have practice only once (Saturday or Sunday) during a weekend.

15. Vacation Policy

Vacations during the season are discouraged. Students who plan vacations during a sport season must understand that their playing time will suffer due to their absence from practices and games.

A student absent from a practice or a game due to a vacation with his/her family must:

Notify the head coach prior to the season, with a note from his/her parent(s).

Be willing to assume the consequences regarding their status as a starter, second string, etc.

A student absent from a practice or a game due to a vacation apart from his/her family must:

Notify the head coach prior to the vacation, with a note from his/her parent(s).

Practice one day for each practice and contest missed prior to returning to competition.

Be willing to assume the consequences regarding their status as a starter, second string, etc.

16. Transportation

Transportation is provided to all athletic contests. Students are expected to ride with their teams. If an unusual circumstance occurs and a parent must transport his/her child, they must notify the athletic director in advance with a written note.

CAPTAINS' CODE

Being a Captain is the highest honor an athlete can receive. Teammates choose Captains to provide leadership for the team and Captains accept great responsibility with the role. The position may not always be fun but it will always be gratifying.

A Captain must be a leader and role model on and off the field/court. A Captain represents the team, coach, school, and community. A captain must take pride in the program by setting an example as a team motivator and being the hardest worker. Captains must help build and maintain team morale and school spirit.

An individual may lose the position of Captain by not living up to the standards of the Captains' Code; or for any violation of an athletic policy; or for any conduct that warrants a suspension from school and/or sport. This action will be determined by the Principal, Athletic Director, and Coach

Norton Middle School Student Code of Conduct

STUDENT BEHAVIOR CODE

It is the intention of the administration and teaching staff of the Norton Middle School to assist all students in their growth and developing a sense of maturity. We recognize individual differences in the process and have created certain measures to help provide the most beneficial educational atmosphere for all concerned.

Our major premise is that a school must be a suitable environment for learning and that students have a responsibility to contribute to this sound educational environment. The provision of this code shall relate

to student conduct on school premises at all times, buses, and off school premises at school-sponsored events.

Norton Middle School Behavior Code of Conduct

"Progressive discipline processes, shall be designed to create the expectation that the degree of discipline will be in proportion to the severity of the behavior leading to the discipline, that the previous discipline history of the student being disciplined and other relevant factors will be taken into account, and that all due process procedures required by federal and state law will be followed

DEFINITION OF CORRECTIVE ACTIONS

"Session" is the detainment of a student by a teacher after school for a period of 45 minutes.

Sessions may be assigned before school or at the end of the school day. Sessions are assigned at the teacher's discretion typically for failure to comply with standards and rules as set forth and explained by a teacher.

"Office Detention" is the detainment of a student after school by the administration, i.e. the Principal or Assistant Principal for a minimum period of 45 minutes. In the case of both session and detention, twenty-four hour notice is given. A session slip will be sent home by the teacher for the parent to sign. Parents will be notified of detention by telephone. If a parent cannot be reached by telephone, written notification will be sent. There is no bus transportation provided for students remaining for sessions or detentions. Detentions may be assigned before school or at the end of the school day.

"Suspension" is the denial of a student's ability to participate in any school function for a certain period. This procedure takes the form of either:

- **Internal Suspension:** A student is removed from participating in class but is required to perform his/her daily classwork in the office.
- **External Suspension:** A student is removed from participating in class and is at home for the period of suspension. A student who is subject to an out of school suspension is prohibited from being on school property or at a school-sponsored event for the duration of the suspension. The duration of the suspension continues until 8:30 am of the day the student may return to school to attend classes. All missed schoolwork must be made up and such work will be graded and included in the student's grade. Prior to readmission to class, a conference may occur between the school administration and the parent or guardian of the student to develop plans for the student's successful reentry to the class.

Procedures for Short-Term Suspension (exclusion of a student from school for a specified period of not more than ten school days) are as follows.

1. Notification: Parents or guardians will be notified of the suspension by telephone or by letter. Letters will be sent when no phone contact is made.
2. Due Process: Unless a student presents a danger or substantial disruption to the educational process, the student will receive the following prior to a short-term suspension:
 - i. Oral or written notice of the nature of the rule, violation of which will result in appropriate disciplinary action.
 - ii. Oral or written notice of the nature of the specific violation and the intended disciplinary action.
 - iii. An opportunity for the student "in question" to "tell his/her side of the story" to the appropriate school official.
 - iv. If the student denies the charges, an explanation of the evidence of the violation upon which the school authority is relying

Discipline Guidelines:

Consequences for the most common student behaviors that interfere with education are listed below. Actions taken will be based on individual circumstances. Note: Disciplinary action may extend beyond the following guidelines. If an infraction violates the law, the appropriate enforcement agency may be contacted.

INFRACTIONS

A. Sessions

Failure to comply with standards and rules as set forth and explained by a teacher. Student behavior as determined by the teacher or adult staff member to be interfering with the teaching and learning of the group or individuals.

B. Possible offenses which may be assigned office detentions and/or in-school suspensions, but are not limited to:

- Insubordination
- Argumentative Attitude
- Disrespect
- Disruptive Behavior
- Dress code violations
- Engaging in a behavior previously warned about
- Visibility and/or use of any electronic devices in a disruptive manner
- Refusal to cooperate with school rules and regulations
- Refusal to do assigned work after previously assigned teacher detention
- Failure to serve teacher assigned session
- Failure to report to the office
- Instigating a Conflict
- Name-calling
- Harassment of fellow students

- Cheating
- Graffiti
- Horseplay and safety violations
- Leaving school
- Throwing food in the cafeteria
- Truancy
- Unauthorized areas (students in unauthorized areas are subject to search)
- Being present when others are smoking
- Possession of tobacco products and lighters
- Vulgar and obscene language
- Repeated minor infractions
- Absence from school without written excuse from parent/guardian
- Unexcused tardiness to class/school
- Recordings of any kind are not allowed. Illegal recordings may be referred to the Norton Police Department.
- Unauthorized absence from class
- Disruption of school classroom environment/ including the cafeteria
- Failure to follow teacher directions
- Other, as deemed necessary for the health and welfare of the student body by the Principal or Assistant Principal

C. Possible offenses which may be assigned a suspension, but are not limited to:

- Repeated violation of school rules
- Fighting or assault (Minimum 3 day suspension out of school)
- Failure to appear for a session
- Failure to appear for a detention
- Truancy
- Smoking and or the possession of tobacco products and lighters
- Verbal harassment, verbal threats, verbal assault
- Vulgarity
- Excessive/ school or class disruption
- Sounding false fire alarms (referral for court action and recommendation for expulsion)
- Disruption of detention hall to the point of being sent out
- Leaving school grounds
- Threatening fellow students
- Insubordination- refusal to report to the Principal or Assistant Principal as directed by any school employee. Refusal to follow the explicit, reasonable directions of any staff member
- Gross disrespect toward any school employee, which would include profanity (spoken or written) directed specifically at a staff member or ridiculing or demeaning actions, directed toward a staff member (1 -3 day suspension)
- Stealing
- Inappropriate displays of affection such as kissing or touching
- Vandalism/ destruction of school property including graffiti

- Use of drugs or alcoholic beverages: possession or transmission thereof, except as prescribed by a physician.
- Possession of dangerous and injurious weapons
- Other actions may be grounds for suspension as deemed necessary for the health and welfare of the student body by the Principal or Assistant Principal

Unlawful Acts:

These offenses include acts of a serious nature, which may violate federal or state laws, including, but not limited to: assault, assault & battery, assaulting a member of the staff, arson, bomb threats, false alarms, fighting, making threats, possession, use, or distribution of controlled substances, vandalism; possession of dangerous weapons or objects, harassment based on protected classifications (see pages 32 & 33), smoking or other use of tobacco, theft, violation of another student's or staff member's civil rights, or violation of the Acceptable Use Policy.

Penalty: Depending on the severity determined by the administration, these offenses generally result in out-of-school suspension for up to 10 days, long-term suspension, or expulsion. (See also, M.G.L. c. 71, §37H and §37H1/2 under "Additional Laws, Policies and Practices").

REPORTING SUSPECTED CRIMINAL ACTIVITY TO THE POLICE

Some conduct that may lead to school discipline may also constitute criminal activity. Suspected criminal activity of a serious nature will be reported to the police department, as set forth in the Memorandum of Understanding ("MOU") is established between the Norton Public Schools and the Norton Police Department.

SUBSTANCE ABUSE POLICY

Possession, use or sale of any mind-altering substance (drug or alcohol) is not only against the law, but also represents a very serious disciplinary offense. The sale, use or possession of drugs, drug paraphernalia or alcohol on school grounds during school, on school buses, at bus stops, and during school-sponsored events is strictly prohibited. Students found in violation of this policy will be dealt with as follows:

A. Use, possession

1. Up to 10-day out-of-school suspension
2. Notification of parents, administration and the superintendent
3. Notification of the Norton Police Department
4. Recommendation for counseling
5. Loss of privilege to attend or participate in any school events or co-curricular activity for thirty (30) calendar days including athletics, music and drama events, the prom and graduation, loss of leadership positions (i.e., class officer, student council officer, representative to state and local agencies, and captains of athletic teams) for the remainder of the school year
6. Violations can result in a recommendation for an expulsion hearing.

B. Sale, distribution or possession with intent to distribute

1. 10 day out-of-school suspension
2. Notification of parents, administration and the superintendent
3. Recommendation of expulsion by the principal

4. Immediate police intervention including court follow up
5. Loss of privilege to attend or participate in any school events or co-curricular activity for thirty (30) calendar days including athletics, music and drama events, the prom and graduation, loss of leadership positions (i.e., class officer, student council officer, representative to state and local agencies, and captains of athletic teams) for the remainder of the school year
6. Recommendation for an expulsion hearing

C. Rumor or suspicion

With reasonable cause, any student under suspicion of use, possession or sale may be asked to empty his or her pockets, handbag, locker, etc. This will be done under the direction of the principal or assistant principal. Failure to comply will result in a five-day out-of-school suspension.

D. THE PRINCIPAL AND ASSISTANT PRINCIPAL RESERVE THE RIGHT TO MODIFY ANY OF THE ABOVE PROCEDURES WHEN THE SITUATION SO WARRANTS

CHEATING POLICY

Cheating violates the spirit of Norton Middle School's Mission, Academic Expectations, and Statement of Purpose. In order to obtain the appropriate benefit of the educational environment, each student must put forth a best effort. Cheating seriously hinders the ability of a teacher to diagnose or remediate the work of a student. Therefore, cheating will not be tolerated and will be addressed in the following manner.

Teachers will define what constitutes cheating in areas where the definition is not clear (e.g. plagiarism, homework, group work, etc.). Cheating in a testing situation includes: looking at another student's paper, copying information from another student or from notes on one's person or in one's possession, talking during a test, having a copy of a test or quiz prior to the test being administered, knowingly providing or receiving information among students.

Penalty: A student caught cheating will receive a zero for the assignment in question. When cheating is suspected, the teacher will discuss the matter with each student involved before making a determination. The teacher should report any instance of cheating to the student's parents and the assistant principal for school discipline. Students and parents will have the opportunity to discuss all documented offenses with the teacher, Assistant Principal, or Principal.

SMOKING (including smokeless tobacco)

Smoking is a well-documented health risk, not only to those who smoke, but also to those in the immediate area. The Education Reform Act of 1993 expressly prohibits the use of any tobacco products within school buildings, the school facilities or on the school grounds or school buses. Students who are guilty of smoking (including the use of smokeless tobacco), or who bring cigarettes or smokeless tobacco to school or school related activities are subject to disciplinary action.

Smoking and tobacco use in the building or on school grounds including the hours before and after school:

- 1st offense: 3 day out of school suspension.
- 2nd and subsequent offenses: 5 day out of school suspension

DISCIPLINE FOR STUDENTS WITH SPECIAL NEEDS

Students who have an Individualized Education Plan (I.E.P.) or a 504 Plan under Chapter 766 have additional rights regarding their discipline and any suspension procedures. In general these procedures are as follows:

1. The Educational Team determines if a student can/cannot meet the regular discipline code and writes this into the I.E.P. or 504 Plan.
2. The Special Education Administrator provides the administrator responsible for discipline with the names of such students who have an I.E.P., and information as to whether those students can or cannot be expected to meet the regular school discipline code. The Guidance Department will provide the administrator responsible for discipline with the names of those students who have 504 Plans and information as to whether those students can or cannot be expected to meet the regular school discipline code.
3. If a student commits an offense where a suspension is warranted, the administrator responsible for discipline notifies the Special Education Administrator, who may review the I.E.P. or the 504 Plan and confer with the administrator responsible for discipline regarding the disciplinary action.
4. Both administrators will complete necessary record keeping procedures.
5. If the suspension will result in exclusion for less than ten cumulative days in a given year and if the I.E.P. or 504 Plan indicates that the student can meet the regular school discipline code, the Special Education Administrator advises the administrator who is responsible for discipline that the suspension is appropriate.
6. If the suspension will result in exclusion for more than ten cumulative days in a given year and if the I.E.P. or 504 Plan indicates that the student can meet the regular school discipline code, the student is suspended. However, a team meeting is convened to review the I.E.P. or the 504 Plan and to determine alternative Special Education service delivery during the period of exclusion. Services should be provided after the tenth day.
7. If the I.E.P. or 504 Plan indicates a modified discipline code for the student the student will be disciplined in accordance with the provisions of the I.E.P. or 504 Plan.
8. Students may not be suspended for disciplinary offenses that occur as a direct result of their special need or handicapping condition.

SCHOOL DISCIPLINE

Students are expected to meet the requirements for behavior as set forth in the Norton Public Schools Student Handbook. The regulations in 603, CMR 28.00 pursuant to MGLc.69 Section 1B and Chapter 71B, Section 3 require that additional provisions be made for students who have been found eligible for special education by an evaluation TEAM. The following are these additional requirements:

1. The IEP or 504 Plan for each student with special education needs will indicate if the student's disability requires a modification of the discipline code.
2. The Principal must notify the Administrator of Special Education in writing within one school working day of the suspendable offense of any student with special needs whose IEP or 504 Plan does not reflect the need for modifications of the regular education discipline code. A record must be kept of such notices.

No single area in State or Federal Regulations has changed with as much frequency as the area of discipline. It is therefore advisable to stay abreast of the most recent advisories. Discipline is the responsibility of the School Principal and all authority for discipline rests with him/her. Any questions around procedures regarding the discipline of students with special education needs or students who have been referred for an evaluation or even students who may be suspected as having a disability should be addressed to the Administrator of Special Education (See Appendix for Disciplinary Steps Flow Chart). Special Education Staff, Principals and Guidance Counselors should be familiar with the regulations regarding:

1. **Free and Appropriate Public Education (FAPE):** Norton Public Schools is responsible for providing FAPE to all of its students. A student with special needs may not be suspended for more than ten school days within an IEP or 504 Plan period without the provision of FAPE. The Administrator of Special Education must be notified immediately of students with special needs who are suspended for ten or more days or have reached the tenth day of suspension within an IEP or 504 Plan period. If a student is on day 8 of suspension, a TEAM meeting should be held to review the IEP or 504 Plan and make adjustments if necessary. A Functional Behavioral Assessment should be completed prior to the TEAM meeting to allow the TEAM to develop a Behavior Intervention Plan.
2. **Functional Behavioral Assessment (FBA/Behavioral Intervention Plan (BIP):** An FBA must be completed ten business days after the removal that will result in the 11th day of suspension; the BIP must be completed as soon as is possible following the FBA. Good practice allows for the completion of the FBA prior to the tenth day of suspension. TEAMS should consider completing an FBA on or about the 8th day of suspension. After completion of the FBA, a TEAM meeting is held to develop a behavioral intervention plan. The goal of the Functional Behavioral Assessment is to understand why a student misbehaves. What does the TEAM feel is the function of the behavior? What behaviors could be chosen to try and redirect the student? The Behavioral Intervention Plan should include instructions on how to substitute problem behavior with replacement behavior. Please use the district form when completing FBAs and BDPs.

Manifestation Determination: Upon the tenth day of suspension, a TEAM meeting must be called to determine if the student's behavior is caused by or related to the student's disability. Whenever possible, the Administrator of Special Education should attend Manifestation Determination meetings. In making this determination, the TEAM must consider the following questions:

- Is the student's program appropriate?
- Is the program being implemented?
- Is the misconduct a manifestation of the disability?

WEAPONS/ASSAULT

Students in possession of any item that could be considered as a harmful or dangerous weapon in school, on school grounds, on school buses, or at a school sponsored or school related event and/or who assault any staff member will be subject to a ten day out-of-school suspension and possible school expulsion and/or a law enforcement intervention.

PLAGIARISM

With technological advances, and the use of the internet, plagiarism has surfaced as a major concern in many school settings. The use of the internet, in particular, has created an easy way for students to find and use work that is not their own. The use of computers is not the only source for copying someone else's work. We know that "borrowing" another person's answers or research has always been of concern to educators. It seems that in recent years, this borrowing of work has become more of a problem.

Norton Middle School looks upon plagiarism seriously. Students who are conscientious and do what is required should receive credit for their efforts. Students who take or use the work of someone else,

should not be given credit for what is not theirs. When a student uses homework, research or borrows answers during a quiz or test that are not theirs, the result will be a grade of zero and sessions may be assigned. Parents will be notified.

SEARCH POLICY

Students in the Norton Public Schools may be issued lockers or desks, which are to be used by them, to store their belongings. Following is the school system policy in relation to those lockers and desks.

- Master keys and locker combination lists are retained by school personnel.
- Personal items of the students may be stored in the lockers or desks except any items deemed inappropriate or unacceptable in a school environment. Those items include weapons, illegal drugs, alcoholic beverages or stolen property.
- The school retains the right to inspect lockers and desks periodically for compliance with these guidelines.
- The school retains the right to search a specific locker, desk and personal property if the administrator involved has reasonable suspicion that illegal contraband may be present.

6. Assorted District Policies and Legal Rights & Responsibilities

Annual Assessment of Physical Growth and Development

In accordance with the new Massachusetts regulation (M.G.L. Chapter 71, Section 57 and 105 CMR 200.000) passed in February, 2009, Body Mass Index assessments will be conducted in the schools by the school nurses. These assessments will be done for all children in grades 1, 4, 7, and 10. Prior notification of BMI screenings will be sent to all parents and guardians of students in the targeted grades. All parents and guardians have the right to waive their child's BMI screening by submitting a written request. All screening results will be directly and confidentially provided to parents, regardless of screening results. Included with each result will be information explaining the BMI results and resources that support healthy eating and active living. Parents are encouraged to share the results with their child's health care provider.

Anti-Bullying / Cyber-Bullying Policy

The Norton Public Schools is committed to providing a safe, positive and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying, or cyber-bullying within the school community. Bullying of any type has no place in the school setting. The district will endeavor to maintain a learning and working environment free of bullying.

"Bullying" is the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target that:

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

"Cyber-bullying" means bullying through the use of technology or any electronic communication, 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 the creation of a web page or blog in which the creator assumes the identity of another person or 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 the definition of bullying.

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

Bullying and cyber-bullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyber-bullying are alleged, the full cooperation and assistance of parents and families are expected.

Definitions at the end of this policy are provided to give clarity in regard to terminology used throughout this policy.

For the purpose of this policy, whenever the term bullying is used it is to denote either bullying, or cyber-bullying:

- on school grounds;
- on property immediately adjacent to school grounds;
- at a school-sponsored or school-related activity; at a function or program whether on or off school grounds;
- at a school bus stop;
- on a school bus or other vehicles owned, leased or used by the Norton school district; or,
- through the use of technology or an electronic device owned, leased or used by the Norton public schools.

Bullying and cyber-bullying are prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the Norton School district if the bullying:

- creates a hostile environment at school for the target by direct bullying or inciting others to bully;

- infringes on the rights of the target at school; or
- materially and substantially disrupts the education process or the orderly operation of a school.

Prevention and Intervention Plan

The Superintendent and/or his/her designee shall oversee the development, monitoring and updating of a prevention and intervention plan, in consultation with all district stakeholders, which may include teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians, consistent with the requirements of this policy, as well as state and federal laws. The Bullying Prevention and Intervention Plan shall be updated at least bi-annually.

The Principal is responsible for the implementation and oversight of the bullying prevention and implementation plan within his or her school.

Reporting

Students, who believe that they are a target of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, are obligated to report incidents to a member of the school staff. The target shall, however, not be subject to discipline for failing to report bullying.

Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action.

Parents or guardians, or members of the community, are encouraged to report an incident of bullying as soon as possible.

A member of a school staff shall immediately report any instance of bullying the staff member has witnessed or become aware of to the school principal or their designee.

Investigative Procedures

The Principal or their designee, upon receipt of a viable report, shall promptly contact the parents or guardians of a student who has been the alleged target or alleged aggressor of bullying. The actions being taken to prevent further acts of bullying shall be discussed.

The school principal or a designee shall promptly investigate the report of bullying, using a Bullying/Cyberbullying Report Form (Policy File: JICFB-GBB1) which may include interviewing the alleged target, alleged aggressor, staff members, students and/or witnesses.

Support staff shall assess an alleged target's needs for protection and create and implement a safety plan that shall restore a sense of safety for that student.

Confidentiality shall be used to protect a person who reports bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying.

If the school principal or a designee determines that bullying has occurred he/she shall take appropriate disciplinary action up to and including suspension and expulsion for students and termination for employees. If it is believed that criminal charges may be pursued against the aggressor, consult with the school's Resource Officer to determine if criminal charges are warranted. If it is determined that criminal charges are warranted, the local law enforcement agency shall be notified.

The investigation shall be completed within ten (10) school days from the date of the report. The parents or guardians shall be contacted upon completion of the investigation and informed of the results, including whether the allegations were found to be factual, whether a violation of this policy was found, and whether disciplinary action has or shall be taken. At a minimum the Principal or their designee shall contact the parents or guardians as to the status of the investigation on a weekly basis.

Disciplinary actions for students who have committed an act of bullying or retaliation shall be in accordance with district disciplinary policies.

Each school shall document any incident of bullying that is reported per this policy and a file shall be maintained by the principal or designee. A monthly report shall be provided to the Superintendent. Confidentiality shall be maintained to the extent consistent with the school's obligations under law.

Retaliation

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

Target Assistance

The Norton Public Schools shall provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to students, both targets and aggressors, affected by bullying, as necessary.

Training and Assessment

Annual training shall be provided for school employees and volunteers who have significant contact with students in preventing, identifying, responding to, and reporting incidents of bullying.

Age-appropriate, evidence-based instruction on bullying prevention shall be incorporated into the curriculum for all K to 12 students.

Publication and Notice

Annual written notice of the relevant sections of the Bullying Prevention and Intervention Plan shall be provided to students and their parents or guardians, in age-appropriate terms, by way of the Student Handbook.

Annual written notice of the Bullying Prevention and Intervention Plan shall be provided to all school staff. The faculty and staff at each school shall be trained annually on the Bullying Prevention and Intervention Plan applicable to the school.

Relevant sections of the Bullying Prevention and Intervention Plan relating to the duties of faculty and staff shall be included in the School Employee Handbook.

The Bullying Prevention and Intervention Plan shall be posted on the Norton Public Schools website.

Definitions:

Aggressor – a student, staff member or other adult who engages in bullying or retaliation

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 student's education.

Retaliation – any form of intimidation, reprisal, or harassment by a student or staff member directed against any student, staff or other individual for reporting or filing a complaint, for aiding or encouraging the filing of a report or complaint, for cooperating in an investigation or for taking action consistent with this policy.

School grounds – property on which a school building or facility is located or property that is owned, leased or used by the Norton Public Schools for a school-sponsored activity, function, program, instruction or training .

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

Target – a student who was bullied or retaliated against

Nothing in this policy shall be construed to abridge the rights of students who are protected by the First Amendment to the Constitution of the United States or by Article XVI, as amended, of the Constitution of the Commonwealth.

Nothing in this policy shall supersede or replace existing rights or remedies under any other general or special law, nor shall this section create a private right of action.

LEGAL REFS.

Title VII, Section 703, Civil Rights Act of 1964 as amended Federal Regulation 74676 issued by EEO Commission Title IX of the Education Amendments of 1972

Board of Education 603 CMR 26.00

An Act Relative to Bullying in Schools, Chapter 92

M.G.L. c.71, section 37 O and M.G.L. c. 71B

CROSS REFS.:

Safe Schools Policy GBB

ADAPTED FROM:

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Chapter 71 Sections 37H, 37H1/2, 37H3/4

Section 37H. The superintendent of every school district shall publish the district's policies pertaining to the conduct of teachers and students. Said policies shall prohibit the use of any tobacco products within

the school buildings, the school facilities or on the school grounds or on school buses by any individual, including school personnel. Said policies shall further restrict operators of school buses and personal motor vehicles, including students, faculty, staff and visitors, from idling such vehicles on school grounds, consistent with section 16B of chapter 90 and regulations adopted pursuant thereto and by the department. The policies shall also prohibit bullying as defined in section 37O and shall include the student-related sections of the bullying prevention and intervention plan required by said section 37O. Copies of these policies shall be provided to any person upon request and without cost by the principal of every school within the district.

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

In each school building containing the grades nine to twelve, inclusive, the principal, in consultation with the school council, shall prepare and distribute to each student a student handbook setting forth the rules pertaining to the conduct of students. The student handbook shall include an age-appropriate summary of the student-related sections of the bullying prevention and intervention plan required by section 37O. The school council shall review the student handbook each spring to consider changes in disciplinary policy to take effect in September of the following school year, but may consider policy changes at any time. The annual review shall cover all areas of student conduct, including but not limited to those outlined in this section.

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

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

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

(c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

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

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

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

(g) Under the regulations promulgated by the department, for each school that suspends or expels a significant number of students for more than 10 cumulative days in a school year, the commissioner shall investigate and, as appropriate, shall recommend models that incorporate intermediary steps prior to the use of suspension or expulsion. The results of the analysis shall be publicly reported at the school district level.

Section 37H1/2. Notwithstanding the provisions of section eighty-four and sections sixteen and seventeen of chapter seventy-six:

(1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

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

(2) Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior

to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

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

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

Section 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.

STUDENT RECORDS REGULATIONS

Under Massachusetts law, public schools are required to inform parents about student record regulations and other school and/or system-wide procedures. Much of this valuable information is contained in this student handbook, which your child receives at the beginning of each school year. It is important for you to be familiar with the contents of this handbook.

- Norton Public Schools participate in the mandated statewide testing program. Norton students are required to take the Massachusetts Comprehensive Assessment System (MCAS). Results of these tests are made available to the parents and become part of the student's temporary record.
- Student record regulations allow schools to release the following information without prior consent: "a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans." You have the right to request that this information and/or school activity related photographs not be released. To do this, notify the school principal in writing that you do not wish to have this information released.
- Student record regulations require a school system to forward a transferring student's records to the student's new school. These records must include the complete school record.
- When a student transfers, graduates or withdraws from the school system, the student's temporary record shall be destroyed within five years of leaving the school system. This date is indicated on the

Student Transfer Form. You have a right to receive these temporary records before they are destroyed.

The State Board of Education has adopted Regulations Pertaining to Student Records. The development of these regulations, which have the force of law, was mandated by state laws enacted in 1972 and 1974. 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 under Chapter 766, the Special Education Act. They are designed to insure parents' 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 about a student in a manner such that he or she may be individually identified. The regulations divide the record into two sections: the transcript and the temporary record. The transcript includes only the minimum information necessary to reflect the student's educational progress. This information includes name, address, dates of attendance, 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 most of the information maintained by the school system about the student including standardized test results; class rank; school sponsored extracurricular activities; evaluation and comments by teachers, counselors, and other persons; and other similar information. The temporary record is destroyed within five 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 student, who has entered the ninth grade or is at least 14 years old, has the right to inspect all portions of the student record upon request. The record must be made available to the parent or student no later than 2 days 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 parent, student and personnel working directly with the student are allowed to have access to information in the student record without the specific, informed written consent of the parent or the student.

Amendment of Record

The parent and 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 Record

The regulations require that certain parts of the student record, such as the temporary record, be destroyed a certain period of time after the student leaves the school system. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. Before any such information may be destroyed, the parent

and student must be notified and must have an opportunity to receive a copy of any of the information before its destruction.

The above is only a summary of some of the more important provisions of the Regulations Pertaining to Student Records. If more detailed information is desired, a copy of the regulations may be reviewed at the guidance office.

Release of Students Records to Non-Custodial Parents

Pursuant to M.G.L. Ch.71 §34, public school personnel shall provide student record information to eligible parents who do not have legal custody of their children in accordance with the following criteria:

An eligible parent must submit a written request annually to the school principal. The initial request shall include:

- A certified copy of a probate court custody order or judgment, indicating that such parent has not sought and been denied shared legal custody based on a threat to the safety of the child or the custodial parent and is entitled to unsupervised visitation with the child; or
- A certified copy of a court order from the probate and family court, specifically ordering the release of the information to the parent, which indicates that such order is being made after review of the custody order and the criminal history of the petitioner, and that the provision of the information will not pose a safety risk for the custodial parent or child and that it is in the best interests of the child that such information be provided; and an affidavit from the requesting parent certifying that the judgement or order remains in effect and no temporary or permanent protective order restricting access to the custodial parent or to any child in the parent's custody is in effect.
- School personnel shall notify the custodial parent upon receipt of the request by registered and first class mail. The notification shall indicate that the information requested shall be provided after 21 days, unless the custodial parent provides documentation to the school principal of a court order prohibiting contact with the child or distribution of the information or a temporary or permanent protective order for the custodial parent or child, unless such order has been modified to allow access to the requested information.
- In each subsequent year, the eligible parent shall indicate in his or her request that he/she is still eligible for the requested information and is still entitled to unsupervised visitation with his/her child. The same procedures for notification to the custodial parent, indicated in 2 above, shall be followed annually.
- If the principal of a school is presented at any time with a probate and family court order prohibiting distribution of such information, the school shall not distribute any further information and shall notify the requesting parent.
- Requests made by a parent while a permanent protective order is in place restricting access to the custodial parent of any child in the custodial parent's custody is a violation of such protective order.
- A parent who does not have physical custody of a child shall be entitled to the receipt of such information unless such parent has been denied legal custody, visitation or unsupervised visitation or who has been restricted by a restraining order in accordance with the provisions set forth in above.
- The principal of each school shall designate a staff member who is responsible for proper implementation for this section.

The Massachusetts Board of Education approved the following regulations on October 25, 2005. Non-custodial parents are eligible to obtain access to their children's student records unless the school or district has been given documentation that:

- The non-custodial parent has been denied legal custody based on a threat to the safety of the student or to the custodial parent, or
- the non-custodial parent has been denied visitation or has been ordered to supervised visitation, or
- the non-custodial parent's access to the student or to the custodial parent has been restricted by a temporary or permanent protective order, unless the order or any subsequent court order specifically allows access to student record information.

NORTON MIDDLE SCHOOL STUDENT ACCEPTABLE USE POLICY

Appendix

Bully, Harassment and Intimidation flow charts

Index

Alphabetical listing of topics by page number