

COMMITTEE: NMS SITE Council Meeting Time Meeting called to Order: 6:00 PM
 MEETING DATE: May 21, 2015 Time Meeting Adjourned: 7:35 PM
 MEMBERS PRESENT: Sharon Gauvin, Mary Steele, Kerry Reynolds, Vincent Hayward, Ronnie Goldstein, Virginia Murray
 MEMBERS NOT PRESENT: Jill Berkovitch Blake

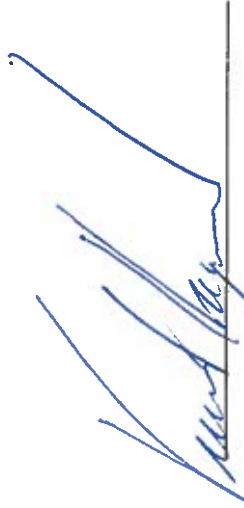
<u>AGENDA ITEM</u>	<u>DISCUSSION SUMMARY</u>	<u>DECISION/ACTION TAKEN</u>	<u>RECORD OF VOTE</u>
Call to Order Read & Approve Minutes from 4-30-15	Mary Steele made motion to approve Virginia Murray seconded the motion	Approved minutes of 4-30-15 unanimously	6-0
School Report Learnapalooza Update Mr. Goldstein & Mr. Hayward	Learnapalooza is on target. GPA calculations seemed to work effectively as a requirement to go.		
Handbook Review	Group received draft of proposed new Parent/Student Handbook. Review information about absences & reformatting (Honors breakfast, homework policy etc.) Mr. Hayward wants to raise the criteria for the breakfast, but keep honor roll requirements the same. Suggestions: e-mail parents the change in the fall.	SITE council approved of the changed policy for homework. "Time" for doing homework is eliminated and allows for reasonable methods without specifying amounts of time. Dress code discussed- has been updated.	

List of Documents or Exhibits used at the meeting :
 Draft of Parent/Student Handbook
 Reformatting Sheet
 "Dress Requirements" sheet

Meeting was adjourned at 7:35 PM until the next meeting on Tuesday, October 15, 2015 at 6:00 PM at the Norton Middle School Administrative Conference Room.

Respectfully submitted, Minutes Approved by Committee on: November 19, 2015
(Date)

Signatures:


(Name & Title)

Chairman, _____
(committee)



Vincent M. Hayward
Principal

Norton Middle School
215 West Main Street
Norton, MA 02766
508-285-0145



Norton Middle School 2015/2016 Handbook: Noteworthy additions, removals, changes and updates

Re Formatting

✓ **Rationale:** In an effort to communicate clearly our goals, policies and practices we updated numerous sections and re-formatted the entire handbook. Our hope is that readers will be able to quickly and easily find relevant and important information. The handbook will include a table of contents organized under themes.

Add and update NMS Mission and Core Values = page 3-5

Rationale: 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 (*Trust, Critical Thinking, Opportunity to Succeed, Decision Making, Expert Teachers, Healthy Living, Family Ties, Community Ties*) for middle school education as outlined in "Turning Points", a national study on the education of early adolescents. Further, most middle school handbooks reviewed during this process contained a statement of the schools mission.

Add: School Calendar = page 6

Rationale: Common among handbooks reviewed

Add/Update: Arriving at Norton Middle School = 11

Rationale: Section covers transportation to and arriving at NMS. The subsections addressed are Bus transportation, discipline and riding procedures, dropping off and picking up by car (update during the summer after review of possible changes) and visitors to the school

Add: Cafeteria, Hallway and Passing Regulations = 12

Rationale: Behavior infractions are more likely to occur when students are under a softer degree of supervision. As students' rights increase so do their responsibilities this section outlines those responsibilities and expectations.

Add: Athletic Policy = Page 23

Rationale: Currently not included in handbook. We currently have seven sports teams at NMS and the current handbook contains no language regarding the interscholastic athletic program. This needs to be addressed prior to the start of the next sport season.

Clarify Repeat Offenders: Note that repeated violations of school rules despite prior behavior interventions may lead to more severe penalties in order to change student behavior. = page 26

Rationale: Students are assigned consequences in order to get them to change or improve their behavior. If lower level behavior interventions are proving unsuccessful the administration needs to increase the severity of the consequences in an effort to bring about the desired change.

Define: Progressive Discipline = page 26

Rationale: Define overarching policy that is the basis for the school's code of conduct

Add: Code of Conduct

Minimum and Max Penalty ranges for some infractions: = page 28

Fighting (Minimum 3 day out of school suspension)

Vulgarity or Profanity directed towards staff (1-3 day suspension)

Rationale: Contribute to the orderly running of the school and maintain an environment conducive to teaching and learning.

Update: New Technology policies approved during 2014/2015 SY = page 39-41

Rationale: Policy update

Add: Anti-bullying Policy Flow Charts approved in 2014/2015 SY = page 42

Rationale: Policy Update

Necessary Edits prior to printing:

Make all necessary updates related to dates and time, pages numbers referenced and edit any grammatical errors.

Norton Middle School

2015 ~ 2016



*"Learning Today and Leading Tomorrow
Every Student Matters and Every Moment Counts"*

PARENT / STUDENT HANDBOOK



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

215 West Main Street Norton MA 02766
508-285-0140
Fax 508-286-9457

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

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.

2. OUR SCHOOL YEAR 2015 -2016 CALENDAR, DATES AND TIMES

2015-2016 NORTON PUBLIC SCHOOLS CALENDAR

www.norton.k12.ma.us

05/05/15

SEPTEMBER

M	T	W	Th	F
	1	2	X	X
X	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

Teachers:19 Students:17

Tues., Sept. 1, Staff Welcome Back Day &

JCS/LGN Open Houses

Wed., Sept. 2, Staff Prof. Development &

HAY Open House

Mon., Sept. 7, Labor Day

Tues., Sept. 8, 1st Day Grades 1 - 12

Thurs., Sept. 10, 1st Day Kindergarten

OCTOBER

M	T	W	Th	F
			1	2
5	6	7	8	9♣
X	13	14	15	16
19	20	21	22■	23
26	27	28	29	30

Teachers:21 Students:21

Mon., Oct. 12, Columbus Day

NOVEMBER

M	T	W	Th	F
2	3	4	5	6
9	10	X	12	13
16	17	18	19♦	20
23	24	25♣	X	X
30				

Teachers:18 Students:18

Wed., Nov. 11, Veterans' Day

Wed. Nov. 25 E/R Students & Staff

Thurs - Fri., Nov. 26, 27 Thanksgiving Break

DECEMBER

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23♣	X	X
X	X	X	X	X

Teachers:17 Students:17

Wed. Dec. 23 - E/R Students & Staff

Thurs. Dec. 24 - Thurs., Dec 31;

December Vacation

JANUARY

M	T	W	Th	F
				X
4	5	6	7	8
11	12	13	14	15♣
X	19♣	20♣	21♣	22♣
25	26	27	28	29

Teachers:19 Students:19

Fri., Jan 1, No School

Mon., Jan. 4, Classes Resume

Mon., Jan. 19, M. Luther King Day

Tues. Jan 19 - Fri. Jan 22 NHS Exams

FEBRUARY

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
X	X	X	X	X
22	23	24	25	26
29				

Teachers:16 Students:16

Mon., Feb. 15 - Fri. Feb 19;

February Vacation

MARCH

M	T	W	Th	F
	1	2	3■	4
7	8	9	10	11
14	15	16	17♦	18
21	22	23	24	X
28	29	30	31	

Teachers:22 Students:22

Fri., March 25, Good Friday

APRIL

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
X	X	X	X	X
25	26	27	28	29

Teachers:16 Students:16

Mon., April 18 - Fri., April 22

April Vacation

MAY

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
X	31			

Teachers:21 Students:21

Mon., May 30, Memorial Day

JUNE

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17♣
20	21	22	23	24
27	28	29	30	

Teachers:13 Students:13

June 17, SCHOOLS CLOSE

Class Night: May 31st

Graduation: June 3rd

X	No School
X	Holiday, No School
●	HS Early Release Day
■	MS Early Release Day
♦	HAY/JCS/LGN Early Release Day
♣	Systemwide Early Release Day

Early Release: HS - 11:00 AM * MS - 12:00 PM * HAY - 11:30 AM * LGN - 11:00 AM * JCS - 12:30 PM

The State has not yet announced State Testing windows: calendar subject to change.

NOTE: The Massachusetts Department of Education requires that 185 days be scheduled for students. This includes five additional days (June 20, 21, 22, 23 and 24). Depending upon weather conditions, this calendar will be adjusted to reflect 180 days.

The Norton Public School System does not discriminate on the basis of age, race, color, sex, gender identity, religion, national origin, sexual orientation or disability.

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 assigned an office detention for all subsequent tardies. For habitual tardy violations both student and parent may be referred to the School Attendance Officer for legal action.

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 AND AFTER SCHOOL PARENTAL PERMISSION AND TRANSPORTATION

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

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.

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.

4. THE WHOLE CHILD: ACADEMIC, SOCIAL AND EMOTIONAL LEARNING

SCHOOL AND HOME COMMUNICATIONS AND GRADING

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.

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

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 are only 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

In an effort to improve students' success, Norton Middle School is offering more opportunities for our students to earn passing grades and promotion to the next grade level. This NMS Summer School Day Program is a way to offer this opportunity to our students. Students will be able to gain mastery of course specific content that they struggled to obtain during the regular school year. Students who enroll in the NMS Day School Program will utilize 21st century skills in courses that have been drafted to fit the needs of NMS students. This will allow students not to simply recover lost credit, but to eliminate gaps in their learning, and attain the mastery necessary to be successful.

Middle School Specific requirements

Students failing two or more academic subjects for the year are required to attend and pass summer school in order to be promoted to the next grade level.

- Students failing two classes are required to complete one summer school course
- Students failing three classes are required to complete two summer school courses
- For students failing in excess of three classes for the year retention is strongly considered.

COURSE OFFERINGS

Course	Grade 6	Grade 7	Grade 8
Math	Pre-Algebra Math 6 Math B	Double Block Math 7 Pre-Algebra Algebra	Math 8 Geometry Algebra
English	Double Block	ELA 7 ELA 7 AGL	ELA 8 ELA 8 AGL
Science	Grade 6	Grade 7	Grade 8
Social Studies	Grade 6	Grade 7	Grade 8
Foreign Language	Exploratory course	Exploratory course	Spanish or French Full Year
Specials : All students take 2 special course per term Course Offerings: Art, Music, Physical Education, STEM Lab, Tech Ed, Wellness ICE Block: Intervention, Correction and Enrichment Period			

AGL = above grade level

HEALTH AND WELLNESS

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.

- 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.

STUDENT SUPPORT SERVICES

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.

HEALTH SERVICES

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.

Medication: 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.

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.

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.

- 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/Cyber-bullying 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.

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:

MASC 2010

Adopted: October 18, 2010

Revised: March 7, 2011

Revised: September 26, 2011

Revised: September 30, 2013

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

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 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. Students must submit evidence of enrollment in a comprehensive health plan or enroll in the school health insurance program.

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.

"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.

- 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 is the 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

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:

- First offense: 3 day out of school suspension.
- Second and subsequent offenses: 5 day out of school suspension

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.

(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

“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.

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.

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

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

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

Chapter 269: Section 18. Failure to report hazing

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

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.
- Students found in unauthorized areas are subject to search.

SURVEILLANCE CAMERAS

The building and grounds are protected by video surveillance.

STUDENT RECORDS REGULATION

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,

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.

Illegal Uses/Consequences Students, Employees, Visitors

Chapter 272, Section 99C of the Massachusetts General Law states in part that it is illegal for someone to attempt to or actually record any communication secretly or to procure another to do so. This is a felony, punishable by a state prison term of up to five years and or a fine of not more than \$10,000.00. Some states have laws that allow for "one party" consent, whereby so long as one party involved in the recording is aware of it and consents to it, others do not have to be aware of it. This is not the case in Massachusetts. Anyone recorded must be aware of it and must consent to it. In addition to the criminal penalties a violator might face, there are also potential civil damages that could be pursued by a victim.

Student or Staff Member Name: _____

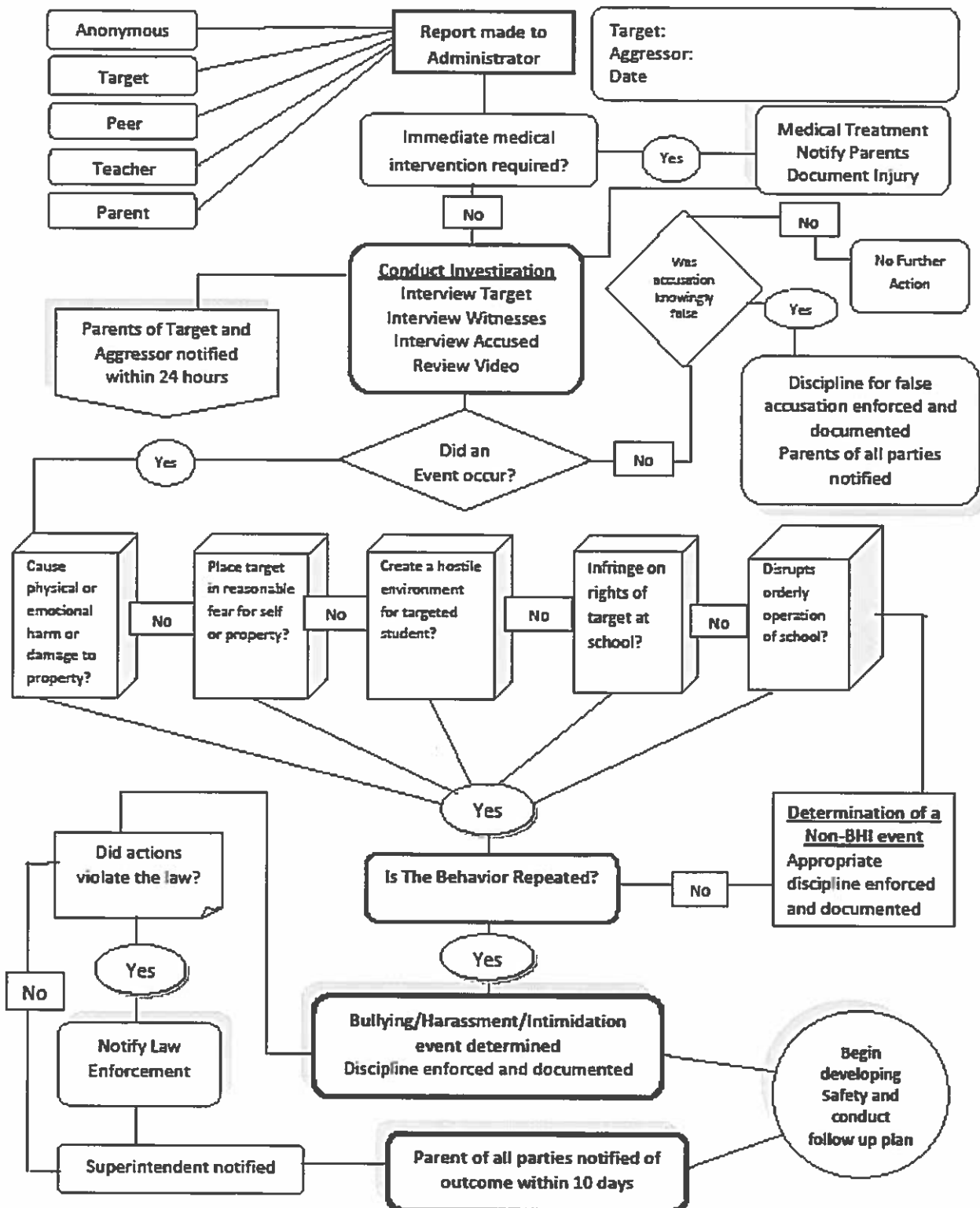
Student or Staff Member Signature: _____

Parent/Guardian Signature: _____ (required if student is under 18 years old)

Date: _____

Adopted: February 23, 2015

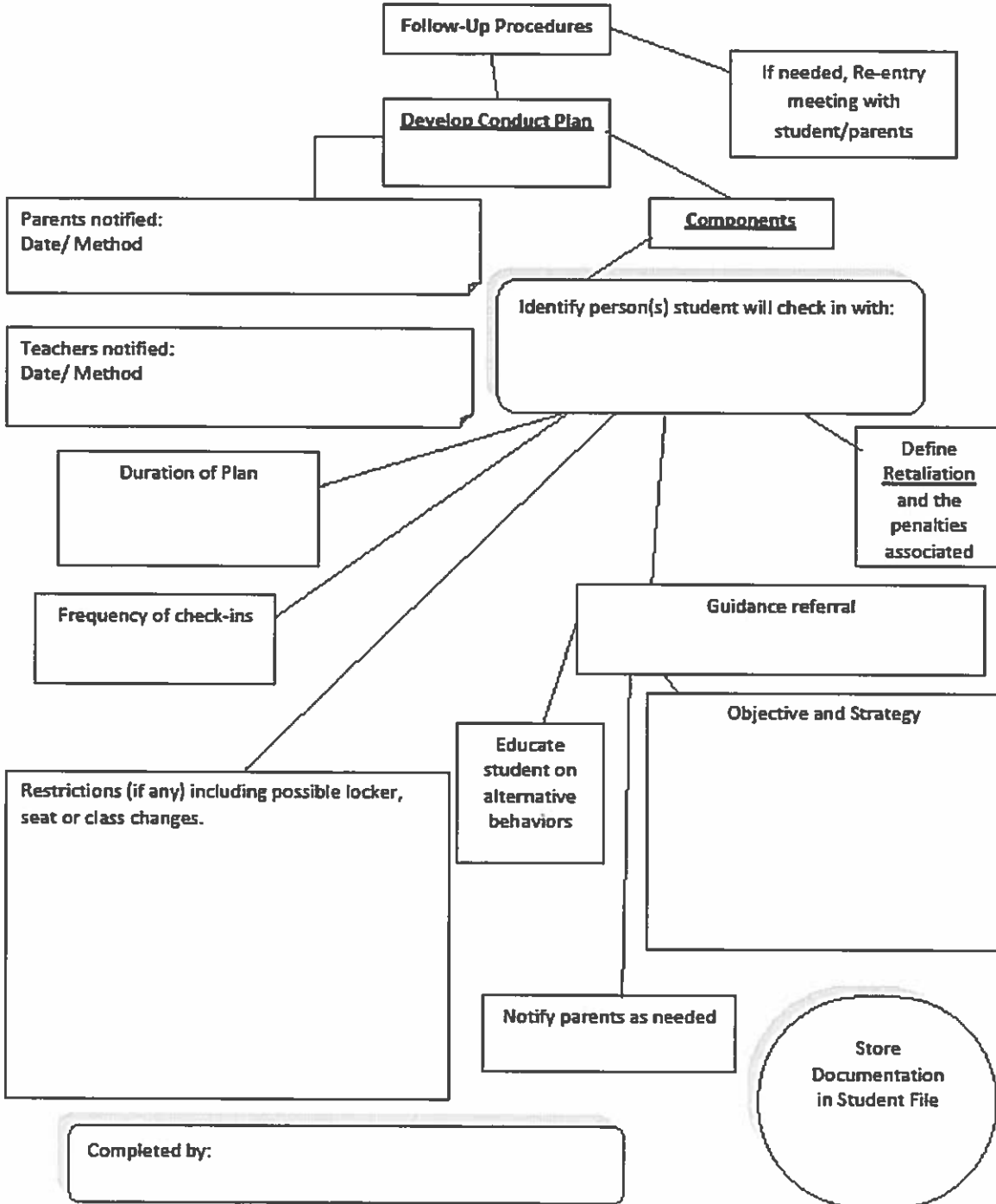
Norton Public Schools Bullying/Harassment/Intimidation Flowchart



Norton Public Schools Bullying/Harassment/Intimidation Aggressor Follow-Up Procedures Flowchart

Name:

Date:



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.

3.0 Schedules

3.1 Homework is assigned according to students' maturity, ability levels, and IEP's. The following schedule suggests guidelines and the average amount of homework that students may be assigned. Homework accommodations will be implemented as outlined in the IEP or 504 Plan.

Grade 6	80 minutes
	Monday through Thursday
Grade 7	100 minutes
	Monday through Thursday
Grade 8	120 minutes, Monday