



Miscoe Hill School

Mendon-Upton Regional School
District



Family-Student Handbook 2018-2019

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WELCOME

Welcome to Miscoe Hill School! Whether this is your first year or your last year here at Miscoe Hill, you are part of a long tradition of academic excellence and high standards in the Mendon-Upton Regional School District. At Miscoe Hill, you will have many opportunities to succeed. We hope that you take advantage of these unique opportunities and that you achieve your goals.

Students: Commit yourself to succeed in all that you do both academically and socially. Participate in extracurricular activities and discover that learning and fun go together. Take pride in yourself and in all that you do. Always treat yourself and others with respect.

Parents: Remain involved in all aspects of your child's education. Visit our school often; join our PTO, Miscoe Hill's parent and teacher organization; communicate frequently with your child's teacher(s); and volunteer to assist with various activities. Middle school students face significant life choices and need support in making wise and healthy decisions. Parents, school staff, and the community must provide an environment where the adolescent's needs are recognized and met.

Staff: Middle school educators recognize the pivotal individual potential and opportunity for the adolescent. Each student needs to be cared for individually, listened to, respected, validated, and engaged in meaningful educational experiences that will prepare them for a promising future. Educators must be prepared and enthusiastic about working with this age group, be lifelong learners, and be committed to their own ongoing professional development and growth.

At Miscoe Hill School, we are committed to provide a safe and nurturing environment where all students have the opportunity to become thoughtful, productive, and contributing members of society. We are here to help in any way possible. Success is a team effort and the team consists of students, parents, teachers, staff, and community members.

Sincerely,

Jennifer Mannion

Jennifer Mannion
Principal

Paul Marshall

Paul Marshall
Assistant Principal

Mendon-Upton Regional School District Mission Statement

The Mendon-Upton Regional School District is committed to providing all students with an environment promoting responsible citizenship, lifelong learning, and the realization of their full intellectual and personal potential.

Miscoe Hill School Mission Statement

The mission of the Miscoe Hill School is to provide all students with a safe and respectful school community that engages them in a meaningful and challenging curriculum while promoting responsible citizenship and the desire for lifelong learning.

Core Values

We believe:

all children have the right and ability to learn;

learning is a lifelong process;

a safe, respectful environment is essential to successful teaching and learning;

parents, school, and the community share responsibility for the education of our students;

respect, responsibility, cultural awareness, and ethical behavior are

essential for responsible citizenship;

all children should be provided with a challenging curriculum

enabling them to achieve their full potential;

technology is an integral part of life;

critical thinking by students is essential for their intellectual development;

and high standards motivate both staff and students.

SECTION ONE - GENERAL INFORMATION

School Hours

The school day begins at 8:25 AM and ends at 2:32 PM. Buses arrive at school and unload starting at 8:10 AM. No students should be in the building prior to 8:10 AM except for those participating in before-school activities. The school doors open at 8:10 AM, and students are expected to be in their homerooms by 8:25 AM. Buses load and depart from school from 2:32 PM – 2:45 PM.

Drop offs and Pick ups

Due to supervision and safety concerns, students are NOT allowed into the school before 8:10 AM.

Morning Drop Offs are allowed from 8:10-8:25. However, students need to be in homeroom by 8:25, so please plan accordingly.

Afternoon Pick Ups are from 2:32 PM – 2:45 PM. Parents will enter the entrance furthest from school on the Upton side, drive past the playground, turn around at the basketball court, pick up students at door 21, and exit via the same route used upon entering. Parents are asked to refrain from waiting for their children in the main lobby and are encouraged to use the above procedure for pickup to ensure a smooth and safe dismissal.

School Calendar

A complete school calendar will be sent home via Blackboard Connect message system and is also on www.mursd.org. A **FULL RELEASE** day means there is **NO SCHOOL**, and an **EARLY RELEASE** day refers to a **HALF DAY** with an 11:30 AM dismissal. School lunch is NOT available on early release days.

Breakfast and Snacks

Breakfast and snacks will be available for purchase daily in the cafeteria from 8:10-8:25. Breakfast should be consumed in the cafeteria, Snacks may be taken to classrooms and eaten during times determined by the classroom teacher.

Cost

Breakfast	\$1.50
Milk	50¢
Snacks	Prices vary

Lunch

Lunch is eaten in the cafeteria. Students have the option of bringing lunch or buying a lunch, either hot or cold. Milk, snacks, and ice cream are offered every day. Students are expected to adhere to the guidance of cafeteria supervisors and behave respectfully. Conversation should be kept to a low volume and students are to walk quietly into and out of the cafeteria.

Students are expected to keep their eating areas clean and dispose of all waste paper, milk cartons, uneaten food and the like. Due to the prevalence of food allergies, students are not

allowed to share or swap food. There is also a “nut-free” table available for those students wishing to sit at a designated “nut-free” zone.

Cost

Hot or cold lunch	\$2.85
Milk	50¢
Ice cream	\$1.00

Students who forget lunch or lunch money should charge lunch for that day.

Payment is expected the following school day . Student lunch account information can be found through myschoolbucks.com; information is on the district website at www.mursd.org.

Attendance

State law (Chapter 76, Section 1) requires that students attend every day that school is in session. Students may be excused from school for the following reasons: sickness, serious illness, funeral-bereavement, and recognized religious holidays. When a student is going to be absent, a parent or guardian must call the school office (508-634-1590) to report the absence by 9:00 AM. Families are asked to schedule family trips on non-school days, as vacation time will count as an unexcused absence.

If a student fails to attend school for seven days a letter may be sent home requesting information regarding the student’s absence. If a student reaches ten absences, a meeting may be called with the student’s parents/guardians to develop a plan preventing further absences. In addition, disciplinary action may be taken, including but not limited to:

1. Meeting with parents/guardian
2. Required make-up of hours after school
3. School resource officer notified
4. Possible court action

If your child is under a physician’s care, have your child return a certificate signed by the physician upon the day of his/her return to school. A note from the doctor or dentist is required in order for the absence to be excused. A parental note does not excuse the absence. Excused absences are allowed for bereavement and visits to a doctor or dentist. All vacations or illnesses without a physician’s note will be deemed an unexcused absence or tardy.

Late Arrivals

All students are expected to be in their homeroom by 8:25 AM. Students arriving after 8:25 AM will require a pass from the office. No student will be marked tardy if he/she is late due to bus problems. The following guidelines are used by administration when addressing repeated tardy concerns:

- Three unexcused tardies to school per term without consequence.
- Four through six unexcused tardies: Meeting with administration, guidance, and parent notified.

- Seven through nine unexcused tardies: Required make-up of time after school and a requested parent meeting with student, guidance and administration.
- Ten and over: Possible in-house suspension, parent meeting with administration required, school resource officer notified.

A tardy attendance will be recorded as excused if it is because of an early medical appointment. A note from the physician can be presented at the time the child arrives to school and signs in at the main office or faxed 508-634-1576. A parental note does not excuse the tardiness.

Student Dismissals

Occasionally it may be necessary for parents to request their child be dismissed prior to the end of the school day due to appointments or other activities which could not be scheduled after school hours.

It is the policy of the school that the following steps are taken for these dismissals:

1. On the day of the dismissal, the parent should send a note to the school indicating the time of the dismissal and who will pick up the child.
2. The parent or person designated by the parent for pick up must report to the main office to sign out the child.
3. No child will be released without an authorized adult.
4. A note from the doctor is required before or after the appointment to qualify for an "excused dismissal".

AS A SECURITY MEASURE, NO STUDENT CAN BE DISMISSED TO ANYONE EXCEPT THE PARENT OR SOMEONE THE PARENT HAS AUTHORIZED IN WRITING.

Early Release Days: Both Scheduled and Unscheduled

Early release days may be scheduled or unscheduled. **Scheduled** early release days, dismissal 11:30 AM, (see school calendar) are used for staff to engage in curriculum planning and program improvement activities. Breakfast is available on half days; lunch is not served.

Unscheduled early dismissals are a result of weather or other unexpected conditions. In the event of an unscheduled early dismissal, the superintendent will use our Blackboard Connect system to make a call to all primary phone numbers listed on our school records. It is critical to inform the school of any changes to this information throughout the school year so that our records remain as up to date as possible. Early dismissals are also announced on local radio and TV stations, including WMRC AM 1490, WTAG AM 580, WSRS FM 96.1, WBZ AM 1030, WBZ TV Channel 4, and WCVB TV Channel 5. WBZ1030.com also has school closing information. The district home-school communications tool (Blackboard Connect) will also be used contacting parents by e-mail or by phone.

Before School Program

You may choose to utilize the Before School Program which runs from 7:00 to 9:00 AM depending upon the school your child attends. Miscoe students are dismissed to class at 8:10 AM, and the Clough students are put on the bus at 8:50 AM. Students engage in various activities during the morning. If you would like to participate in this program, you may download a registration and fee schedule form from the districts website www.mursd.org.

After School Program

You may choose to have your child participate in the After School Program which runs from 2:32 PM to 6:00 PM each school day. It also runs from 11:30 AM to 6:00 PM on both scheduled and unscheduled early release days. If you would like to participate in this program, you may download a registration and fee schedule form from the districts website www.mursd.org.

The After School Program is a “No-iPad Zone” unless students are specifically doing homework for school on their device. Students are not allowed to be playing games, messaging each other, emailing friends, etc. during the After School Program.

The program follows a schedule of: attendance/snack 2:32 PM - 2:45 PM, homework 2:45 PM - 3:15 PM, recess 3:15 PM - 4:00 PM, and small group activities until 5:30 PM. All students must be picked up by 6:00 PM.

Miscoe Hill Library Media Center - Policies and Procedures

Circulation Guidelines

STUDENTS may check out a total of 2 books with a 2 week due date. Books may be renewed one time unless it is needed by another student or teacher. If a student is working on a school project, it is at the discretion of the school librarian to allow that student to take out more than 2 books. If materials are returned late, no late fee will be charged. However we ask that library materials are returned on time for the benefit of other students and teachers.

Lost Book Procedure

If a student loses a library item, it must be paid for. Please check with Mrs. Arnold, the school librarian, for the price of the item. If a parent wishes to replace the lost item, the item must be an exact match. If the item was a hardcover book, it must be replaced with exactly the same hardcover title. NOT a paperback. Please check with Ms. Arnold, the school librarian, if you have any questions.

Library Open Hours

STUDENTS can visit the library BEFORE school from 8:10 to 8:23. At 8:23 no student will be allowed in the library; all students should be making their way to their homeroom. The library will be open AFTER school from 2:30 to 3p.

Emergency Forms

Each year a new emergency form must be filled out for each student. It is crucial that these forms are kept **CURRENT**, and we ask that you notify us of **ANY CHANGES in writing** (new work phone, different cell phone number, email etc.) so we may contact you promptly in case of emergency. Our district utilizes the Blackboard Connect system to notify parents/guardians by telephone of emergency school closings and other important time- sensitive notifications.

Change of Address/Phone Number

Parents/guardians should notify the school of any changes to address, phone number, email, emergency dismissal procedures, or other pertinent information as soon as possible. This should be done through a written note or email to the school office. Changes in contact information are not generally accepted over the telephone.

Change of Name, Custody or Guardianship

The school should be notified immediately of any changes to custody or guardianship as it affects your child's permanent records and transcript. The original court document must be brought to the principal's office where a copy will be made and placed in student's records. According to Massachusetts' law, name changes cannot be recognized without a legal record.

Transfers and Withdrawals

When transferring a student to another school system, please notify your child's teacher and the school office as soon as possible. In order for us to transfer your child's records, you will need to sign a release form. All records will be mailed upon request of the authorities of the new school.

Security

The school's exterior doors are locked during the school day. All visitors will enter the building through the front doors near the main office. All non-students must sign in and receive a badge at the office. Students are not allowed to bring guests to school without the Principal's consent.

Lost and Found

A designated lost and found area is located across from the cafeteria. Students are advised to check for lost items periodically. At the end of each term, all remaining items will be donated to charity. Please mark all clothing and other possessions with student's name.

Student Use of Phones

The school phones are reserved for official use only. Students will have access to school phones for emergency use. An example of an emergency is transportation confusion but is not making plans to be with a friend. Medicine, illness related calls, and need for a change of clothes is handled through the nurse's office. Students are required to obtain a phone pass from their teacher in order to use the phone. Although students may carry their own cell phones, use is prohibited during school hours. **Please do not contact your child during**

the school day and expect a response. Instead, please call the office and we will support you. Please also remind your child not to call you directly if they are feeling ill or wish to be dismissed; all calls relating to illness should come from our school nurse, and calls regarding dismissal should come from the nurse or office personnel.

School Lockers, Locks and Desks

Students are responsible for the general care of their lockers and classroom desks. All students should be aware that school lockers and desks, while assigned to individual students, remain the property of the school and that administration reserves the right to open and inspect any locker and its contents at any time. In the event that illegal drugs, weapons, alcoholic beverages, stolen property or other contraband are found, it will be presumed to belong to that student who will be subject to immediate and appropriate discipline. In response, the Mendon Police Department may be called in to conduct the search. Master keys and copies of all combinations will be kept by the school administration. School locks are available at a cost of \$6.00 each from the main office.

Please note that students may not use their own locks for their lockers. All locks used on lockers must be purchased through the office. Students will retain the same locker lock through grade 12 in the Mendon-Upton Regional School District. Students who do not follow this policy are subject to disciplinary action and could have the lock cut off and removed from the locker.

It is recommended that students do not leave valuables in their lockers. The school does not assume any responsibility for lost or stolen items.

Special Education

Special Education services are provided for students with identified disabilities who are not making effective progress within the regular education program. Using state and federal guidelines, services are determined by the evaluation team, including the student's parents, classroom teacher(s), and special education personnel.

Special education law requires that every effort be made to accommodate a student's learning needs within the regular education classroom prior to any referral for a special education evaluation. These efforts must be documented and the documentation becomes part of the student record. Specific adaptations may include accommodations to the curriculum, use of specific teaching strategies, adapted teaching environments or materials, and/or the use of support services, consultation with special education personnel, or any other regular education initiative that may help the student to progress effectively. Documenting how the student responds to these interventions is generally the determining factor in whether or not a referral for a special education evaluation is made.

When a referral for a special education evaluation is made, the district offers a variety of diagnostic services for students with learning difficulties. Team evaluations are conducted to

determine if the student has a disability and if special needs programming is necessary for a child. If special services are implemented, an individualized educational plan (IEP) is developed. Parental permission is necessary for all team evaluations and individualized educational plans are subject to parental approval.

If you have any questions regarding your child's school progress or a suspected special need, please contact your child's teacher. If you have questions regarding the special education referral process, please call the Director of Student Support Services at 508-634-1581.

School Council

As part of the Educational Reform Act of 1993, every elementary and secondary school in the Commonwealth of Massachusetts is required to establish a School Council. The School Council will assist the building administration in: identification of the educational needs of the students, reviewing the annual school budget, adopting educational goals of the school consistent with local educational policies and statewide Board of Education standards, and formulating a school improvement plan.

To provide proper representation of faculty, parents, students, and the community, the Miscoe Hill School Council will consist of two faculty members, the principal, three parents of students and one community member.

Contacting Staff

Each staff member has a school email address that can be accessed by parents at any time. Email is a good way to communicate with teachers. A voicemail can be left for a staff member in lieu of sending an email by calling the main office at (508) 634-1590.

To contact a staff member:

1. go to <http://miscoe.mursd.org/>
2. on the menu across the top, select "Our Schools", then "Miscoe Hill", then "Staff", and then "Staff Directory"
3. a list of staff members appears, click on the staff member you wish to contact

Asbestos Management Plan

A copy of the AHERA management plan for "*Miscoe Hill School*" is available for review in the Superintendent's Office and the school office during regular school hours. Any inquiries regarding asbestos containing materials in our schools should be directed to our AHERA Designated Person, Jay Byer jbyer@mursd.org or Ken Choiniere kchoiniere@mursd.org, who can be reached at Superintendent's Office (508) 634-1585 with any questions.

SECTION TWO - SCHOOL HEALTH PROGRAM

Please note that Student Accident Insurance information is available on the school website (<http://miscoe.mursd.org/>). You may select either a school-time plan or a 24 hour plan.

School Health Services

Good health is basic to learning. In accordance with state rules and regulations, every student entering school for the first time shall have a complete medical history and physical examination. This examination should be conducted during the current year of registration, January 1st to December 31st. These physical examinations should be conducted by the student's family physician. A physical examination is also required during the fourth grade school year in order to enter grade five.

In addition, the school nurse maintains accurate health records on all students, manages illnesses occurring during the school hours, confers with staff and parents, counsels students in matters of health, and serves as a resource person in health education.

Health Office Emergency Information Sheet

This form is issued to each student at the beginning of every year and should be completed on both sides, signed by parent/guardian, and returned promptly to school.

PLEASE MAKE US AWARE OF CHANGES OF ADDRESS, PHONE NUMBERS, AND EMERGENCY PERSON TO CONTACT, ETC., AS THEY OCCUR THROUGHOUT THE YEAR.

School Health Screening

Each year, the school nurse and her designees perform school health screenings, following guidelines from the Massachusetts Department of Health and Human Services. Parents are notified in writing if a student fails any of these tests. Please contact the school nurse for exemptions to this screening.

Students are screened in the following areas at the indicated grade level:

- **Grade 5** – Height, Weight, Scoliosis, and Vision
- **Grade 6** – Height, Weight, and Scoliosis
- **Grade 7** – Height, Weight, Scoliosis, Vision, and Hearing, SBIRT
- **Grade 8** – Height, Weight, and Scoliosis

A current physical is a requirement for entrance into 5th grade.

Immunization Requirements (Mandated by Mass State Law)

By Two Years

3 doses of Hepatitis B
4 doses of Dtap/DTP
3 doses of Polio
4 doses of Hib
1 dose of MMR
1 dose of Varicella

By Kindergarten

3 doses of Hep B
5 doses Dtap/DTP
4 doses of Polio
2 doses of MMR
1 dose of Varicella

By 7TH GRADE

3 doses of Hepatitis B
1 Td booster
4 doses of Polio
2 doses of MMR
2 doses of Varicella (Chicken pox) or disease

School Health Requirements

It is important that a child be present each day that school is in session unless serious illness prevents attendance. Frequent absence lessens the child's interest in work and lessens the possibility of maintaining a high standard of achievement.

There are, however, times when it is in the best interest of all concerned that children not be sent to school. It is requested that children not come to school with severe colds, fevers, or any disease/rash that might be contagious.

Parents are asked to call the school at (508) 634-1590 by 9:00 AM on the day of the absence to report that the child will not be attending. Parents may call school anytime and leave a message on the answering machine. A note from the doctor or dentist is required if the absence is to be excused.

Communicable Diseases

Note: Please see the MURSD Communicable Diseases Policy, J-05 in Appendix A of this handbook.

The District is required to provide educational services to all school age children. By law, however, admission to school may be denied to any child diagnosed, as having a disease whereby attendance would be harmful to the welfare of other students and staff subject to the District's responsibilities under the law.

The School Committee recognizes that communicable diseases which may affect students range from the common childhood diseases, acute and short-term in nature, to chronic, life-threatening diseases such as HIV and Acquired Immune Deficiency Syndrome (AIDS).

Some examples of communicable diseases include:

Diarrhea

Two or more abnormally loose stools in a short span of time. This is a symptom of an intestinal infection.

Conjunctivitis

(Pink Eye) An infection in the eye. It causes tears, redness of the eyelid and irritation followed by swelling and discharge of pus. It is highly contagious.

Fever

A sign of an infection and illness. A fever is described as 100° F orally.

Strep Throat

A bacterial infection that causes a red and painful throat. It is more common in children but can also affect adults. Not all sore throats are strep. The only certain way to diagnose strep throat is through a throat culture.

Vomiting

Vomiting (two or more bouts) is a sign of an infection and may cause dehydration.

Lice

Parasites that live on the surface of the body. They affect the hair and the scalp and cause severe itching. Lice can spread easily by direct contact with the infected person or personal items such as hats and clothes. A person with lice can spread them until he/she is successfully treated with medical shampoos. When a person has head lice, they lay their eggs on the hair stand: they are called nits. A person is still contagious until all of the nits are dead and removed.

Flu

Symptoms include a stuffy, runny nose, sneezing, watery eyes, sore throat, muscular aches, fever, chills, and lack of appetite.

Medication

If possible, parents are advised to give medications at home and on a schedule other than during school hours (i.e. medications prescribed three times a day should be taken outside of school hours). It is also advised to inform the nurse of any and all medications that your child requires, either at school or home. If it is necessary that a medication be given during school hours, the following regulations must be followed:

1. All medications (including over-the-counter) ordered by a physician/dentist must be accompanied by his/her signed order. The doctor should fill out a school permission form with permission granted to the nurse at school to give medicine, if necessary.
2. Medication must be brought to school by parent/guardian of all students. All medications must be in the original container with appropriate label intact and given to the nurse at the beginning of the school day where it will be kept in the locked medicine area of the clinic. If medication is not properly labeled, it may not be given. (Pharmacists will provide an extra bottle to the parent for purpose of single doses at school). Parent/guardian must sign a form granting the nurse permission to administer medication according to regulations set herein or to have their child self-administer certain prescription and/or non-prescription medications. All medication must be kept and taken in the nurse's office.

Health Education

The District Health Education Curriculum for students covers a variety of topics that we feel are important and are part of the state-mandated health frameworks in Massachusetts. The topics in this comprehensive program include: safety, nutrition, family health, consumer health, growth and development, substance use and abuse, emotional and mental health, personal health and disease prevention and control. Please feel free to contact your child's health teacher if you have any questions or concerns regarding this program.

SECTION THREE - EMERGENCY PROCEDURES

Emergencies

If it should become necessary to cancel school, make sure your child knows where he or she can go in the event that you are not home. This will include early dismissal due to inclement weather or building conditions. Emergency information is needed for **every** student.

Paperwork is sent home on opening day. **PLEASE MAKE US AWARE (IN WRITING) OF CHANGES OF ADDRESS, EMERGENCY PERSONS TO CONTACT, ETC. AS THEY OCCUR THROUGHOUT THE YEAR.**

The district utilizes the Blackboard Connect telephone/email notification system to inform parents immediately of school closings and other important time-sensitive notifications.

Inclement Weather

School may be canceled on days when it appears that the safety of the children may be endangered due to snow, freezing or other conditions. In some cases, the opening of school may be delayed 1, 1 ½, or 2 hours.

IMPORTANT: On days when there may be a question about no school or a delayed opening, the district utilizes the Blackboard Connect telephone/email notification system to inform parents immediately of school closings and other important time-sensitive notifications. Parents can also listen to local radio stations or local access TV for news of early release: walkerWMRC, WTAG, WSRS, WBZ, WBZ TV, (channel 4), WCVB TV (channel 5).

PLEASE do not call the police department for information since those lines are needed for emergencies. Also, when roads and sidewalk conditions warrant it, walkers will be allowed to take buses.

Fire Drills

Any fire alarm sounding requires a complete evacuation of the building.

All staff members receive training in emergency evacuation procedures. Teachers review fire drill procedures with students on the first day of school. The primary goal of teachers and staff is the safe evacuation and accountability of all students. Approximately three fire drills are conducted within a school year.

Lockdown/Security Drills

Security drills will be conducted during the school year. All staff members receive training on security procedures. Teachers talk to students as to the need for this type of exercise. The safety of our staff and students is the primary goal.

Bus Evacuations

Drills for evacuating school buses are done twice per school year. They are conducted in order for our student population to be comfortable with exiting a bus in an emergency situation. They are conducted on school property with the assistance of the school administration.

SECTION FOUR - FAMILY-SCHOOL CONNECTION

Communication Chain

We want the lines of communication between parents, teachers, and school administration to be open and effective. Parents are invited to communicate by using email, phone or a written note.

To contact a staff member:

1. go to <http://miscocoe.mursd.org/>
2. on the menu across the top, select "Our Schools", then "Miscocoe Hill", then "Staff", and then "Staff Directory"
3. a list of staff members appears, click on the staff member you wish to contact

In some instances, the best source of information or problem resolution is going to be your child's teacher, and in other instances the administration needs to become involved so information can be consolidated to effect any necessary changes.

For any communication chain you need to start with the first link, and if you are not satisfied, go to the next level.

- In class issues, general school policy questions, complaints, MCAS questions, suspected bullying problem in school, list of resources or other issues
 - o *Use this chain:* Teacher → Guidance → Asst. Principal → Principal → Superintendent → School Committee
- Bus issues
 - o *Use this chain:* Bus Supervisor at (508-381-3946) → Asst. Principal → Principal → Superintendent → School Committee
- Lunch/cafeteria issues or student issues on the bus
 - o *Use this chain:* Guidance → Asst. Principal → Principal → Superintendent → School Committee
- Social/emotional/academic concerns
 - o *Use this chain:* Teacher → Guidance → Asst. Principal → Principal → School Committee
- Non-urgent suggestions or ideas, general comments or praise
 - o *Use this chain:* email Principal or Asst. Principal

School Counseling/Guidance

The goal of the counselors is to assist all students in maximizing the development of individual potentials – intellectually, socially, emotionally and physically – enabling them to become responsible, respectful and productive lifelong learners. Our services include the following:

- Providing individual and group developmental counseling programs on various topics that address student needs
- Providing crisis intervention and prevention services to students, parents and staff
- Collaborating with school personnel to assess student learning styles, disabilities, and performance

- Consulting and collaborating with various community agencies to provide referrals and resource materials
- Providing referrals to parents who may need outside supports for their children
- Designing and teaching classroom lessons which address feelings and age appropriate concerns
- Encouraging students in exploring a variety of academic options and assisting them in making connections to the next steps of high school and ultimately to college and career readiness

The Guidance Department Faculty helps students to develop and enhance their social skills, and assists them in dealing with difficult situations such as: illness, death, divorce, learning disabilities, bullying, and other types of peer conflicts. They help students understand themselves, others and appreciate differences. They provide “preventative” counseling and assist students in developing coping skills. They empower students to resolve conflicts peacefully. They promote a positive attitude toward learning, and encourage a learning environment where all members are respected and supported.

In addition to the social emotional development, guidance counselors work closely with the classroom teachers and assist students in making connections to real world possibilities leading to college and career readiness.

Throughout the year, the guidance faculty works closely with the student population. They may meet with them periodically, in groups, individually or in the classroom setting.

Notes to School

Parents should be sure to include their child’s full legal name and homeroom on all notes. Written notes are required when:

1. Your child is called for by somebody other than his/her parent
2. Your child will not be on his/her regular bus
3. Your child will go somewhere other than home immediately after school
4. Your child has a regularly scheduled activity (i.e. Scouts, Enrichment Program)

School Visitations

Parents are welcome and encouraged to visit our school. For safety reasons we remind all visiting parents to enter the main entrance and sign in at the main office. We ask that due to time on learning, all classroom visits be scheduled prior to arrival.

PTO

Miscoe Hill School is served by an active volunteer Parent Teacher Organization. The Miscoe Hill Parent Teacher Organization (MHPTO) is comprised of parents and teachers of students in grades 5-8. This nonprofit group, recognized by the IRS with 501(3) status, fundraisers throughout the year but also accepts cash donations and matching corporate funds. These monies provide cultural arts programs, classroom requests, scholarships, and social activities. There are governing by-laws that guide the group’s operation and yearly elections for

executive officers. The schedule of meetings is sent out to parents the first week of school and available on the PTO website at <http://www.miscoehillpto.org/>. Yearly dues are \$5.00. The agenda for the meetings is sent out thru our Blackboard Connect messages. PTO solicits membership at the beginning of the school year using a volunteer sign up form that is sent home with students; however, you may join at any time during the school year. The PTO hopes you will consider joining so you can receive PTO related emails and vote meetings (if you choose to attend any).

Visit the PTO's website at <http://www.miscoehillpto.org/>

SECTION FIVE - ACADEMIC POLICIES

Report Cards and Progress Reports

Report cards are issued four times per year and utilize a standard letter grading system. Parents can access their child's report card in iParent. An iParent account can be created in iPass by following the instructions on the website (visit www.mursd.org and see "Parents/Students", then "For Parents", and then "iParent"). Student progress should be monitored via iParent and teachers should be contacted if there are any concerns. A report may be sent at any time if there is a sudden change in performance. A parent-teacher conference is recommended if a student's progress is cause for concern and/or they are in danger of failing a class for the year. Parents may email teachers directly to make appointments with teacher(s) to discuss their child's progress or concerns.

If, because of a legitimate reason, a student fails to complete all major assignments for the marking period, the student may be assigned a grade of Incomplete ("I"). The student will be given ten (10) school days from the close of the marking period to submit the work or to take the required test(s). If the student fails to complete the required work within the ten school day period, the grade of F (failure) will be assigned for this work, and it will be averaged in with the other grades earned for the marking period.

Grade Reporting

Grades are reported using a numbering system, on a scale of 0-100. Generally, grades that fall in the following ranges are reflective of a student's progress in the following ways:

- **90-100 - Excellent** *Outstanding accomplishment, showing mastery of content, creativity, and the ability to apply principles.*
- **80-89 - Very good** *Accomplishment above average, and showing a significant degree of mastery, creativity, and ability to apply principles.*
- **70-79 - Satisfactory** *Demonstrates a working knowledge of content and ability to apply the material learned.*
- **65-69 - Poor** *A low passing mark, showing minimal accomplishment which should be considered unsatisfactory, especially for continuation in sequential courses.*
- **0-64 - Failure** *Does not meet minimum requirements; a very poor level of accomplishment or failure to do required work; poor attendance may be a contributing factor along with attitude and effort.*
- **I - Incomplete** *A temporary grade given for incomplete work due to illness or excused absence; must be made up within ten days of end of marking period.*
- **P/F - Pass/Fail** *a pass grade indicates satisfactory completion of required work.*
- **M - Medically excused**

Parent-Teacher Conferences

Formal parent-teacher conferences are scheduled twice a year, once in the fall and once in the spring. If a teacher or administrator deems it necessary for a conference at any other point in the year, the parent or guardian will be contacted. If a parent or guardian wishes to arrange a conference, he or she should email or call the teacher to arrange an appointment.

Field Trips

Field trips are an integral part of our curriculum. Field trips are considered educational experiences and are regarded as regular school days. Permission slips will be sent home with students prior to trips. It is the student's responsibility to return the signed permission slip prior to the trip. No student may go on a field trip without written consent from a parent or guardian. Students who have demonstrated uncooperative and/or inappropriate behavior during the school year prior to the trip may not be allowed to participate on the trip.

Student Records

Note: See MURSD Student Record Policy, J-08 in Appendix B of this handbook for the official district policy on student records

School records include all the information about the student that the school system keeps, regardless of where or how it is kept (except for certain personal notes which teacher, counselors, etc.) It is made up of the "transcript" (name, address, courses taken, credits, and grades) and the "temporary record" (everything else, including progress reports, tests scores, class rank, etc.). Temporary records should contain only information which is accurate and which concerns the student educationally.

If the student is fourteen (14) years of age or older the student and his/her parents have the right to see all of the student's school records. If the student is not yet fourteen, only the student's parents have this right. The school must be given a forty-eight hour written notice to view student records, and a qualified school professional will explain any items they contain.

The school system must keep transcripts for at least 60 years after the student has left the school system. Everything else (the temporary record) must be destroyed within five years after the student leaves the system. The principal may also destroy records while the student is still in the school if the information is misleading, outdated or irrelevant. Before any records are destroyed, the student's parent(s) must be given notice and an opportunity to get a copy.

The parent(s) of a student can add any relevant written material to the student's record. The records regulations also provide an appeals process the parent(s) may use when they feel that improper action has been taken concerning the records. This includes situations where the parent(s) feel that certain information in the record is inaccurate, misleading, or irrelevant and they want it removed. This appeals process begins with notifying the principal in writing or requesting a conference. Within one week of this notification or conference, the principal shall

make a decision in writing. If the parent(s) are not satisfied, they may appeal, first to the superintendent and then to the school committee.

Guidelines for Internet Use

The Mendon-Upton "Acceptable Use Policy" regarding guidelines for Internet use is available on the district website (www.mursd.org) and in Appendix C of this handbook. This notice must be signed by both the parent(s) and the student and returned to school in order for student to be allowed access to the Internet.

Make-Up Work

If you request make-up work and/or homework following an absence, please allow 24 hours for teachers to compile the necessary materials. Teachers will not provide daily make-up work to students who are absent from school due to family vacations prior to vacation. Teachers will, however, ensure that the student makes up major tests and projects. It's best to request your child's homework by emailing the teacher or going on the teacher's website.

Academic Dishonesty/Cheating & Plagiarism

Students and parents need to be aware of the importance of academic honesty at Miscoe Hill School. Academic honesty means not cheating, plagiarizing or using information unethically in any way.

Plagiarism

Examples of plagiarism include, but are not limited to:

- Submitting someone else's work as your own, including that of tutors, friends, parents or siblings or paraphrasing without giving credit to the source.
- Turning in purchased papers or papers from the Internet written by someone else.
- Helping others plagiarize by giving them your work, even if you don't think it will be copied.
- Using someone else's idea without giving credit to the original source.

Note: You can use other people's ideas and even paraphrase or quote their words, but you MUST give them credit. Use phrases such as "According to..." and "In the book..." and cite ALL of the sources you got information from in a bibliography. You must acknowledge your source.

Cheating

Examples of cheating include, but are not limited to:

- Copying assignments that are turned in as original work.
- Trading or sharing assignments with other students, even if you don't think they will be copied.
- Using unauthorized notes or technology, such as bringing notes into a test or using a computer program to translate an assignment and turning it in as your own.
- Sharing answers before, during or after quizzes or tests. Students must be responsible for their own papers and make sure others cannot copy their work.
- Using summaries, Cliffs Notes, or technology, instead of reading the assigned material.
- Taking credit for work that you didn't do (e.g. not acknowledging the assistance of a parent, friend or tutor).

How to avoid plagiarism and cheating

- Plan ahead. Rushing to get your work done the night before a big project is due may make it more tempting to cheat or plagiarize.
- Be sure you understand the assignments. Don't always rely on your friends for information about what is required.
- Don't read someone else's paper or homework before you do your own work. If you get any ideas from them, you would have to cite that person as a source.
- Make sure to ALWAYS cite your sources. This means saying where you got the information you are using for all assignments.
- Keep a list of the sources you use (including the author, title, publisher and copyright date) as you use them and make sure to note which information you got from which source.
- When in doubt about what you need to do to avoid cheating or plagiarism, ask your classroom teacher.

Definite Consequences: Parents are informed of the incident; student receives a detention; student loses credit for the assignment or test; the incident is recorded in the student's file.

Possible Consequences: Parental conference; short or long-term suspension; failure of the course; expulsion from school.

SECTION SIX - BEHAVIORAL EXPECTATIONS AND POLICIES

Care Of School-Issued Property and Textbooks

The school provides a number of materials, including calculators, electronic devices such as iPads, computers, and textbooks, for student use. These materials must be kept in good condition at all times. When requested, or at the end of the school year, the student must return all materials issued to him/her. Except for reasonable wear, all materials should be in the same condition as that when assigned. Students and their families will be financially responsible for any school owned equipment that was originally assigned to the student in the event they are lost, destroyed, or damaged.

Unauthorized Group Policy

Many authorized groups exist within Miscoe Hill School that are controlled, monitored, supervised, created, and authorized by the school itself (i.e. Student Council, Enrichment, Rachel's Challenge, etc.). Student groups must serve a purpose that directly benefits the overall educational atmosphere of the school. Such authorized groups may be engaged in student education, extracurricular activities, fundraising, school spirit, athletics, and/or the enhancement of the overall environment within the school population. Student groups that have not been authorized by the building principal (and may be in violation of the school Discipline Code) are not permitted.

Lateness to Class

Lateness to class interrupts the learning process for all students and the teacher in the class. Students may be sent to the office to receive disciplinary action for the third offense and subsequent late offenses.

Dress Code

The school atmosphere should be conducive to accomplishing the important goals of education. Inappropriate dress and improper grooming are detrimental to positive academic achievement and social growth. Therefore, all students are expected to attend school appropriately and reasonably dressed and properly groomed. Students who fail to comply with this request will be referred to the office for disciplinary action.

The school prohibits anything it deems to be disruptive, distracting, provocative, provoking, and/or intimidating that raises to the level in the school's view as having a detrimental effect on the safe and educational atmosphere in the school environment. Expectations for dress include but are not limited to the following:

1. Clothing making reference to alcohol, drugs, sex, tobacco products, hatred, violence or containing lewd or obscene language are not to be worn.
2. Clothing exposing any part of the buttock, midriff, breast and/or mid to lower back, including halter tops and muscle shirts, are not acceptable.
3. Underwear may not be exposed. All tops must have straps or sleeves.
4. Skirts and shorts must have a minimum three-inch inseam.

5. State law requires the wearing of footwear in public buildings. Any type of footwear determined to be destructive to the floors or hazardous are unacceptable.
6. No hats, hoods, visors, or bandanas are to be worn in the building without permission.
7. Writing on oneself or another is not allowed.
8. No shoes with wheels in soles are allowed on school grounds, at bus stops or on buses.
9. Students must have both eyes visible at all times. Hair must not cover eyes during the school day.
10. Clothing or accessories that are distracting or disruptive to student learning will be prohibited.

Students violating any dress code will first receive a verbal warning with a change of clothing. The second offense disciplinary action is a written notice to parent, change of clothing and guidance notification. Upon the third offense the student will be sent home and will be allowed to return to school the following day. The school reserves the right at any time to amend the above ban list without prior warning to the student.

Bullying

We recognize that certain students may be more vulnerable to become targets of bullying, harassment, or teasing based on actual or perceived characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics. In the "Bullying Prevention and Intervention Plan", (which may be found [here](#)) Miscoe Hill School and the Mendon-Upton Regional School District identify specific steps it takes to create a safe, supportive environment for vulnerable populations in the school community, and provide all students with the skills, knowledge, and strategies to prevent or respond to bullying, harassment, or teasing.

Bullying, harassment, or suspected bullying/harassment should be reported to a school official (teacher, guidance counselor, or administrator) as soon as possible.

Digital Citizenship and Cyberbullying

With the increased use of technology to support the curriculum, students will have greater opportunity to access a variety of common functions available on modern technology. This includes the ability to communicate with other students and faculty. Staff members incorporate digital citizenship as a routine part of their curriculum which includes aspects such as effective online research, how to properly cite material found online and avoid plagiarism, posting appropriate text, pictures, and other media online, as well as various other important aspects of this topic. Follow-up and regular monitoring of students' online behavior is strongly encouraged at home.

Cyberbullying falls under the same general guidelines outlined by the state for Bullying. Often, however, cyberbullying takes place off of school property and outside of the school day, making the school's involvement much less clear. Parents are encouraged to follow the steps below if they believe their child is a victim of cyberbullying.

Steps to Address Cyberbullying and Inappropriate Online Behavior

1. Report offending post(s) directly to social media - All social media outlets (facebook, twitter, snapchat, instagram) have procedures in place to flag and report offensive or inappropriate posts. Reporting these posts to social media will alert them to inappropriate users and may result in the user being restricted from using the service, or having their account deleted entirely.
2. Contact the other party's parents - If it can be clearly determined who is posting the inappropriate material, reaching out directly to their parents can be highly effective. Direct parent-to-parent communication has been found to be effective in addressing many student issues including cyberbullying, and helps ensure that student's online behaviors are appropriately addressed in a timely manner.
3. Alert the guidance department at school - If there is cyberbullying occurring, generally it can be assumed that there are other issues going on at school. Alerting your child's guidance counselor, and encouraging your child to reach out to guidance with social issues, can help work these situations out. It also lets the school know that something is going on, and that we should be on heightened alert for any troublesome behavior.
4. Report cyberbullying to the police - The school does not have the ability to request social media outlets for offending posts that have been deleted or removed. With serious incidents of cyberbullying that are ongoing, it may be appropriate to involve the police in investigating offensive or inappropriate online material. The school will work with the police departments of Mendon and Upton in addressing these issues and ensuring the safety of all students at school.

Food and Drink

Snacks and drinks will be allowed into the classroom at the discretion of the teacher. Gum is not allowed in school. No type of food sprays are allowed at Miscoe Hill School. Energy drinks of any type are not to be consumed on Miscoe grounds.

Body Sprays

Cologne/spray is prohibited from school. Students may bring to school solid deodorant only. Mouth spray/mist, candy mist, or mists of any kind are prohibited from school or school sponsored activities.

Bathroom Use

Every effort is made by the school to keep the bathroom clean and sanitary. The staff monitors the bathrooms. For your convenience and health, we ask that you follow these rules:

1. Keep the bathrooms clean at all times.

2. No food in the bathrooms.
3. No loitering in the bathrooms.
4. The bathroom is not a sick room. Report to the nurse's office if you are ill.
5. Report all damages to the office.
6. Students must sign out of classroom with name, date and time before exiting to the bathroom.

A violation of the above bathroom use rules will result in disciplinary action or the student being placed on a restricted bathroom use list.

Electronic Devices

Electronic devices are subject to the district "Acceptable Use Policy" (see Appendix C of this handbook). Generally, students are not to use cell phones, electronic devices, personal audio devices, or laser pointers in class or hallways for non-educational purposes. Students using electronic devices for non-educational purposes during regular school hours will be subject to consequences outlined in the Acceptable Use Policy and the iPad Pledge. The school cannot be responsible for loss, theft, or damage to those devices.

General Rules for Students Riding School Buses

School buses are an extension of the school that they serve. As such, students are expected to conduct themselves properly at all times. This includes bus stops in neighborhoods.

When the conduct of a student interferes directly or indirectly with the safe and efficient operation of the school bus, or causes damage, the student will be brought to the attention of school personnel for disciplinary action. Once the bus driver becomes aware of a problem on his/her bus, he/she will attempt to deal directly with the student through such means as assigned seating. If in the driver's judgment, the child has failed to improve his/her behavior sufficiently, then he/she will be reported to the Assistant Principal for determination and implementation of further disciplinary action. Disciplinary action will range from parental notification to removal of the child from the bus for various lengths of time and/or suspension from school.

If the bus is damaged, the student and/or his/her parents/guardian will be responsible for all reasonable costs for the repair of the bus.

Waiting For the School Bus

A student is expected to wait at the bus stop in an orderly manner, without being bothersome or fearful for his/her own personal safety. The student shall:

1. Arrive at his/her bus stop on time. Bus will not wait for student(s) who is not visible at the bus stop on time.
2. When crossing the street, wait for the driver's signal and cross at least 10 feet in front of the bus.
3. Wait at the designated stop and demonstrate courteous, responsible behavior.
4. Respect the property of person(s) whose home or property is at or near the bus stop.
5. Respect the personal or school property of fellow students.

6. Remain well off the roadway, out of the path of motor vehicle traffic.
7. Behave in such a way that he/she does not harm others or cause them to be harmed or threatened.

Riding the School Bus

A student shall, at all times, observe the following rules of safety while riding the school bus:

1. Follow the instructions of the bus driver. Treat the bus driver and other passengers with respect.
2. Take his/her seat promptly.
3. Remain seated at all times when the bus is in motion. Do not climb over seats.
4. Speak in normal tone of voice, without disturbing the driver, using appropriate language.
5. Behave in such a way that he/she does not harm others or cause them to be harmed or threatened.
6. Carry book bags or some type of carrying case in order to carry supplies back and forth to school in an organized manner.
7. Do not bring balls on the bus without a proper container, i.e. book bag, bag, etc.
8. Open windows only after receiving permission from the driver.
9. Do not stick anything out an open window or yell to someone outside the bus.
10. Keep the aisles completely clear of objects.
11. Refrain from eating food, chewing gum, or drinking beverages.
12. Smoking is prohibited at all times.
13. Ride only his/her regularly assigned bus unless he/she has written permission from the school (signified only by a signed bus pass from the main office).
14. Be familiar with the emergency exits and use them for emergencies only.
15. Never bring objects on the bus, such as knives or letter openers, which could hurt someone or damage the bus.
16. Visual and audio surveillance equipment operated by the bus company may be used on school buses.

Getting Off the School Bus

The students will use care and caution when getting off the school bus. The student shall:

1. Exit the bus in an orderly manner once it has come to a complete stop.
2. Wait for the driver's signal and allow at least 10 feet in front of the bus when crossing the road.
3. Remain away from the side of the bus when it pulls away.
4. Behave in such a way that he/she does not harm others or cause them to be harmed or threatened.

Bus Switching

Any student who would like to change buses must bring a note to the office at the beginning of the school day and pick up the bus pass at their lunch time. Bus switching is not allowed for social functions but may be approved, at the principal's discretion, for child care, emergencies or other situations. Bus passes will only be granted if there is sufficient room on the requested bus route.

Violation of School Bus Rules

The decision of the disciplinary action shall be based upon the frequency of the disruptive behavior and the type of rule broken and shall be at the administrator's discretion. Disciplinary action will follow the school's General Disciplinary Guidelines. Repeated violations of school bus rules will result in suspension from the bus.

For any concerns related to bus transportation (e.g., bus routes, departure/arrival time, etc.), please contact MURSD Bus Coordinator Mo Coburn at (508) 381-3946.

Philosophy of Miscoe Hill School Athletics

Note: Please see the MURSD Athletic Policy in Appendix D of this handbook.

Miscoe Hill School is a member of the Massachusetts Interscholastic Athletic Association whose primary purpose is to organize, regulate and promote interscholastic athletics for the middle and secondary schools of Massachusetts. Membership requires that Miscoe Hill School agrees to abide by the rules of the Association's governing activities. At Miscoe Hill School, the Interscholastic Athletic Program is an integral part of the student's total education and development. It is in our athletic program that we strive to develop the student athlete to the best of his/her ability. Our program helps to mold character and develop self-control, self-direction, personality traits and social patterns which will better prepare our students for adult life. We emphasize good sportsmanship and the spirit of fair play in all our athletic contests. The influence of athletics on the overall school environment contributes significantly to our students' education. Our main goal is to create a positive atmosphere for our student athletes by promoting the following:

1. **STUDENT INVOLVEMENT**- All students are encouraged to become involved in our scholastic teams and invest in our program.
2. **POSITIVE COMMUNITY SPIRIT**- Individual parents, community organizations and the Boosters Club give our programs enormous support and help our student athletes reach their goals.
3. **SCHOOL TRADITION**- Miscoe creates a positive and winning spirit for our entire school body and community. It is our hope that students, teachers, coaches and parents will have positive memories of their time spent with the Miscoe Hill School Interscholastic Athletic Program.
4. **LIFE LONG EXPERIENCES**- Students will learn the values of accepting success graciously, accountability, sportsmanship, confidence, tolerance, handling disappointment, leadership, organizational skills, participation within the rules, performing under pressure, persistence, work ethic, physical well-being, responsibility, sacrifice, self-discipline, social skills, striving towards excellence, and teamwork.

It is the responsibility of our coaches, student athletes and their parents to become familiar with our athletic code which presents the rules, regulations and policies of the athletic

department. We encourage all students to participate in our athletic program and to abide by the rules established by the administration.

There are currently 55 interscholastic athletic teams at the Middle-High School in which students who are enrolled may participate if they meet the academic and physical guidelines set forth by the Massachusetts Interscholastic Athletic Association (MIAA) and the administration of Miscoe Hill School. These sports activities are open to any student who wishes to participate, with the understanding that some teams at Miscoe Hill School have a limited number of persons per team, while others have an unlimited roster. No person shall be excluded from the athletic program or denied the privileges or advantages of the program due to race, color, sex, religion or natural origin. (Chapter 622)

School Sponsored Activities

Field trips, after school activities, intramurals, and interscholastic sports are a chance to bring the school and community closer. Such opportunities enhance the curriculum and are vital in creating a well-balanced student. These activities are a privilege and not a right. Students who have demonstrated uncooperative and/or inappropriate behavior will not be allowed to participate in such events. Students must follow all school rules while engaged in school sponsored activities and discipline will be administered per handbook.

Discipline Code

The purpose of a discipline code is to protect the safety, health, property and personal rights of every member of the school community. School personnel, parents, and the students should share the responsibility of maintaining a positive learning environment.

All members of the school community have the responsibility to conduct themselves with respect for individuals, their rights, and their property in school and during all school-sponsored activities, including those times when they are riding school buses or other school-provided vehicles. Students are expected to behave in accordance with these rules and regulations and to remove themselves from situations that involve illegal activity, the possession or use of illegal drugs, alcohol or weapons, or the violation of these rules and regulations. Every effort will be made by school officials to help students solve problems or improve behavior without interrupting the daily program of studies. However, certain types of behavior, identified below, are unacceptable, and may result in disciplinary action, including, but not limited to: detention, in-house suspension, external suspension, loss of privileges to participate in class activities/trips, and expulsion.

When disciplinary action is taken, all attempts will be made to contact parents/guardians via phone to discuss the situation. If unable to reach a parent/guardian either a disciplinary notice or a letter will be sent home with students for parent/guardian's signature. The signed notice/letter must be returned to the office on the day of the students return.

In addition to disciplinary action, violation of the Discipline Code may result in police notification pursuant to state statute and/or the Memorandum of Understanding, which exists between the Mendon-Upton Regional School District, the Upton and Mendon Police Departments, and the Worcester County District Attorney's Office.

Definition of Disciplinary Actions

Students who may unfortunately become involved in areas of unacceptable behavior will be subject to disciplinary actions. Depending on the incident and the conditions, one or more of the following actions will be taken by the school at either the teacher or administrative level. Note: all detentions (with the exception of break or recess detention), loss of privilege, and suspensions will be accompanied by a written notice from administration for the disciplinary problem. The detention is served during the day with either administration or a staff member.

Informal Talk	A staff member will talk to the student to identify the problem and advise him/her regarding expectations with the goal of avoiding repetition of the behavior.
Conference	A formal conference with a school administrator during which the student agrees to correct his/her behavior. This may include a parent.
Written Notice Home	Parents of student will receive written notification outlining the behaviors their child exhibited during the school day that violated the discipline code. Students may also receive a bus notice outlining the inappropriate behavior displayed on the bus.
Break/Recess Detention	Student reports to assigned staff member during break or recess to review the circumstances and/or complete the necessary work. Reflective tools may be used to assist the student in avoiding repetition of the offense.
After-School Detention	Student will report to administration when "Walkers and After School" are dismissed (2:32 PM) and stay with an administrator or his/her designee until 3:30 PM and will review the circumstances of the inappropriate behavior. Students can also complete homework during this time. Parents are responsible for transportation after detention. (Upon request, detention can be served prior to the start of school from 7:40 until 8:10. Transportation to detention in this case will be the responsibility of the parents.)
Loss of Privilege	Student may be denied participation in extracurricular activities when it is determined that school rules were violated.
Bus Suspension	Student who violates bus rules may be removed from bus for a period of time to be determined by circumstance of the incident.

In-School Suspension	Student will be observed by the in-house suspension supervisor. Student will complete all work assigned by teachers and complete any unfulfilled assignments. Student is expected to stay in his/her seat, complete assigned work, and keep his/her area clean. Student will remain with in-house suspension supervisor during lunch and will not be able to participate in specials or electives.
Out-of-School Suspension	Notice of suspension will occur before the student leaves from school, except when a student presents an immediate threat to school officials, other students, him/herself, or clearly endangers the school environment. A meeting with the student, parent/guardian, and administration prior to readmission to school may be requested. The student will be responsible for class work missed during suspension.
Expulsion	Student will be removed from school for an extended period of time or permanently. Expulsion from school is the responsibility of the School Principal and may be appealed to the Superintendent.

General Disciplinary Guidelines

The following list of misbehaviors and expected disciplinary actions are not all-inclusive, as that would be impossible to produce. The list is designed to provide students with good information to avoid the consequences of a variety of misbehaviors. Actions outside of those listed will result in reasonable disciplinary measures commensurate with the behavior. Third and subsequent incidents will be dealt with on an individual basis. The Principal and Assistant Principal are authorized to suspend students (external and in-house).

Attendance

1. Class-Cutting
 - a. **1st Offense** - After-school detention, parent & guidance notified
 - b. **2nd Offense** - One day in-house suspension, parent and guidance notified
 - c. **Subsequent Offense(s)** - Two day in-house suspension, parent and guidance notified
2. Failure to report to the office as directed
 - a. **1st Offense** - After-school detention, parent & guidance notified
 - b. **2nd Offense** - One day in-house suspension, parent and guidance notified
 - c. **Subsequent Offense(s)** - Two day in-house suspension, parent and guidance notified
3. Failure to report to assigned office break detention.
 - a. **1st Offense** - One after-school detention, parents and guidance department notified.
 - b. **2nd Offense** - One day in-house suspension, parents and guidance department notified.
4. Failure to report to a teacher's break detention.
 - a. One after-school detention

5. Failure to sign into the office upon arriving tardy
 - a. **1st Offense** - Verbal warning
 - b. **2nd & Subsequent Offenses** - After-school detention, parent & guidance notified
6. Late to class more than five minutes without a pass
 - a. **1st Offense** - After-school detention, parent & guidance notified
 - b. **2nd & Subsequent Offenses**- One day in-house suspension, parent and guidance notified
7. Leaving school grounds without authorization
 - a. **1st Offense** - One to two day in-house suspension, parent and guidance notified
 - b. **2nd & Subsequent Offenses** - Three day in-house or external suspension, parent and guidance notified, school resource officer notified
8. Misuse of a pass
 - a. 1st Offense - Loss of pass privilege and/or two break detentions.
 - b. 2nd & Subsequent Offenses - Loss of pass privilege and/or after-school detention, in-house suspension. Parents and guidance department notified.
9. Out of class without authorization
 - a. **1st Offense** - After-school detention, parent & guidance notified
 - b. **2nd & Subsequent Offenses**- One day in-house suspension, parent and guidance notified
10. Student in an unassigned area without authorization
 - a. Warning, break detention, after-school detention, or in-house suspension issued. Parents and guidance department notified.
11. Truancy
 - a. **1st Offense** - Two days in-house suspension
 - b. Habitual truancy will lead to referral of the school resource officer and possible court action
12. Unexcused absence from in-school suspension
 - a. Two days out of school suspension
13. Unexcused dismissal from in-school suspension
 - a. Repeat the day of in-school suspension.

Controlled Substances

1. Failure to comply with the use of breathalyzer.
 - a. Student placed on bathroom restriction list. External suspension for up to ten days and possible probation. Police notification.
2. Possession, use, sale, or distribution of drugs, drug paraphernalia or tobacco products (including vapor cigarettes, homemade materials, etc.) on school property, while representing the school, or at any school function
 - a. External suspension for up to ten days, parent, guidance, and school resource officer notified, student placed on bathroom restricted list, possible court action, possible expulsion.

3. Possession or use of explosives or incendiary devices that have potential to do great bodily harm or great physical damage
 - a. External suspension, parent, guidance, and school resource officer notified, possible court action.
4. Possession with intent to sell, or selling alcoholic beverages on school property or at any school function
 - a. External suspension for ten days, parent, guidance, and school resource officer notified, student placed on bathroom restricted list
5. Possession, serving, consumption or under the influence of any alcohol on school property or at any school function.
 - a. External suspension for a minimum of five days, parent, guidance, and school resource officer notified, student placed on bathroom restricted list
6. Possession, use, and/or distribution of fireworks
 - a. **1st Offense** - External one to five days suspension, parent, guidance, and school resource officer notified
 - b. **2nd and Subsequent Offense(s)** - External suspension for a minimum of five days, parent, guidance, and school resource officer notified, possible court action.

Posing a Danger or Disruption to Self or Others

1. Arson
 - a. External suspension, parent, guidance, resource officer, and fire department notified, psychological assessment, possible court action, possible expulsion
2. Assault and battery on school personnel/students
 - a. Ten days external suspension, parent conference required, police and guidance notified. Possible court action and expulsion.
3. Bomb threats
 - a. Minimum ten days external suspension, parent, guidance, and resource officer conference required, possible court action, possible expulsion
4. Dangerous behavior
 - a. Depending on the nature of the incident, possible after-school detention, in-school suspension or external suspension. Parent and guidance notification.
5. Disrespect or open defiance of the authority of a teacher or other staff member, continued disruption of specific class or insubordinate or flagrant disregard of verbal instruction or direction
 - a. **1st Offense** - One to three days in-house suspension, parent and guidance notified
 - b. **2nd Offense** - One to five days external suspension, parent and guidance notified
6. Disturbing school activities and/or the educational process (including school sponsored activities off school grounds).
 - a. **1st Offense** - Written notice to parent, detention, and guidance notified
 - b. **2nd Offense** - One day in-house suspension, parent and guidance notified

- c. **Subsequent Offense(s)** - One to ten days external suspension, parent and guidance notified, resource officer notified, possible court action
- 7. Excessive Physical Roughness
 - a. **1st Offense** - After-School detention, parent & guidance notified
 - b. **2nd and Subsequent Offense(s)** - One to three days in-house suspension, parent, guidance, and resource officer notified
- 8. Fighting on school property
 - a. **1st Offense** - One to three days in-house suspension, parent, guidance, and resource officer notified (student provoked may be, but does not have to be, suspended).
 - b. **2nd and Subsequent Offense(s)** - Three to five days external suspension, parental, guidance and administrative conference requested, resource officer notified
- 9. Harassment/Bullying (see complete "Bullying Prevention and Intervention Plan" on mursd.org)
 - a. **1st Offense** - Written warning and/or possible in-house or external suspension, parents, guidance, and resource officer notified
 - b. **2nd or Subsequent Offense(s)** - One to ten days in-house or external suspension, mandatory meeting with parents, guidance, resource officer, possible court action
- 10. Hate Crime
 - a. Up to ten days external suspension, resource officer and guidance notified, possible court action
- 11. Hazing (see "Hazing" section later in this handbook)
 - a. Possible suspension or expulsion.
- 12. Inciting other students to create a disturbance which disrupts the operation of the school (also known as "Disturbing a Public Assembly")
 - a. One to ten days external suspension, parent and guidance notified, resource officer notified, possible court action
- 13. Possession or use of a dangerous or deadly weapon (this includes objects not used for their intended purpose that threatens or intends to pose a danger to self or others)
 - a. "A minimum of one year expulsion, subject to modification by the Superintendent of Schools on a case by case basis". Federal Gun-Free Schools Act of 1994, s 1460. Parent, guidance and resource officer notified, possible court action
- 14. Possession, sale, and/or distribution of obscene material
 - a. Based on the nature of the incident, in-house suspension or external suspension, parent and guidance notified
- 15. Profanity or vulgar acts of an incidental type not specifically directed toward another person
 - a. **1st Offense** - Written notice to parent, guidance notified
 - b. **2nd and Subsequent Offense(s)** - One day in-house suspension, parent and guidance notified

16. Setting off a false fire alarm
 - a. Ten days external suspension, parent, guidance, resources officer and fire department notified.
17. Sexual Harassment (see "Sexual Harassment Policy" later in this handbook or on mursd.org)
 - a. Based on the nature of the incident, in-house suspension or external suspension, mandatory meeting with parents, guidance, resource officer, possible court action
18. Tampering with fire alarm system or fire extinguisher
 - a. One to five days external suspension, parent, guidance, school resource officer, and fire department notified, possible court action.
19. Threatening school personnel and/or students with bodily harm
 - a. **1st Offense** - Based on the nature of incident in-house or external suspension, parent conference required, guidance and resource officer notified
 - b. **2nd and Subsequent Offense(s)** - External suspension minimum of three days, parent conference required, guidance and resource officer notified, possible court action, possible review by school committee
20. Throwing dangerous objects that impose immediate threat to other people in the school building or on the school grounds
 - a. One to five days external suspension, parent, guidance, and resource officer notified
21. Throwing Objects
 - a. **1st Offense** - Written warning
 - b. **2nd Offense** - Detention and parent notified
 - c. **Subsequent Offense(s)** - One to three days in-house or external suspension
22. Unauthorized photographic, video, or voice recording
 - a. Based on the nature of the violation, consequences can range from break detention to out of school suspension. Possible police notification.
23. Violent acts toward other individuals
 - a. External suspension not less than five days, parental, guidance, and administrative conference requested, resource officer notified, possible expulsion
24. Vulgar acts, gestures, or words directed toward another person or words that disturb school activities
 - a. **1st Offense** - Written notice to parent or one day in-house suspension, parent and guidance notified.
 - b. **2nd or Subsequent Offense(s)** - One to three days in-house suspension or external suspension, parent, guidance, and school resource officer notified

General

1. Dress Code Violation (see "Dress Code" earlier in this handbook)
 - a. Warning and change of clothes
 - b. Written notice to parent, change of clothes, guidance notified

- c. Sent home to return to school in appropriate attire
- 2. Inappropriate use of technology and/or violation of the district Acceptable Use Policy (including, but not limited to playing computer games, circumventing network security settings and inappropriate downloading).
 - a. 1st Offense - Warning, parent notification.
 - b. 2nd and Subsequent Offenses - Dependent upon nature and scale of violation a one to five day in-house or external suspension, parent and guidance notified and further use of computer and other electronic devices may be prohibited.
- 3. Inappropriate behavior including name calling (teasing), notes written about students or staff of a negative nature, or other undesirable behavior. (Repeated incidents will be referred to procedures outlined in "Bullying Prevention and Intervention Plan")
 - a. Written warning, parent and guidance notification.
 - b. Detention and parent notified.
 - c. One to three days in-house or external suspension, parents, guidance, and school resource officer notified
- 4. No food and no beverage other than water shall be consumed during the school day outside of the cafeteria without permission from a staff member.
 - a. **1st Offense** - Confiscation
 - b. **2nd and Subsequent Offenses** - Confiscation and after-school detention. Parents and guidance notified.
- 5. Possession and/or intake of high energy drink. Possession and/or use of body, mouth, or food sprays.
 - a. Written warning
 - b. Detention and parent notified.
 - c. One to three days in-house or external suspension
- 6. Public display of affection
 - a. Public display of affection, if excessive, based on accepted standards of behavior, will not be tolerated. Students will be referred to the office and to guidance. Parents may be notified and if the behavior continues, disciplinary action, including in-house or external suspension may result
- 7. Selling of any items without written permission from principal
 - a. Dependent upon nature and scale of incident a one to five day in-house or external suspension, parent and guidance notified, and products returned in exchange for monies received

Misrepresentation

- 1. Academic Dishonesty/Plagiarism and Cheating
 - a. Parents are informed of the incident; student receives a detention; student loses credit for the assignment or test; the incident is recorded in the student's file
 - b. Parents are informed of the incident, 1-3 days in house suspension, student loses credit for the assignment, guidance notified

- c. Parental conference; 3-5 days external suspension; failure of the course; expulsion from school.
- 2. Falsifying or refusing to give name to staff member(s)
 - a. Administrative conference, after-school detention
 - b. One day in-house suspension, parent and guidance notified
 - c. One day external suspension, parent and guidance notified
- 3. Falsifying signatures and/or altering notes, excuses, or other school documents
 - a. After-school detention, parent notified
 - b. One to three days in-house suspension, parent and guidance notified
 - c. One to three days in-house or external suspension, parents and guidance notified
- 4. Lying to or about a staff member
 - a. Administrative conference, parent notified
 - b. Dependent upon nature of incident parent notification, detention and/or internal/external suspension

Damage or Destruction to Property

- 1. Larceny - Petty Theft
 - a. One day in-house suspension, parent and guidance notified
 - b. Two days in-house suspension, parent, guidance, and resource officer notified
- 2. Possession of stolen property and/or any theft of money or personal or public property of significant value and/or breaking and/or entering
 - a. External suspension until mandatory parental conference (not less than 3 days), guidance and police notified, possible court action
- 3. Vandalism of property belonging to the school district, school personnel, or students
 - a. In-house or external suspension, restitution for damages may be required, parent, guidance, and resource officer notified

Non-Discrimination Policy

The Mendon-Upton Regional School District Policy JB states, "No child shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and course of study of such public school on account of race, color, sex, gender identity, religion, national origin or sexual orientation." Inquiries regarding the District's compliance with Title IX and other civil rights laws may be directed to U.S.

Department of Education, Office for Civil Rights, 33 Arch Street, Boston, MA 02110, Phone: (617) 289-0111, Fax: (617) 289-0150.

Discipline of Special Needs Students

All students are expected to meet the requirements for behavior as set forth in this handbook. Chapter 71B of the Massachusetts General Laws requires additional provisions be made for students who have been found by an evaluation team to have special needs and whose program is described in an Individualized Educational Program (IEP). The following additional requirements apply to the discipline of special needs students:

The I.E.P. for every special needs student will indicate whether the student can be expected to meet the regular discipline code or if the student's handicapping condition requires a modification. Any modification will be described in the I.E.P.

- If a special needs student commits an offense which has been determined to warrant school suspension, the Principal (or designee) will notify the Special Education Office of the suspendable offense. A record will be kept of such notices.
- When it is known that the suspension(s) of a special needs student will accumulate to ten days in a school year, a review of the I.E.P. as provided in Chapter 603 C.M.R. (28.05) (2) (9) (1) [et.al] will be held to determine the appropriateness of the student's placement or program. The team will make a finding as to the relationship between the student's misconduct and his/her handicapping condition and either:
 1. design a modified program for the student, or
 2. having decided the need for discipline was unrelated to any handicapping condition, provide for the delivery of special education services during times of suspension.

In addition, the Department of Elementary and Secondary Education will be notified as required by law, and the procedures promulgated by the Department of Education for requesting approval of the alternative plan will be followed.

Discipline of Students on 504 Plans

Section 504 of the Rehabilitation Act of 1973 is a federal statute that prohibits a qualified individual with a disability from being excluded from the participation in, denied the benefits of, or subjected to discrimination under any program or activity receiving Federal financial assistance because of his/her disability. 29 U.S.C. 794 and its implementing regulations, 34 C.F.R. 104 *et seq.* School personnel may not suspend a student on a 504 plan for more than ten (10) days without first conducting a manifestation determination.

Hazing

Hazing of students is prohibited by state law and is defined as any conduct or method of initiation into any student organization that willfully or recklessly endangers the physical or mental health of the student. In compliance with our requirement to provide each student with a written copy of the law forbidding hazing we include the text Mass. Gen. Law Ch. 269, S 17 – 19.

CH.269, S.17, CRIME OF HAZING; DEFINITION; PENALTY

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 by 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. Added by St. 1985, c.536; amended by St. 1987, c.665.

CH.269, S.18, DUTY 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. Added by St. 1985, c.536; amended by St. 1987, c.665.

CH.269, S.19, HAZING STATUTES TO BE PROVIDED; STATEMENT OF COMPLIANCE AND DISCIPLINE POLICY REQUIRED

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

Each group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgment stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provision of this section and sections seventeen and eighteen. Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full-time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually a report with the regents of higher education and in the case of secondary institutions, the board of

education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full-time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of regents and in the case of secondary schools, the board of education, shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution that fails to make such reports. Added by St. 1985, c.536; amended by St. 1987, c.665.

DISCIPLINARY ACTION WILL BE TAKEN FOR VERBAL OR PHYSICAL HAZING TO ANY INDIVIDUAL(S).

1st Offense: Meeting with the parents, students involved, guidance counselor and administrator

2nd Offense: Suspension from school for three school days and police report filed

3rd Offense: Suspension or possible expulsion

Tobacco Use by Students

Mass. Gen. Law CH.71, S.2A

PROHIBITION AGAINST THE USE OF TOBACCO BY STUDENTS

It shall be unlawful for any student enrolled in either primary or secondary public schools in the Commonwealth, to use tobacco products of any type on school grounds during normal school hours. Each school committee shall establish a policy dealing with students who violate this law. The policy may include, but not be limited to, mandatory education classes on the hazards of tobacco use.

Tobacco Use by Others

Mass. Gen. Law CH.71, S.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 social facilities or on the school grounds or on school buses by an individual, including school personnel. Copies of these policies shall be provided to any person upon request and without cost by the principal of every school within the district.

Firearms

Mass. Gen. Law CH.269, S.10 (j)

PROHIBITION AGAINST FIREARMS IN SCHOOLS

Whoever, not being a law enforcement officer, and not withstanding any license obtained by him under the provisions of chapter one hundred and forty, carries on his person a firearm as hereinafter defined, loaded or unloaded, in any building or on the grounds of any secondary school, college or university without the written authorization of the board or officer in charge of such secondary school, college or university shall be punished by a fine of not more than one thousand dollars or by imprisonment for not more than year, or both. For the purpose of this paragraph, 'firearm' shall mean any pistol, revolver, rifle, paintball gun, or smoothbore arm from which shot, bullet or pellet can be discharged by whatever means. Amended by St. 1987, CH.150, S2.

Dangerous Weapon, Assault

Mass. Gen. Law CH 71, S. 37H (a), Et AL.

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 any other dangerous weapon as defined by Mass. Gen. Law Ch. 269 S 10 which shall include paintball guns and other weapons firing a projectile through use of compressed air or springs; 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.

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.

Any student who is charged with one of the above violations 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, at his discretion, decide to suspend rather than expel a student who has been determined by the principal to have engaged in one of the above violations.

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 notify the 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.

When a student is expelled under the provisions of this section, no school or school district within the Commonwealth shall be required to admit such student or to provide educational services. The superintendent of the school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion.

Sexual Harassment/Discrimination

Note: Please see the MURSD policy on Sexual Harassment, A-4 in Appendix D of this handbook

Your attention is called to the fact that the Mendon-Upton Public Schools, in accordance with federal and state laws, prohibits discrimination in its operations. This policy, providing equal employment and educational opportunities to all persons regardless of their race, color, sex, religion, national origin, age, sexual orientation, disability, veteran's status or homelessness, will apply to all persons affiliated with the Mendon-Upton Public Schools, including students, prospective and existing personnel, contractors and suppliers of goods and services.

Sexual Harassment, as here defined, is a violation of Title VII of the 1964 Civil Rights Act. LEGAL REFS: Title vii, section 703, Civil Rights Act of 1964 as amended 45, Federal Regulation 74676 issued by EEO Commission, Education Amendments of 1972, 20 U.S.C. 1681 et seq. (Title IX). Board of Education 603 CMR 26:00.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic work; or 2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or academic environment.

Alcoholic Beverages and Drugs-Possession and Consumption

Miscoe Hill School will adhere to all state and federal laws regarding the selling of drugs or alcohol in and around school grounds. In addition, the following activities are hereby prohibited at school functions or on school property: 1) the distribution or consumption of alcoholic beverages; 2) the possession, use, or transfer of substance defined by the law as drugs; and 3) the presence of an individual under the influence of either of these substances. Parents, police, and/or appropriate authority will be notified of any of the above infractions. If a student is suspected of substance abuse, the school will notify the parent and will recommend a referral to an appropriate agency.

Violation in regard to alcohol and drugs will result in a suspension and immediate notification of parents. A second offense may result in maximum suspension and a recommendation for expulsion from school. The administration will require documentation of treatment before considering re-admittance to school.

Due Process Requirements

The following due process rights apply to all students in accordance with guidelines issued by the Massachusetts Department of Education and required by Mass. Gen. Law CH.71, S.37H. Prior to suspension from School Transportation Services or from school for up to ten (10) school days, a student shall be given:

- An oral or written notice of the charges
- An explanation of the evidence against him/her
- A stated opportunity to present his/her side of the story

A student with an Individual Education Plan, who accumulates more than ten (10) days suspension from school or transportation services in a school year, shall have his/her Individual Education Plan reviewed as provided by Chapter 766.

A student who is suspended for more than ten (10) school days or who may be subject to expulsion by the School Committee or the building principal shall:

- Receive written notice of the charges
- Have the right to be represented by legal counsel, at the student's expense, at a formal hearing
- Have adequate time to prepare for the hearing
- Have the right to question witnesses
- Receive a prompt written decision with the reasons for the decision

In all instances, notice of the suspension and the hearing must occur before the student is asked to leave school, except when a student presents an immediate threat to school officials, other students, staff, him/herself, or clearly endangers the school environment. In this case, the hearing may be delayed, but must be held in a reasonable period of time.

Student Searches

- A. A student search by a public school official or teacher will be found reasonable under the U.S. Supreme Court standard if:
 - a. There are reasonable grounds for suspecting that the student has violated or is violating either the law or rules of the school.
 - b. The search itself is conducted in a manner reasonably related to its objectives and not excessively intrusive in the light of the age and the sex of the student and the nature of the infraction.
 - c. "Reasonable grounds" for student search may include a school official's personal observation that the student possesses contraband material on school premises, or the official's receipt of a report to that effect from a teacher, another school employee, student, or some other reliable source.
- B. Search of student lockers, backpacks, and pocketbooks on premises:

- a. Certain items (including, for example, weapons, illegal drugs, alcoholic beverages, tobacco products for students under the age of 18, stolen property, and so on) may not be stored in lockers, backpacks, or pocketbooks.
- b. The school retains the right to inspect lockers periodically. All lockers are school property and there is no expectation of privacy by students.
- c. The school also retains the right to inspect backpacks and pocketbooks for compliance with these rules.
- d. The school reserves the right to ask assistance from the police department to conduct searches at any time.

Appendices

The following pages in appendices A-E are Mendon-Upton Regional School District policies, set by the school committee. These selected policies are included in this handbook for your information. Further the complete set of district policies, please visit:

<http://bit.ly/MURSD-Policies>

APPENDIX A – Communicable Diseases Policy, JLCC

File: JLCC

COMMUNICABLE DISEASES

The district is required to provide educational services to all school age children who reside within its boundaries. By law, however, admission to school may be denied to any child diagnosed as having a disease whereby attendance could be harmful to the welfare of other students and staff, subject to the district's responsibilities to handicapped children under the law.

The School Committee recognizes that communicable diseases which may afflict students range from common childhood diseases, acute and short-term in nature, to chronic, life-threatening diseases such as Acquired Immune Deficiency Syndrome (AIDS).

Management of common communicable diseases shall be in accordance with Massachusetts Department of Health guidelines. A student who exhibits symptoms of a communicable disease may be temporarily excluded from school attendance. The district reserves the right to require a physician's statement authorizing the student's return to school.

The educational placement of a student who is medically diagnosed as having a life-threatening communicable disease shall be determined on an individual basis in accordance with this policy and accompanying administrative procedures. Decisions about the proper educational placement shall be based on the student's behavior, neurological development, and physical condition; the expected type of interaction with others in school setting; and the susceptibility to other diseases and the likelihood of presenting risks to others. A regular review of the placement decision shall be conducted to assess changes in the student's physical condition, or based on new information or research that may warrant a change in a student's placement.

In the event a student with a life-threatening communicable disease qualifies for services as a handicapped child under state and federal law, the procedures for determining the appropriate educational placement in the least restrictive environment shall be used in lieu of the procedures designated above.

Neither this policy nor the placement of a student in any particular program shall preclude the administration from taking any temporary actions including removal of a student from the classroom as deemed necessary to protect the health, safety, and welfare of the student, staff, and others.

In all proceedings related to this policy, the district shall respect the student's right to privacy. Only those persons with a direct need to know shall be informed of the specific nature of the student's condition. The determination of those who need to know shall be made by the Superintendent.

LEGAL REF.: M.G.L. [71:55](#)

APPENDIX B - Student Record Policy, JRA-R

File: JRA-R

STUDENT RECORDS

603 CMR [23.00](#) is promulgated by the Board of Education pursuant to its powers under M.G.L.c. [71, s.34D](#) which directs that “the board of education shall adopt regulations relative to the maintenance of student records by the public elementary and secondary schools of the Commonwealth,” and under M.G.L.c. [71, s.34F](#) which directs that “the board of education shall adopt regulations relative to the retention, duplication and storage of records under the control of school committees, and except as otherwise required by law may authorize the periodic destruction of any such records at reasonable times.” 603 CMR [23.00](#) was originally promulgated on February 10, 1975, and was reviewed and amended in June 1995. 603 CMR is in conformity with federal and state statutes regarding maintenance of and access to student records, and is to be construed harmoniously with such statutes.

Application of Rights

603 CMR [23.00](#) is promulgated to insure parents’ and students’ rights of confidentiality, inspection, amendment, and destruction of students’ records and to assist local school systems in adhering to the law. 603 CMR [23.00](#) should be liberally construed for these purposes.

- (1) These rights shall be the rights of the student upon reaching 14 years of age or upon entering the ninth grade, whichever comes first. If a student is under the age of 14 and has not yet entered the ninth grade, these rights shall belong to the student’s parent.
- (2) If a student is from 14 through 17 years or has entered the ninth grade, both the student and his/her parent, or either one acting alone, shall exercise these rights.
- (3) If a student is 18 years of age or older, he/she alone shall exercise these rights, subject to the following. The parent may continue to exercise the rights until expressly limited by such student. Such student may limit the rights and provisions of 603 CMR [23.00](#) which extend to his/her parent, except the right to inspect the student record, by making such request in writing to the school Principal or Superintendent of Schools who shall honor such request and retain a copy of it in the student record. Pursuant to M.G.L. c. [71, s.34E](#), the parent of a student may inspect the student record regardless of the student’s age.
- (4) Notwithstanding 603 CMR [23.01\(1\)](#) and [23.01\(2\)](#), nothing shall be construed to mean that a school committee cannot extend the provisions of 603 CMR [23.00](#) to students under the age of 14 or to students who have not yet entered the ninth grade.

Definition of Terms

The various terms as used in 603 CMR [23.00](#) are defined below:

Access: shall mean inspection or copying of a student record, in whole or in part.

Authorized school personnel: shall consist of three groups:

- (1) School administrators, teachers, counselors and other professionals who are employed by the School Committee or who are providing services to the student under an agreement between the School Committee and a service provider, and who are working directly with the student in an administrative, teaching, counseling and/or diagnostic capacity. Any such personnel who are not employed directly by the School Committee shall have access only to the student record information that is required for them to perform their duties.
- (2) Administrative office staff and clerical personnel, including operators of data processing equipment or equipment that produces microfilm/microfiche, who are either employed by the School Committee or are employed under a School Committee service contract, and whose duties require them to have access to student records for purposes of processing information for the student record. Such personnel shall have access only to the student record information that is required for them to perform their duties.
- (3) The evaluation team which evaluates a student.

Eligible student: shall mean any student who is 14 years of age or older or who has entered 9th grade, unless the School Committee acting pursuant to 603 CMR [23.01](#)(4) extends the rights and provisions of 603 CMR [23.00](#) to students under the age of 14 or to students who have not yet entered 9th grade.

Evaluation Team: shall mean the team, which evaluates school-age children pursuant to M.G.L.c.[71B](#) (St. 1972, c.766) and 603 CMR [28.00](#).

Parent: shall mean a student's father or mother, or guardian, or person or agency legally authorized to act on behalf of the child in place of or in conjunction with the father, mother, or guardian. Any parent who by court order does not have physical custody of the student, is considered a non custodial parent for purposes of M.G.L. c. [71, s.34H](#) and 603 CMR [23.00](#). This includes parents who by court order do not reside with or supervise the student, even for short periods of time.

Release: shall mean the oral or written disclosure, in whole or in part, of information in a student record.

School-age child with special needs: shall have the same definition as that given in M.G.L. c. [71B](#) (St. 1972, c.766) and 603 CMR [28.00](#).

School committee: shall include a school committee, a board of trustees of a charter school, a board of trustees of a vocational-technical school, a board of directors of an educational collaborative and the governing body of an M.G.L. c.[71B](#) (Chapter 766) approved private school.

Student: shall mean any person enrolled or formerly enrolled in a public elementary or secondary school or any person age three or older about whom a school committee maintains information. The term as used in 603 CMR [23.00](#) shall not include a person about whom a school committee maintains information relative only to the person's employment by the School Committee.

The student record: shall consist of the transcript and the temporary record, including all information, recording and computer tapes, microfilm, microfiche, or any other materials, regardless of physical form or characteristics concerning a student that is organized on the basis of the student's name or in a way that such student may be individually identified, and that is kept by the public schools of the Commonwealth. The terms as used in 603 CMR [23.00](#) shall mean all such information and materials regardless of where they are located, except for the information and materials specifically exempted by 603 CMR [23.04](#).

The temporary record: shall consist of all the information in the student record which is not contained in the transcript. This information clearly shall be of importance to the educational process. Such information may include standardized test results, class rank (when applicable), extracurricular activities, and evaluations by teachers, counselors, and other school staff.

Third party: shall mean any person or private or public agency, authority, or organization other than the eligible student, his/her parent, or authorized school personnel.

Log of Access. A log shall be kept as part of each student's record. If parts of the student record are separately located, a separate log shall be kept with each part. The log shall indicate all persons who have obtained access to the student record, stating: the name, position and signature of the person releasing the information; the name, position and, if a third party, the affiliation if any, of the person who is to receive the information; the date of access; the parts of the record to which access was obtained; and the purpose of such access. Unless student record information is to be deleted or released, this log requirement shall not apply to:

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

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

- (a) Upon request, copies of any information contained in the student record shall be furnished to the eligible student or the parent. A reasonable fee, not to exceed the cost of reproduction, may be charged. However, a fee may not be charged if to do so would effectively prevent the parents or eligible student from exercising their right, under federal law, to inspect and review the records.
- (b) Any student, regardless of age, shall have the right pursuant to M.G.L. c. [71, section 34A](#) to receive a copy of his/her transcript.
- (c) The eligible student or the parent shall have the right upon request to meet with professionally qualified school personnel and to have any of the contents of the student record interpreted.

(d) The eligible student or the parent may have the student record inspected or interpreted by a third party of their choice. Such third party shall present specific written consent of the eligible student or parent, prior to gaining access to the student record.

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

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

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

(b) Upon receipt of a court order or lawfully issued subpoena the school shall comply, provided that the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance.

(c) A school may release information regarding a student upon receipt of a request from the Department of Social Services, a probation officer, a justice of any court, or the Department of Youth Services under the provisions of M.G.L. c. [119, sections 51B, 57, 69](#) and [69A](#) respectively.

(d) Federal, state and local education officials, and their authorized agents shall have access to student records as necessary in connection with the audit, evaluation or enforcement of federal and state education laws, or programs; provided that except when collection of personally identifiable data is specifically authorized by law, any data collected by such officials shall be protected so that parties other than such officials and their authorized agents cannot personally identify such students and their parents; and such personally identifiable data shall be destroyed when no longer needed for the audit, evaluation or enforcement of federal and state education laws.

(e) A school may disclose information regarding a student to appropriate parties in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. This includes, but is not limited to, disclosures to the local police department and the Department of Social Services under the provisions of M.G.L. c. [71, section 37L](#) and M.G.L. c. [119, section 51A](#).

(f) Upon notification by law enforcement authorities that a student, or former student, has been reported missing, a mark shall be placed in the student record of such student. The school shall report any request concerning the records of the such child to the appropriate law enforcement authority pursuant to the provisions of M.G.L. c. [22A, section 9](#).

(g) Authorized school personnel of the school to which a student seeks or intends to transfer may have access to such student's record without the consent of the eligible student or parent, provided that the school the student is leaving, or has left, gives notice that it forwards student records to schools in which the student seeks or intends to enroll. Such notice may be included in the routine information letter required under 603 CMR [23.10](#).

(h) School health personnel and local and state health department personnel shall have access to student health records, including but not limited to immunization records, when such access is required in the performance of official duties, without the consent of the eligible student or parent.

Access Procedures for Non-Custodial Parents. As required by M.G.L. c. [71, § 34H](#), a non-custodial parent may have access to the student record in accordance with the following provisions.

(a) A non-custodial parent is eligible to obtain access to the student record unless:

1. the parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
2. the parent has been denied visitation, or
3. the parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
4. there is an order of a probate and family court judge which prohibits the distribution of student records to the parent.

(b) The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR [23.07\(5\)\(a\)](#).

(c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.

(d) Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR [23.07](#) (5)(a).

(e) The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.

(f) Upon receipt of a court order that prohibits the distribution of information pursuant to G.L. c. [71, §34H](#), the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

At least once during every school year, the school shall publish and distribute to students and their parents in their primary language a routine information letter informing them of the following:

(a) The standardized testing programs and research studies to be conducted during the year and other routine information to be collected or solicited from the student during the year.

(b) The general provisions of 603 CMR [23.00](#) regarding parent and student rights, and that copies of 603 CMR [23.00](#) are available to them from the school.

In those school systems required under M.G.L. c. [71A](#) to conduct a bilingual program, all forms, regulations, or other documents regarding 603 CMR [23.00](#) that a parent receives or is required to receive shall be in the language spoken in the home of the student, provided that it is a language for which the school system is required to provide a bilingual program.

LEGAL REFS: Family Educational Rights and Privacy Act of 1974,

P.L. 93-380, Amended

P.L. 103-382, 1994

M.G.L. [66:10 71:34 A, B, D, E, H](#)

Board of Education Student Record Regulations adopted 2/10/75, as amended

June 2002

603 CMR: Dept. of Elementary and Secondary Education [23.00](#) through [23:12](#)

Mass Dept. of Elementary and Secondary Education publication [Student Records: Questions, Answers and Guidelines](#), Sept. 1995

CROSS REF: [KDB](#), Public's Right to Know

APPENDIX C – Acceptable Use Policy, IJNDB

File: IJNDB

ACCEPTABLE USE POLICY

(CIPA Compliant)

GUIDELINES FOR INTERNET USE

Quick Reference Guide

1. The Internet
2. Student's Individual Responsibility
3. Levels of Student Access
4. Internet Access Is a Privilege
5. Administrators' Access to Student Files
6. Personal Safety
7. System Security and Resource Limits
8. Network Etiquette
9. Unacceptable Uses
10. Disclaimer of Liability
11. Changes in the Guidelines
12. Inclusion Statement
13. Mobile Devices
14. Electronic Media
15. Permission Form

The Mendon-Upton Regional School District offers Internet access at each school. The sole purpose of this Internet access is to support education and research by providing students and district employees with access to unique resources and an opportunity for collaborative work. All uses of the School District's Internet access (like all other uses of the MURSD's computer facilities) must be in support of and consistent with our educational objectives. All students,

district employees, volunteers, or any other individual accessing the School District's computer network (hereinafter collectively referred to as "users") are expected to read these Guidelines and/or to take part in a discussion of the Guidelines with the appropriate district administrator. Adherence to the Guidelines is a condition for a user's privilege of Internet access.

(1) The Internet

The Internet is a vast, global network, linking computers at universities, schools, laboratories, and other sites. Through the Internet, one can communicate with people all over the world through discussion forums and electronic mail. In addition, many educationally valuable files may be downloaded from the Internet. Because of its enormous size and resources, the Internet's educational potential is boundless. Because of its broad reach, however, the Internet also contains the potential for abuse. These Guidelines are intended to help ensure use of this valuable resource in a safe and appropriate manner.

(2) Students' Individual Responsibility

All student use of the Internet is to be conducted under faculty supervision. Nevertheless, faculty members are not expected to monitor student use at every moment. Every student is expected to take individual responsibility for his or her appropriate use of the Internet.

(3) Levels of Student Access

Two levels of Internet access are provided through the School District:

1. Internet and World Wide Web. All students will have access to the Internet and World Wide Web, with teacher supervision, in classrooms, libraries, or laboratories. No individual account agreement is required. Before a student may access the Internet and Web, however, he or she must be familiar with these Guidelines.

Grades K-8: Before students in Grades K-8 will be authorized to access the Internet and World Wide Web, they will take part in a discussion of these Guidelines with their teacher. Teachers will be asked to sign a statement indicating that they have had such a discussion with their class.

Grades 9-12: Before students in Grades 9-12 will be authorized to access the Internet and World Wide Web, they will be asked to sign a statement stating that they have read the Guidelines and agree to adhere to them.

2. Individual e-mail accounts: Individual e-mail accounts may be provided by the School District to students to support classroom work. All email will be monitored by the district and classroom teachers for compliance with this policy (See Section 5).

(4) Internet Access Is a Privilege

For both levels of access, Internet access through the School District is a privilege, not a right. A student's access may be canceled by school officials if this privilege is abused. Inappropriate conduct on the School District Internet access will also be subject to disciplinary action, in conformity with the disciplinary policies of the individual schools in the district. A teacher's access may also be cancelled by their supervisor if this privilege is abused. Inappropriate conduct on the School District Internet access will also be subject to disciplinary action.

(5) Administrators' Access to Files

Electronic mail transmission and other use of electronic resources by users shall not be considered confidential. Without limitation, all e-mail files and other Internet files and records may be monitored, accessed and examined at any time by designated staff to ensure appropriate use for instructional, educational and administrative purposes, including the need to ensure that these Internet Guidelines are being adhered to. Administrators will also cooperate in providing access to student e-mail and Internet files and records to law enforcement authorities. Users should not assume that uses of the School District Internet access or email will be private.

(6) Personal Safety

The Internet is accessible to the public. Unfortunately, this includes people who want to make contact with students for inappropriate purposes or under false pretenses. The School District cannot screen the Internet for such inappropriate uses. Therefore, students must be cautious and prudent about supplying personal information and arranging personal meetings. In particular, students should never arrange a

personal meeting with a person who was met on-line without their parents' or guardians' knowledge and approval. Students should promptly inform their teacher or school administrator of any on-line communication that the student feels is threatening, harassing, or otherwise inappropriate.

(7) System Security and Resource Limits

Users are expected to follow procedures and guidelines that are issued in order to ensure the security of the School District computer network and to respect its resource limits. These include any downloading guidelines and virus protection procedures that may be issued.

(8) Network Etiquette

Users are expected to learn and to abide by generally accepted rules of Internet network etiquette, as well as rules of school decorum. These include common courtesy, politeness, and the avoidance of vulgar language.

(9) Unacceptable Uses

The following uses of the School District Internet access and email accounts are unacceptable:

1. Posting or emailing private or personal information about another person.
2. Attempting to log in through another person's e-mail account, system account, or to access another person's files.
3. Accessing or transmitting obscene or pornographic material.
4. Posting chain letters or engaging in "spamming." ("Spamming" means sending annoying or unnecessary messages to large numbers of people).
5. Engaging in sexual harassment. The School District Sexual Harassment Policy, which is included in the individual schools' handbooks, is applicable to Internet conduct.
6. Participating in any communications that facilitate the illegal sale or use of drugs or alcohol; that facilitate criminal gang activity; that threaten, incite hatred, intimidate, or harass any other person; or that violate any other laws.
7. Plagiarism. "Plagiarism" means the taking material of created by others and presenting it as if it were one's own. The policy on plagiarism/cheating, which is included in the individual schools' student handbooks, is applicable to users of the School District Internet access.
8. Infringing copyrights. Copyright infringement occurs when a person inappropriately reproduces or transmits material that is protected by copyright. For example, most software is protected by copyright and may not be copied without the permission of the copyright owner.
9. Participating in commercial activities that are not directly related to the educational purposes of the School District.

(10) Disclaimer of Liability

The School District disclaims all liability for the content of material that a user may access on the Internet, for any damages suffered in the course of or as a result of the user's Internet use, and for any other consequences of a user's Internet use. The School District shall not be liable for users' inappropriate use of electronic resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The School District shall not be responsible for ensuring the accuracy or usability of any information found on external networks.

(11) Changes in the Guidelines

The School District reserves the right to change these Guidelines at any time.

(12) Inclusion Statement

May it be stated that the above guidelines apply to *all individuals* accessing the computer network. In addition to students, these users include, without limitation, all members of the faculty, staff, and volunteers. Because the privileges provided by the network encompass a wide circle of users, it is important that each individual realizes and respects the regulations.

(13) Mobile Devices

Any cellular telephone, tablet computer, personal computer, or internet enabled device that has access to the school network through a wired or wireless internet connection is subject to this acceptable use policy. Devices owned by the School District are subject to additional rules and regulations at the discretion of the School District administration.

All Internet access, whether on a school owned device or a personal device is monitored and recorded for compliance with this document and all applicable laws.

(14) Electronic Media

Users may participate in online activities such as web page design, email, blogging, podcasting, video production, and social media. These activities are to be used only for educational purposes and in accordance with School District and individual school policies on online and print publishing.

APPENDIX D – Athletic Policy, JJI

File: JJI

ATHLETIC POLICY

Participation in interscholastic sports in the Mendon-Upton Regional School District is a privilege extended to those students who wish to represent our school and communities. The students who exercise this privilege of participation assume responsibility for their behavior. A student-athlete must remember that the eyes of the school and the communities focus on their behavior at all times. Student-athletes are therefore expected to conduct themselves at all times in a manner that will reflect positively upon themselves, their school and their communities.

Rules for Student Athlete Participants

In conjunction with this philosophy, the following regulations shall be adhered to by all student-athletes participating in any sport:

1. All student-athletes must abide by the Massachusetts Interscholastic Athletic Association (M.I. A. A.) rules. A copy of these rules may be found on the M.I. A. A. web site (www.miaa.net).
2. Students must use the means of transportation designated by the school for all games. Exceptions to this rule must be submitted to the coach by a parent or guardian for approval.
3. Team members are expected to dress in a neat and well-groomed manner.
4. All athletes must pass a physical examination in order to be eligible to participate in any sport. A physical exam is good for 365 days. An athlete needs one physical exam per year unless a serious injury or illness warrants another.
5. "Captain's practices" are a clear violation of M.I.A.A. rules and are prohibited. The term "captain's practice" usually means that the team's captain organizes and conducts out-of-season practices for that sport without adult supervision.
6. Alcohol, drugs, tobacco, steroids or any controlled substances are prohibited.
7. At the sub-varsity level participation should be made a priority. Attempts should be made by coaching staff to involve as many players as possible unless there are unforeseen circumstances. This decision will be at the coach's discretion.
8. No guarantee will be made to ensure playing time at the varsity level.
9. All district policies, rules and regulations, including those contained in the Student Handbook, must be followed.

Athletic Fees

1. Fees will be collected by athletic department representatives with money deposited in an athletic fund to be used solely by the athletic department. Fees will be paid in full prior to the first practice unless other arrangements have been made with the athletic director.
2. Fees will be reviewed and approved by the School Committee on an annual basis and made available to the public on the district website.
3. Any player who fails to make the team will receive 100% refund for that sport.
4. Please do not allow finances to keep a student from participating in athletics. For those needing financial assistance, please contact the high school athletic director or the middle school athletic director as appropriate. All requests will be kept strictly confidential.
5. All other requests for funds or pro-rated reimbursements will be considered on their individual merit upon the student's application to the athletic director. Refunds will not be granted under the following conditions:
 - a. If a player is removed from a team for disciplinary reasons
 - b. If a player voluntarily leaves the team
 - c. If a player is academically ineligible

APPENDIX E – Sexual Harassment Policy, ACAB

File: ACAB

SEXUAL HARASSMENT

All persons associated with the Mendon-Upton Regional School District including, but not necessarily limited to, the Committee, the administration, staff, and students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting, as a member of the school community, will be in violation of this policy. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating in an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated.

Because the School Committee takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting a workplace and school environment that is free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace or school conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

Definition of Sexual Harassment: Unwelcome sexual advances; requests for sexual favors; or other verbal or physical conduct of a sexual nature may constitute sexual harassment where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

The Grievance Officer:

The committee will annually appoint a sexual harassment grievance officer who will be vested with the authority and responsibility of processing all sexual harassment complaints in accordance with the procedure set out below:

Complaint Procedure:

1. Any member of the school community who believes that he/she has been subjected to sexual harassment will report the incident (s) to the grievance officer. All complaints shall be investigated promptly and resolved as soon as possible.
2. The grievance officer will attempt to resolve the problem in an informal manner through the following process:
 - a. The grievance officer will confer with the charging party in order to obtain a clear understanding of that party's statement of the facts, and may interview any witnesses.
 - b. The grievance officer will then attempt to meet with the charged party in order to obtain his/her response to the complaint.
 - c. The grievance officer will hold as many meetings with the parties as is necessary to establish the facts.
 - d. On the basis of the grievance officer's perception of the situation he/she may:
 - Attempt to resolve the matter informally through reconciliation.
 - Report the incident and transfer the record to the Superintendent or his/her designee, and so notify the parties by certified mail.
3. After reviewing the record made by the grievance officer, the Superintendent or may attempt to gather any more evidence necessary to decide the case, and thereafter impose any sanctions deemed appropriate, including a recommendation to the committee for termination or expulsion. At this stage of the proceedings the parties may present witnesses and other evidence, and may also be represented. The parties, to the extent permissible by law, shall be informed of the disposition of the complaint. All matters involving sexual harassment complaints will remain confidential to the extent possible. If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct.
4. The grievance officer, upon request, will provide the charging party with government agencies that handle sexual harassment matters.

LEGAL REFS.: Title VII, Section 703, Civil Rights Act of 1964 as amended 45
Federal Regulation 74676 issued by EEO Commission
Education Amendments of 1972, 20 U.S.C. 1681 et seq. (Title IX)
Board of Education 603 CMR [26:00](#)