

**STUDENT/PARENT HANDBOOK
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Statement of Core Values, Beliefs, and Expectations

Rockport Middle / High School, in partnership with families and the community, provides a safe environment that fosters integrity, respect, and success. We promote intellectual curiosity and pride in achievement. We challenge all students to pursue academic excellence, develop interpersonal skills, and value civic responsibility. Students learn 21st Century skills in order to fully participate in a diverse and ever-changing world.

The Children of **Rockport Schools** will:

1. **Think** critically and creatively
2. **Communicate** effectively
3. **Respect** self and others
4. **Serve** society responsibly

Questions and Where to Find the Answers

Rockport Middle/High School welcomes communication with parents and guardians. Use the list below to guide to find the person most able to help you with your specific questions or needs.

- **I have a question about my child's grades, schedule or attendance.** Please use your MIDAS account to access MIDAS where all of these records are available. To get more information about MIDAS, please contact Allison VanDerpool. If you are not able to find answers to your questions there, please contact Amy Rich for attendance, Amanda LaMantia for scheduling, or the subject area teacher for grades by email (firstinitiallastname@rpk12.org- for example alamantia@rpk12.org) or call the main office at 978-546-1250 and leave a message.
- **I need to get a message to/contact my child.** Please contact the main office at 978-546-1250. If it is an emergency we will call your child from class to speak with you immediately. Otherwise we will give them the message at the end of class. Please do not contact your child on their personal cell phone during school hours.
- **I have changed my address/phone number.** Please contact the main office at 978-546-1250 so that we will be able to keep in contact with you.
- **I would like a meeting with the Principal.** Please make sure that you have first addressed your question or concern with the relevant staff member. If your question or concern remains unresolved please contact the main office at 978-546-1250 to schedule an appointment with Ms. LaMantia, the school Principal.
- **I would like a copy of my child's transcripts/school/medical records.** Please contact the main office at 978-546-1250.
- **I would like to find out about Special Education Services.** Please contact the Team Chair for grades 6-12, Mercy Duffill at mduffill@rpk12.org or 978-546-1250.

- **I would like to appeal a disciplinary decision made by the Dean.** Please make sure you have first addressed your concerns with Mr. Brett Hall. If you still wish to appeal the decision call the main office at 978-546-1250 to set up an appointment with Ms. LaMantia
- **I have a question about the curriculum in one of my child's classes.** Contact the Curriculum Leader for that specific department.
 - **English** – Kriisten Fauci (kfauci@rpk12.org)
 - **Math** – Jodi Goodhue (jgoodhue@rpk12.org)
 - **Science** – Carolyn McWilliams (cmcwilliams@rpk12.org)
 - **Social Studies** – Joanne Hildreth (jhildreth@rpk12.org)
- **I would like to find out about MCAS prep.** Please contact Ms. Amanda LaMantia at 978-546-1250 or alamantia@rpk12.org.

PART II: ACADEMIC POLICIES

Academic Integrity

Students at RMS are expected to originate their work as directed by their teacher. Some projects, papers, and homework are, in fact, designed to encourage collaboration among students and may require the support of consulting adults. Parents are encouraged to help their children with advice and suggestions. In many disciplines showing students how to attack a problem is beneficial to the students' learning.

There are, however, distinctions that should be drawn between parents' help, advice, or general support and the students' execution of papers, homework and projects. While some projects and papers are designed to be collaborative efforts, others are to be the work of the individual student and no one else. There are many caveats that should be drawn here. When a student is showing a parent his English paper and the parent suggests another word in place of one that the student has used, the nature of the help is heading down a slippery slope. When a student passes in work that is not his own, it handicaps a teacher's ability to develop the student's real base of knowledge. Further, the student may experience the execution of homework by a parent or other adult as a signal of his own ineptitude. When a student uses the work of another student, an adult, or the Internet as a shortcut to the completion of an assignment, the meaning of the assignment is lost.

When a student submits a paper done outside of class and the teacher thinks that the work is not that of the student, the teacher, upon consultation with a colleague, will ask the student to explain the origin of his work. The teacher will also explain why he or she is questioning the work. Examples of what may provoke the question are as follows: the student's work is an exact duplicate of that of another student; the vocabulary and thinking process is outside of anything produced by the student; the paper contains unreferenced phraseology and concepts that belong to other writers on the subject or the

patterns of language that are used in the paper are not consistent with the language of the student. The teacher, on some occasions, may contact the parents to seek their understanding and support on the issue.

When a student is cheating on a quiz, test, or any other school activity where the student is expected to work on his own, the teacher will discuss the matter with the student and will sanction the student's behavior with a "0" grade or other appropriate penalty. The teacher will contact the parents with the support of and in consultation with the administration.

If there is a determination that some degree of inappropriate support or that outright plagiarism has occurred in the creation of a paper, an appropriate academic penalty will be levied and the student will be asked to resubmit the work.

Effort Grades

The middle school will issue effort grades in each class that will be found in the "comments" section of the report card. Effort is tremendously important to the development of skills and it is an informative vehicle for parents in assessing their child's attention to the process of learning and identifies areas where the child may need additional support. Each teacher also chooses students each quarter to be honored in the Effort Honor Roll.

4 – Exceeds expectations The student's efforts in class and in homework are consistently high. Assignments are initiated with enthusiasm. The student is a consistent force in supporting the efforts of a group or the class at-large and makes substantial contributions to the final product. Assignments are consistently complete, on time, and reflect consistently an effort to understand and to explain a topic in a comprehensive manner. The student's work reflects thorough engagement with the topic under study.

3– Meets expectations The student's efforts in class and in homework are consistently good. Class assignments are initiated routinely and with focus. The student is a productive member in supporting the efforts of a group or the class at-large and makes reasonable contributions to the final product. Assignments are most often complete, on time, and demonstrate an effort to understand and to explain a topic in a manner that reflects positive engagement with the topic under study.

2 – Approaching expectations The student's efforts in class and in homework should improve. The student initiates class assignments in a perfunctory manner and shows little enthusiasm. The student is compliant in his obligations in groups or the class at-large and makes some contributions to the final product. Assignments are sometimes missing or are executed with little elaboration and show only small efforts to pursue an understanding of concepts or to explain them. The student's work shows little commitment to and minimal engagement with the topic under investigation.

1 – Not yet meeting expectations The student's efforts in class and in homework are minimal to none. Prodding is required for the student to initiate class assignments. The

student is passive in his membership in groups or the class at-large and makes almost no contribution to the final product. Assignments are routinely missing or are executed to such a meager level that it is difficult to find a basis for a grade. The student's work shows no engagement with topics under investigation.

Eligibility for Activities

Students whose behavior or academic standing is not satisfactory may not be allowed to participate in school activities. The participation will be determined by the administration, after consultation with parents, teachers, the school counselor, coach or coordinator. Also, students who receive two F's in core subjects, or who receive three F's in any combination of subjects, may not participate in athletics or activities including school dances until a succeeding midterm report or report card indicates that they have achieved a passing status.

Extra Help

Students may always seek extra help from teachers when they do not understand an assignment, if the work is difficult, or if they have been absent and have missed assignments and class discussions. Students should arrange conferences with teachers before or after school or at a convenient time during the school day.

A teacher will sometimes request a student to stay after school if it is apparent that the student is having difficulty with his/her work. This is not to be thought of as a punishment, but rather as the desire of the teacher to help the student make the progress of which he/she is capable.

Grades

The values of letter grades are as follows:

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

Health Classes Policy

Students who are enrolled in a health class will be exploring a unit regarding Human Growth and Development. Rockport Public School understands the importance of providing your child a comprehensive, age appropriate curriculum.

Parents are invited to examine the material that will be utilized and the health teacher will be available to answer any questions about the curriculum. Massachusetts General Law Chapter 71, Section 32 A notes that parents be provided an "opt-out" provision for courses (typically sex education or sciences) school assemblies, or other instructional activities and

programs that focus on human sexual education, the biological mechanics of human reproduction and sexual development, or human sexuality issues.

If parents object to their child participating in this unit, please do not hesitate to contact the health teacher via email or call 978-546-1250. Alternative assignments will be given while the unit is taught and his/her health grade will not be affected. (See Appendix F for the full curriculum policy)

Homework and Grading Policy

Homework is an integral part of the schooling experience and is fundamental to learning. Parental assistance at this level in reinforcing homework will pay dividends in later years. In general, parents should expect to encounter homework that requires greater sophistication of thought and more independence of action on the part of a student with each succeeding year.

The purposes of homework are: (1) to reinforce understanding and to mold skills which require exercise and repetition in order to become part of the students' base of knowledge; (2) to model the learning process; (3) to support the development of investigation skills that lead toward greater independence; and (4) to apply the students' knowledge base to new situations and problems.

The estimates for each grade level below assume no distractions, no phone calls, no TV, no texting, and no blaring music. Students who are more conscientious may spend additional time addressing the quality of their work. Even for the most conscientious 8th grade students, however, more than 3 ½ hours of study per night should be reason for discussion between a parent and the school counselor.

Sixth Grade

Sixth graders may spend up to 20 minutes per night in each core subject area; however, rarely is homework given in every core subject area on a given night. Teachers make an effort to arrange tests and projects so that students are not overwhelmed on a particular night; however, there may be nights where students spend longer amounts of time on homework, particularly before vacations and at the end of the term. Teachers make every effort to keep these occasions to a minimum.

If a student is spending more than half an hour on a regular nightly homework assignment and still has not finished, his/her parent may write a note to the teacher explaining that the student worked for that time on the assignment and the student will be given full credit. This does NOT apply to long-term assignments like projects if the student had a long period to work on the assignment but did not budget his/her time wisely.

Seventh Grade

Seventh graders may spend up to 1 1/2 hours per night in all of their core subject areas combined. This homework includes daily written assignments, nightly study, reading and working toward long-term projects and papers. Teachers make an effort to arrange tests

and projects so that students are not overwhelmed on a particular night. They may also spend more than the expected time depending on their particular study habits.

Eighth Grade

Eighth graders may spend up to 2 hours per night in all of their core subject areas combined. This homework includes daily written assignments, nightly study, reading and working toward long term projects and papers. Teachers make an effort to arrange tests and projects so that students are not overwhelmed on a particular night. They may also spend more than the expected time depending on their particular study habits.

Electives/Exploratories

There is homework in some elective and exploratory classes. Students in band, for instance, need to spend time practicing their instruments.

Homework Help

When helping your child meet with success in the area of homework, you may have questions about how much “help” you should actually give. It is MOST beneficial for the teachers to know what a student can and cannot do independently, rather than have a parent help their child have a “perfect” homework assignment. On the other hand, until your child has become more oriented with the middle school routine and homework requirements, it is VERY helpful to make sure that he/she is organized and has made his/her best effort on all assignments each evening.

Here is a list of suggestions:

1. Ask your child to show you his/her assignment notebook and all completed work.
2. If there are no assignments written in the notebook, or if your child has forgotten the assignment book, you may be able to verify what has been assigned on-line. If a teacher does not assign homework on any given night, they require the students to write the word “None” in their assignment book.
3. Check that each assignment is completed, or at least attempted, in a manner that you feel is your child’s best effort.
4. If you help your child with any of the content of their homework, make a note on the assignment. The teacher will then be aware of what assistance was required and can follow up with the student.
5. Ask your children about books they are reading, long-term assignments, projects, and upcoming tests. You can help avoid the “crazed last minute late Sunday night rush” to complete a project or “cram” for a test. Being aware of due dates can help you assist your child in breaking down such assignments into manageable tasks.
6. Remind your child to put all assignments and the assignment notebook in his/her accordion folder and into their backpack, along with anything else he/she needs for the next day.
7. Have your child attend Homework Club.

Homework Club

Homework Club is an after school gathering of students in a supervised setting. It is a structured place to do homework with adult support. The advisor can check assignment notebooks, verify whether assignments are completed, and also help with the assignments themselves. Homework Club takes place right after school Monday through Thursday until 3:00 p.m. Any questions regarding Homework Club should be directed to the Dean.

Honor Roll

There are three categories for recognizing scholarship. *High Honors* is awarded to students achieving all A's. *Honors* is awarded to students achieving no grade lower than B-. Any student attaining a combination of A's, B's and one C is given the distinction of *Honorable Mention*.

Physical Education Requirements

During all Physical Education classes, students are required to actively participate to the best of his/her ability with a positive attitude and show respect to their classmates and the teachers. Students in the 6th and 7th grade are to wear clothes that they can actively participate in. It is required that 8th grade students change from school clothes into athletic wear. T-shirts, gym shorts, sweatpants and sweatshirts are appropriate. Sneakers are the required footwear for all grades.

Promotion Policy

The middle school program involves the successful negotiation of a progression of expectations as students move through Grade 6 to Grade 8. Students who fail to attain necessary skills in scientific, social, literary, and mathematical domains that relate to processing, organizing, and researching topics with greater levels of independence may be retained in a grade. Students whose attention to school work is so minimal that they fail to make progress in skill development as evidenced by the pattern of failure described below will be retained. Some students may progress to the next grade by successfully completing a summer school program of six weeks, four days per week for two or four hours per day, and only if they have failed no more than two core courses. If a student is required to attend summer school, he/she must complete a summer school experience approved by the principal at the family's expense.

Grade 6: Students who fail either English or mathematics or who fail two of their core subjects (English, mathematics, social studies, science, and reading) must attend and pass summer school. Students who fail three core subjects will be required to repeat Grade 6.

Grade 7: Students who fail either English or mathematics or who fail two of their core subjects (English, mathematics, social studies, science, reading or foreign language) must attend and pass summer school in order to progress to Grade 8. Students who fail three core subjects will be required to repeat Grade 7.

Grade 8: Students who fail either English or mathematics or who fail two of their core subjects (English, mathematics, social studies, science, foreign language or reading) must

attend and pass summer school in order to progress to Grade 9. Students who fail three core subjects will be required to repeat Grade 8.

8th graders who fail to complete promotion requirements for a second year must successfully complete a summer school course for every course failed. In the 8th grade-year students who do not complete those requirements in the summer will participate in 9th grade (in those courses) as non-matriculated students until such time as the failed 8th grade courses are made up through a summer school quality experience. If a student is required to attend summer school, he/she must complete a summer school experience approved by the principal at the family's expense.

Report Cards, Midterm Reports, and Progress Reports

Report cards are sent out four times per year, soon after the close of each marking period. Those dates are noted on the school calendar. A mid-term report will be issued to all students four times per year at the mid-point in the term. This report will give the current status of the student in all of his/her classes. Additionally, some students who are on Individualized Education Plans, and some students whose parents have requested additional communication with the school, receive progress reports roughly every two weeks. Periodically, parents may check their child's progress using MIDAS, our online grading report system.

PART III: STUDENT SUPPORT SERVICES

Bullying Prevention

Rockport Middle School is committed to providing a safe, positive, and productive learning environment for *all*—and to discourage any behavior that interferes with that goal. Accordingly, Rockport Middle School complies the Rockport School District Policy regarding Bullying Prevention and Intervention summarized below.

Definition- Bullying may take a variety of forms. It is unacceptable in a school or work environment. As a result, no student or employee shall be subjected to harassment, intimidation, bullying, or cyber-bullying in a public educational institute: “Bullying” means the repeated use by one or more students or by a member of school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of an unwelcome written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a target that: (i) causes physical or emotional harm to the target or damage the target's property; student or employee, (ii) places the target in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the target; (iv) infringes on the rights of the target at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyber-bullying.

The behavior must interfere with a student’s academic performance or ability to learn, or interfere with a student’s ability to participate in or benefit from services, activities, or privileges: (a) that are being offered through the school district; or during any education program or activity; or while in school, on school equipment or property, in school vehicles, on school buses, at designated school bus stops, at school-sponsored activities, at school-sanctioned events; or

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

Cyber-bullying may occur through the use of data, telephone or computer software that is accessed through a computer, computer system, or computer network or any public education institute. As used in this Section, “electronic communication” also means any communication through an electronic device including, but not limited to a telephone, cellular phone, computer or pager.

“Aggressor” is a student or member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional who engages in bullying, cyber-bullying, or retaliation.

“Target” is a student against whom bullying, cyber-bullying, or retaliation has been perpetrated.

Bullying is prohibited:

- On school grounds;
- On property immediately adjacent to school grounds;
- At school-sponsored or school-related activities;
- At functions or programs whether on or off school grounds;
- At school bus stops;
- On school buses or other vehicles owned, leased or used by the school district; or,

- Through the use of technology or an electronic device owned, leased or used by the Rockport School District.

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

- create a hostile environment at school for the target;
- infringe on the rights of the target at school; and/or
- materially and substantially disrupts the education process or the orderly operation of a school.

The following procedures are based on the requirements of M.G.L. c. 71, § 37O. In addition to the requirements of M.G.L. c. 71, § 37O, where the alleged conduct is on the basis of race, color, national origin, age, gender, gender identity or expression, sexual orientation, disability or religion, the district should also consider whether the conduct constitutes a hostile environment based on those protected classes, consistent with its Discrimination and Harassment Grievance Procedures.

Reporting bullying or retaliation. Reports of bullying or retaliation may be made by staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a staff member will be recorded in writing. A school or district staff member is required to report immediately to the principal or designee any instance of bullying or retaliation the staff member becomes aware of or witnesses. Reports made by students, parents or guardians, or other individuals who are not school or district staff members, may be made anonymously. The school or district will make a variety of reporting resources available to the school community including, but not limited to, an Incident Reporting Form, a dedicated mailing address, and an email address.

Use of an Incident Reporting Form is not required as a condition of making a report. The school or district will: 1) include a copy of the Incident Reporting Form in the beginning of the year packets for students and parents or guardians; 2) make it available in the school's main office, the counseling office, the school nurse's office, and other locations determined by the principal or designee; and 3) post it on the school's website. The Incident Reporting Form will be made available in the most prevalent language(s) of origin of students and parents or guardians.

At the beginning of each school year, the school or district will provide the school community, including administrators, staff, students, and parents or guardians, with written notice of its policies for reporting acts of bullying and retaliation. A description of the reporting procedures and resources, including the name and contact information of the principal or designee, will be incorporated in student and staff handbooks, on the school or district website, and in information about the Plan that is made available to parents or guardians.

Reporting by Staff - A staff member will report immediately to the principal or designee

when he/she witnesses or becomes aware of conduct that may be bullying or retaliation. The requirement to report to the principal or designee does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school or district policies and procedures for behavior management and discipline.

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

Responding to a report of bullying or retaliation.

Safety - Before fully investigating the allegations of bullying or retaliation, the principal or designee will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents. Responses to promote safety may include, but not be limited to, creating a personal safety plan; pre-determining seating arrangements for the target and/or the aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a “safe person” for the target; and altering the aggressor’s schedule and access to the target. The principal or designee will take additional steps to promote safety during the course of and after the investigation, as necessary.

In determining the steps necessary to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents, the principal or designee shall consider that certain students may be more vulnerable to becoming a target of bullying or harassment based on actual or perceived differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have one or more of these characteristics.

The principal or designee will implement appropriate strategies for protecting from bullying or retaliation a student who has reported bullying or retaliation, a student who has witnessed bullying or retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of bullying or retaliation

Investigation - Upon receipt of a report or complaint that would, if true, constitute bullying, cyber bullying, or retaliation, the principal will promptly commence an investigation. In investigating any such complaint, the principal or designee will

interview students, staff, and any witnesses to the alleged conduct. To the extent practicable and consistent with the principal's obligation to act promptly and to thoroughly investigate and address the matter, the principal or designee will maintain confidentiality during the investigative process and shall not disclose unnecessary or confidential information to interview subjects. During any such interviews, the principal will inform the target, aggressor, and all witnesses that retaliatory treatment of any individual for reporting or lack of cooperation with an investigation of bullying will result in disciplinary action may include suspension or expulsion from school.

Interviews may be conducted by the principal or designee, other staff members as determined by the principal or designee, and in consultation with the school counselor, as appropriate. To the extent practicable, and given his/her obligation to investigate and address the matter, the principal or designee will maintain confidentiality during the investigative process.

Procedures for investigating reports of bullying and retaliation will be consistent with school or district policies and procedures for bullying investigations. If necessary, the principal or designee will consult with legal counsel about the investigation.

At any point after receipt of a report of bullying or retaliation, including after an investigation, the principal shall notify the Rockport Police Department and School Resource Officer if the principal has a reasonable basis to believe that criminal charges may be pursued against the aggressor. Notice shall be consistent with the requirements of 603 CMR 49.00 and established agreements with the local law enforcement agency. The principal shall document the reasons for his or her decision to notify law enforcement. Nothing in this section shall be interpreted to require reporting to a law enforcement agency in situations in which bullying and retaliation can be handled appropriately within the school district or school.

Determinations - within fifteen (15) school days of the principal's receipt of the complaint of bullying, cyber bullying, or retaliation, the principal will make a determination based upon all the facts and circumstances. If, after the investigation, bullying or retaliation is substantiated, the principal will determine what remedial action may be required, if any, and determine what responsive actions and/or disciplinary action is necessary. The principal's findings and determinations shall be documented in writing on the Incident Reporting Form.

If the principal or designee determines that a student knowingly made a false allegation of bullying or retaliation, that student may be subject to disciplinary action.

Depending upon the circumstances, the principal or designee may choose to consult with the students' teacher(s) and/or school counselor, and the target's or aggressor's parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the bullying behavior and to assess the level of need for additional social skills development.

Notice of Investigative Findings - Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify parents or guardians of the target and aggressor of this, and of the procedures for responding to it. While prior notice of an investigation shall not be required, the principal shall not be precluded from notifying the parents of a target or aggressor prior to completion of the principal's investigation. This communication will be done in the primary language of the home.

In notifying the parents of a target or aggressor of an investigation or the principal's findings thereon, the principal shall maintain the privacy and confidentiality of any individual or child who is not the child of the parents to whom the notice is provided. The principal shall ensure that any notice to the parents complies with applicable state regulations including, but not limited to, 603 CMR 49.00, and shall not report specific information to the target's parent(s) about the disciplinary action taken against an aggressor unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations.

The notice to the parents or guardians of the victim shall include information about the Massachusetts Department of Elementary and Secondary Education's ("DESE") problem resolution system and the process for seeking assistance or filing a claim through the problem resolution system. The parents of the victim should be provided the following contact information: Program Quality Assurance Services, Massachusetts Department of Elementary and Secondary Education, 75 Pleasant Street, Malden, MA 02148-4906, Telephone: 781-338-3700; TTY: N.E.T. Relay: 1-800-439-2370.

Taking Disciplinary Action - If the principal or designee decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the principal or designee, including the nature of the conduct, the age of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior. Discipline will be consistent with the Plan and with the school's or district's code of conduct. Possible consequences to serious incidents of bullying include possible suspension and expulsion from school. Discipline procedures for students with disabilities are governed by the federal Individuals with Disabilities Education Improvement Act (IDEA), which should be read in cooperation with state laws regarding student discipline. If the principal or designee determines that a student knowingly made a false allegation of bullying or retaliation, that student may be subject to disciplinary action.

Computers

The purpose of the computer facilities is to enhance the learning process through use of technology. In order to have access to a student network account, a signed student usage form and a Rockport Public Schools Acceptable Use Form, is required. Computers in the librarian's office in the library are available for student assignments on a first come basis with a pass from the assigning subject teacher. The Foster Computer Lab and the PC lab are available for teachers to sign up for classes, subject to availability. Respect and care should be used at all times in the computer labs. Students should not be in the Foster's Lab, Mac Lab, or the Library Lab without adult supervision or while classes other than

their own are in session. Any student who uses school computers for non-academic purposes or without consent may lose the privilege to use the school computer facilities. No food or drink is allowed in any computer lab.

Students will be permitted to use their personal laptops, tablets, or smartphones in certain class settings. With this freedom, students will need to practice responsible use, and not use these devices during times it is not allowed. Students need to take care to secure their belongings when not in use, as Rockport Public Schools are not responsible for lost or stolen items. We encourage all students to get a lock (provided by the school) for their lockers so that they have a secure place to store their belongings. Students who use their personal electronic devices for non-academic purposes and/or without permission will be subject to the school discipline policy up to and including losing the privilege of using them at school.

Note these services and resources are not the same as a private home Internet and e-mail accounts and therefore all actions including information stored, accessed, viewed, written, or actions performed are logged, and accessible by the Administration. These actions are also legally discoverable and could be subpoenaed by a court of law. Therefore, the Rockport Public Schools has the right to monitor, quarantine, backup, move, archive and/or delete, and access all electronic files, local or remote, on systems managed by the Rockport Public Schools. Students should have no expectation of privacy.

The Rockport School District has adopted a series of Acceptable Use Guidelines for computer and internet use. All students are expected to adhere to these guidelines.

Rockport School District Acceptable Use Guidelines

To revoke implied consent to have your child appear in school publications and media, submit the [Publicity Consent Revocation Form](#) to your child's school.

Student Appropriate Use Policy of Information Technology Resources Services Provided to Students:

- The Rockport School District (“District”) provides all students with a network account and password for the purpose of facilitating education.
- Students may access printers and print when given permission by the local authority.
- Students have file storage space on District servers.
- Students have access to online collaboration tools and online file storage via rpk12s.org
- Students have access to online course resources (if currently deployed by his/her teachers).

In accordance with law, the District filters Internet content to prevent access to pornography and material that is otherwise inappropriate for minors. However, it is recognized that this and any filter alone is no guarantee that users will not be able

to access Internet resources, which are profane, offensive, obscene, or otherwise objectionable. Students should report accidental or inappropriate sites to a teacher or administrator for blocking. Internet usage is logged and monitored for use consistent with educational mission of the RPS.

Each member of the Rockport School District community is expected to adhere to policies for appropriate use.

Students of the Rockport School District shall:

Respect and protect the integrity, availability, and security of all electronic resources.

- Our network systems provide important access to educational resources. The destruction, vandalism, hacking, or damaging of data, networks, hardware, software, backend systems, or disruption of this or other resources used by the District is prohibited and may result in disciplinary and/or legal actions.
- Network and account security is the responsibility of all members of the Rockport School District community. Any security risks should be reported to a teacher or network administrator.
- Resources shall be used in a manner consistent with the mission of the Rockport School District. Computers, electronic resources, and network bandwidth are shared limited resources and should be conserved and protected, as such.
- Devices not owned and managed by the District may not be connected to the District network without specific permission. Devices that disrupt the educational process or operation of the Rockport School District are prohibited, will be removed, may be held and searched, and may result in disciplinary and/or legal actions.
- Students or guests may use the “RPS-Student” wireless network unless otherwise instructed. Please note, any device deemed as directly or indirectly disrupting the educational processes of the school or students may be held and searched until such time that the disruption is discovered, understood, and resolved.

Respect and protect the intellectual property of others.

- Do not infringe copyrights. You may not make illegal copies of music, games, movies, software, or other materials under copyright.
- Do not plagiarize other people’s work.
- Do not audio or video record lectures or school activities without permission from the faculty and/or students involved.
- Do not post pictures, audio, or video of lectures or school activities to the Internet without the permission of faculty and the parents of all students involved.

Respect and protect the privacy of yourself and others.

- Only use the network account assigned to you and do not give your RPS network credentials to anyone other than your parents.
- Do not view, use, copy passwords, data, or access networks to which you are not authorized.
- Protect your privacy when using the Internet; do not distribute private information about yourself, or others, without your teachers or parents' knowledge and approval.
- Be authentic; do not pretend to be someone else online. Respect and practice the principles of community.
- Communicate only in ways that are kind and respectful. Remember that anything you write online may be discoverable forever.
- Report threatening or discomfoting communication or materials to a teacher and/or parent.
- Do not intentionally access, transmit, copy, or create material that violates the school's respectful climate such as messages that are threatening, rude, discriminatory, or meant to harass, as these may result in disciplinary and/or legal action.
- Do not intentionally transmit or implant computer viruses, macros, or any type of malicious code within the District network or hardware.
- Do not use any type of hardware device, network device, or software application designed to covertly capture data.
- Do not intentionally access, transmit, copy, or create material that is illegal, such as obscenity, pornography, stolen materials, illegal copies of copyrighted works, or use School resources to further other acts that are criminal, as these may result in disciplinary and/or legal action.
- Do not buy, sell, advertise, or otherwise conduct business, unless approved as a school project. Consequences for Violation. Violation of any portion of this policy may result in disciplinary measures up to and including suspension and/or legal actions.

Privacy: The use of school IT resources varies greatly from personal home use. All actions including, but not limited to, information stored, accessed, viewed or written are logged and accessible by the Administration. The Rockport School District has the right to monitor, quarantine, backup, move, archive and/or delete, and access all electronic files, local or remote, on systems managed by the district. RMS students should have no expectation or guarantee of privacy when using the school's IT resources whether their use takes place during or outside school hours.

School Counselor

The School Counselor is available to see students and families about personal, social, or academic issues. Ordinarily a student should make an appointment to see the school counselor before or after school. In an emergency anyone may come to the office at any time. Students should always get a pass from their classroom teacher before coming to

the office so they know of their whereabouts. Students, parents, and teachers can make referrals to the school counselor with the assurance that personal information will be kept confidential.

The RMS School Counselor works with all middle school students in the context of a planned program that deals with personal and social development, adjustment issues, and looking at potential futures in education and beyond.

Health Services

Rockport Middle School has a full-time school nurse whose office is on the second floor of the school building.

Mission Statement

The Registered Nurses of our School Health Services Department provide a safe and nurturing environment for all children to maximize learning and the pursuit of health, knowledge, and achievement in the Rockport Public Schools. Your professional school nurses are dedicated to promoting and supporting healthy children and families in our school and community.

COMMUNICATION

- Parents are asked to inform the school nurse if a child has been sick or injured.
- If your child needs to leave school for any type of health emergency or medical appointment, a note must be obtained from the medical provider with his or her signature stating the child has received medical/dental/psychiatric services and may safely return to school.
- Upon registration and annually, parents complete a Student Medical Information Form, indicating important names, addresses, and phone numbers, to be used if there is an emergency or illness with your child. Please make sure that contact information remains current throughout the school year. The health office relies on this information to contact parents in the event of illness or emergency.
- If your child is under medical care for a condition or is currently taking medication that may affect him or her throughout the day or if your child should arrive at school with an immobilizing injury requiring a splint or cast, please contact the school nurse.

GUIDELINES FOR SCHOOL ATTENDANCE

If a student has had any of the following symptoms during the previous 24 hours, he/she should stay home:

- Vomiting/diarrhea-a student must be symptom free for 24 hours before returning to school.
- Fever 100.0(Child must be fever-free without analgesics for 24 hours.)
- Strep Throat, Conjunctivitis, Impetigo and other contagious diseases require 24 hours of medication before a student may return to school.

- Nits associated with head lice must be removed before a child can return to school. The parent and child must check in with the nurse before going to class. We have information and resources to help you.
- Any undiagnosed rash/skin condition with open lesions. A child with a rash or skin condition that is undiagnosed by a physician should remain home until diagnosed or resolved.
- Cold symptoms and respiratory illness-students must be fever free for 24 hours. Students with copious amounts of nasal drainage or persistent coughing associated with additional symptoms should stay home until fever free and symptoms improve enough to attend to academics. If cold and cough symptoms are persistent and associated with a fever the child should see a physician.
- Chickenpox cases must stay home until all lesions are scabbed over, 7 days from the last eruption.
- All cases of fifth disease should be referred to the school nurse.
- Any child who does not have proof of required immunizations or medical waivers certified by a physician should not attend school.

Parents whose children have any of the above conditions should contact the school nurse so that we may take measures to decrease the spread of illness in the classroom and ease the student's transition back to school. Please see pages 42-244 for more details on the attendance policies and procedures.

Medication in School

- The administration of medication in schools are subject to the provisions of 105 C.M.R. § 210.006.
- The school nurse may dispense Tylenol and/or Ibuprofen if the parent/guardian has signed permission for the nurse to do so as noted on the Emergency Information Health Form. This form will be provided to each student on the first day of school.
- The only two medications that students are allowed to carry in school are Epi-Pens and inhalers, provided the nurse has doctor's orders and parental permission forms updated each year.
- Any prescription medication to be dispensed from the Health Office must be in a container with a pharmacy label which includes the student's name, drug's name, dosage, and time and duration of administration.
- Any over-the-counter (OTC) medication, with the exception of Tylenol and Ibuprofen, requires the labeled medication provided to the Health Office.
- Doctors' orders and parental/guardian permission forms are required for all medication, with the exception of Tylenol and Ibuprofen.

The full Health Services Statement is in Appendix C.

Library

The library is located on the first floor of the school building and is staffed by a full-time librarian.

The library is designated as a quiet area within the school where purposeful activity such as reading, research, and quiet study can take place. The library is shared with the high school and due respect should be given to all persons and materials. Specific guidelines are posted in the library and on the library web page. Failure to comply with library guidelines may result in detention assigned by and served with the librarian, referral to administration, and/or may result in loss of library privileges or detention. Electronic devices may be used in the library only with the consent of the librarian or teacher in charge. With the exception of water, no food or drink is allowed in the library.

McKinney-Vento Homeless Education Assistance Act

The federal McKinney-Vento Homeless Education Assistance Act requires that schools immediately enroll homeless students in school, even if they do not have the documents usually required for enrollment, such as school records, medical records or proof of residency, as long as the student has been properly immunized. Information on lead screenings as well as immunization records may be transferred over the phone. Parents or Guardians intending to register students who are homeless should be aware of the following guidelines:

1. Homeless students have a right to either remain in their school of origin or to attend school where they are temporarily residing;
2. Children who move from a homeless situation into a permanent residence during the course of a school year have the right to stay in the school they were attending while they were temporarily homeless. Transportation may not be provided once permanent housing is found;
3. Students who chose to enroll in school where they are temporarily residing must be enrolled immediately, even if they do not bring the records usually required for enrollment with them;

If a homeless student arrives without records, the school district's designated Homeless Education Liaison will assist the family and contact the previously attended school system to obtain the required records;

A child who is homeless and attending any school served by the local educational agency is eligible for Title I services;

A child who is homeless and attending any school served by the local educational agency is eligible for the Free and Reduced Lunch Program.

For further information, please contact Ellie Marino, Coordinator for the Homeless, at (978) 374-5773 or on the following website:

<http://www.doe.mass.edu/hssss/program/homeless.html>.

Motor Vehicle Policy

For the safety of staff and students said policies shall further restrict operators of school buses and personal motor vehicles, including students, faculty, staff and visitors, from

prolonged idling of such vehicles on school grounds and violators may be subject to a fine.

Nutrition Services

The School Lunch program is an integral part of the Rockport Public School System. We strive to meet the needs of all the students & staff, both nutritiously and socially, by serving a nutritious breakfast and lunch of high quality in a cheerful, pleasant and welcoming atmosphere. It is our role to encourage everyone to eat a breakfast and lunch that conforms to the dietary guidelines for healthy Americans while recognizing the individual preferences of each person who participates in our program. Menus are created monthly and reflect the students' tastes by offering the choices most popular to students. All lunches include an assortment of vegetables & fruit. A variety of milk (skim, low-fat and fat free chocolate milk) is offered with each meal. The cost of lunch is \$3.00 and the cost of breakfast is \$2.00.

A variety of a la carte items, which meet the nutritional guidelines developed by Massachusetts Action For Healthy Kids (also known as the "A-List") are available during lunch service. The selection varies by school and the prices range from \$0.25 to \$1.25.

- Breakfast and lunch are offered to all students each full day of school. Menus are planned in accordance with the State and Federal Standards for National School Lunch and Breakfast Programs. Monthly menus are posted in the local newspaper and on the Rockport Public Schools website. We strive to adhere to our printed menu but unforeseen circumstances may require us to make last minute changes.
- All food purchased at or brought to school must be eaten in the cafeteria or in designated areas.
- Breakfast is served at the Middle/High cafeteria from 7:00 a.m. to 7:25 a.m. A complete nutritious breakfast is \$2.00 for all students K-12.
- The lunch price for the 2017-2018 school year is \$3.00. All lunches include a variety of fruit, vegetables and milk. Students must take a minimum of 3 of the 5 components offered (one of which must be a fruit and/or vegetable) in order for it to be counted as a "reimbursable meal". Students not taking a "reimbursable meal" will be charged a la carte prices. Milk may be purchased separately for .65 cents for an 8-ounce serving.
- Students who are eligible for reduced or free meals must take a full, reimbursable meal otherwise a la carte prices will be charged.
- Parents are encouraged to prepay for meals by the week, month or year. Pre payment insures that your child is purchasing a healthy and nutritious meal each day. "Low Balance" and "Negative Balance" notices will be mailed or emailed to parents on a regular basis. In the event that the Food Service Director is unable to collect outstanding funds, the account will be turned over to the Superintendent of Schools and further action will be taken.
- Free and Reduced price lunch applications are available on the school's website, in the Superintendent's and/or Food Service Director's office. In the event your family has a financial need please apply and be assured that each application is kept strictly confidential.

- Vending machines are available for students to purchase snacks and beverages in the Middle/High and elementary cafeterias. All the items available in the vending machines meet the current nutritional guidelines established by the Massachusetts Action for Healthy Kids.
- Accommodations will be made for students with food allergies when a note from their physician is on file in the nurse's office.
- Students are expected to conduct themselves in a courteous and orderly manner. The nutritional services staff has the authority to enforce **all** school rules and regulations. Use of the cafeteria facilities, including the purchase of food and the use of the vending machines is a privilege. The Rockport Public Schools Nutrition staff is a dedicated and vital part of our educational team.
- Stealing will not be tolerated. Students found stealing will lose all cafeteria privileges and may face disciplinary action.
- The sale of competitive foods, by outside groups and/or fundraising groups, during the school day is not allowed.

Please contact the Director of Food Services, with any questions or concerns at 978-546-1243 or apelletier@rpk12.org.

School Psychologist

The services of a school psychologist are available at Rockport Middle School. The school psychologist can be contacted by calling 978-546-1250.

Special Education/Section 504

Under the Individuals with Disabilities Education Act (“IDEA”) and M.G.L. c. 71B, some students with disabilities may be eligible for services if they require specialized instruction and/or supportive services to help them make effective progress in school. These services can include, but are not limited to, speech therapy, physical therapy, occupational therapy, specialized instruction, or placement in a special classroom. Students may be referred to the Special Education Department for an evaluation of eligibility for special education services. Within five (5) school days of such a referral, a consent form authorizing an evaluation of the student will be forwarded to the parent(s). Within forty-five (45) school days of receipt of the parent(s)’ consent, an evaluation will be conducted and a Team meeting will be held to determine if the student is eligible for special education services. If the student is found eligible for special education services, the Team will develop an Individualized Education Program (IEP) identifying the necessary services.

Section 504 of the Rehabilitation Act of 1973 (“Section 504”) is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive federal financial assistance from the U.S. Department of Education. Section 504 provides: “No otherwise qualified individual with a disability in the United States . . . shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance . . .” Title II of the Americans with Disabilities Act of 1990 (Title II) is a federal law that applies to public entities, including the

conforming amendment to Section 504 that affects the meaning of a disability under Section 504.

The Section 504 regulations require a school district to provide a “free appropriate public education” (FAPE) to each qualified student with a disability who is in the school district’s jurisdiction, regardless of the nature or severity of the disability. Under Section 504, a FAPE consists of the provision of regular or special education and related aids and services designed to meet the student’s individual educational needs as adequately as the needs of nondisabled students are met. Compliance with the IDEA is one means of complying with Section 504.

Additionally, the Rockport School District provides nonacademic and extracurricular services and activities in such a manner as is necessary to afford students with disabilities an equal opportunity for participation. The Rockport School District is, however, generally permitted to establish and utilize skill-based eligibility criteria for participation in extracurricular programs and activities (e.g., school-sponsored athletics) so long as the criteria are rationally related to the purposes and goals of the specific program or activity.

PART IV: GENERAL POLICIES

Before School

The Middle School will open at 7:25 a.m. Before that time, students may sit in the cafeteria or wait in front of the school away from the sidewalk and street. No students should be in the hallways before 7:25 unless they have permission from a teacher. At 7:25 students may enter the hallways, go to their lockers, and prepare for the day. Students must be in their homeroom by 7:35. Students who are in the hallways prior to 7:25 without permission may receive disciplinary consequences.

Between Classes

Students are expected to be on time for classes. Since Middle School classes are held in the High School as well as in the Middle School, some students must frequently go from one area to the other. Time between classes is only two minutes, so it is important that students go from class to class by the most direct route and without wasting time. Students who are late to class need to get a pass from their sending teacher and will be marked tardy if they are deemed to be tardy unexcused. Once a student has been late to class three or more times, he/she is assigned detention by the office. If a student is late to class because he/she was with a teacher, the student should come to class with a pass from that teacher.

Bicycles

Students may ride bicycles to school. Bicycles must be parked in the racks provided near the tennis courts and at the front entrance to the school. Bicycles should be LOCKED when not in use. The school cannot accept responsibility for the bicycles. The bike rack area is off limits to all students except before and after school to pick up or drop off one’s own bicycle. Students are not to be around the bike rack area at any time during the school day.

Building Use

The school buildings in Rockport are available for use by non-profit civic groups. It is necessary to call 978-546-1200 or write to the Superintendent of School's office to make application for the place and time of use.

Bus Transportation

Any questions related to bus transportation should be directed to the bus coordinator at 978-546-1200.

Care of School Property and Books

Students are responsible for the proper use and care of books, supplies, equipment, and furniture in the school. Careless use of such items will not be tolerated. Damage to school property will result in the student being responsible to pay for or replace the item.

All textbooks should be covered to prevent soiling. Books must not be defaced in any way. Library books must be returned within the specified time period, and textbooks must be returned at the end of the year. Full payment must be made for any lost book or any book defaced beyond repair. Final grade reports (report cards) will not be mailed until all books are returned or restitution made for those lost or damaged. Parents, however, may pick up the grade reports at the main office.

Confidentiality

Consistent with federal and state student records regulations, every effort will be made to maintain the confidentiality of discussions between staff and students; however, if a staff member has reason to believe that a student is in a potentially life threatening situation and/or may cause harm to himself or herself or others, the staff member through the building administrator will use his/her best judgment in releasing this information to the parents.

Corridors

It is expected that students will behave in a manner that reflects a safe and positive learning environment at all times. When moving between classes students should:

1. pass through hallways quietly. Be considerate of others in the hallways and classrooms,
2. allow for easy movement of others by not standing in groups and blocking the hallway,
3. walk at all times,
4. discard trash and recycling in the proper containers and help keep our school clean by picking up paper from the floors.

Directory

Superintendent	978-546-1200	Principal	978-546-1250
Middle School Office	978-546-1250	Dean	978-546-1250
Library	978-546-1253	Athletic Director	978-546-1234

Nurse 978-546-1236 Cafeteria 978-546-1234
Transportation Coordinator 978-546-1250

Email for any of the staff: initialoffirstnamelastname@rpk12.org
For example: alamantia@rpk12.org

Many teachers maintain websites and have assignments posted there. Please see our website at rpk12.org for more details.

Dismissal from School

Students are not permitted to leave the school grounds at anytime during the school day without permission from the Main Office. If students must leave the building because of illness or any other emergency, once approved by a staff member, they must sign out at the office. Transportation to leave school grounds must also be arranged through the Main Office. **Students are not to use their personal phones to call or text parents to be dismissed. All calls should be made through the Main Office or Nurse's Office.**

Disputes, Disagreements, or Differences

From time to time difference will surface between members of the staff and students or parents. These differences may involve issues of grading, class assignments, fairness, or other issues. Students are encouraged to speak with their teacher directly when these matters arise; however, we realize that in some situations it may not always be easy for students to do this. In these cases, we encourage students to seek out the School Counselor or Assistant Principal for assistance in dealing with the issue. They can help resolve these differences.

Dress

Rockport Middle/High School believes that dress should show respect for self, others, and the educational mission of the school. Clothing should not distract from the educational experiences at school. While respecting self-expression, we believe it is necessary to set clear standards in order to ensure safety and fairness for all students. We expect students to be in dress code at all times. The following guidelines are provided in order to guide each family in making appropriate decisions that support a safe and productive learning environment.

The RMS dress code reflects the core values and beliefs of the school and the community and applies to all students. We expect all students to dress in a manner, which reflects the seriousness of our educational endeavors at RMS. If the student's choice of dress is deemed to be out of compliance, the nurse will discreetly and respectfully make efforts to remedy the situation. The school expects every student to dress in a manner that does not impede the educational process but allow diversity of taste, fashion and individual preference.

- Footwear must be worn at all times for health and safety reasons, both in the building and on school grounds.

- Any form of dress or hairstyle, which endangers the health and safety, will not be allowed.
- Clothing with inappropriate or offensive language, expressions, symbols, or advertisements, which are disruptive to the learning environment, is prohibited.
- Hats, hoods, and sunglasses are not permitted inside the building unless articles are worn for religious or medical reasons. Exceptions to this policy include special occasions such as Spirit Week or other announced events.
- Clothing that reveals excessive skin (ex: midriff, torso, low-slung pants that reveal undergarments, strapless or spaghetti straps tops, etc.) is not permitted. All shirts must meet a student's pants, skirt, or shorts.
- Clothing should be size appropriate and worn properly.
- Any clothing, which is sheer or see-through, is not allowed.
- Shirts, skirts or any similar article of clothing must be no shorter than mid-thigh.

If it is determined that a student is inappropriately dressed, the student will be asked to resolve the problem, or will be asked to change or sent home to change by the nurse. The nurse will also notify the parent. Continual refusal to comply will result in a parent conference and may result in disciplinary action.

Electronic Devices

Use of cell phones or other electronic devices may be allowed during certain classes with the teacher's permission. Students should not use any cell phone or other electronic device at any time other than those specified by their teacher. Students caught using cell phones or other electronic devices during non-allotted times (e.g. in the hallway at lunch) will have the electronic device taken from them. The device will be brought to the office, where a detention will be assigned and where it can be picked up after school. For the second offense, parents will be required to pick the device up and three detentions will be assigned. RMS is not responsible for any loss of electronic devices that may occur as a result of confiscation.

Emergency Information

All students are required to leave on file in the office a Pupil Information Card that indicates emergency procedures. The card must be kept up-to-date. It will help us to contact parents or guardians in case of an emergency. Please inform the office of changes of address or telephone.

Emergency Procedures

“All Hazards” Response Procedures

Upon hearing the “all hazards” announcement all Students and staff **MUST** remain in classrooms and offices until notification by the police or school administration.

ANYONE in a bathroom:

Move to a stall, lock it, and stand on the toilet unless it is safe to move to the nearest classroom

ANYONE in a hallway:

Move into the nearest classroom immediately

Building Evacuation Drills

Building evacuation drills are scheduled for the purpose of rehearsing for an emergency. It is important that all students concentrate on the procedure used during the drill in case a real fire/emergency ever occurs. A building evacuation plan is posted in each classroom. Students should take the responsibility of knowing the pattern for each room in which they have a class and the location of school exits.

The basic rules for a building evacuation are:

1. Form a single line to leave the room.
2. Do not run or attempt to change place in line.
3. Do not talk. It is essential that students listen to directions in the event of emergency.
4. Go to the athletic field adjacent to the tennis courts and line up by homeroom.
5. Remain quiet and with the homeroom while the teacher takes attendance.
6. Remain in line until the signal is given to return.

Hazing

In accordance with the laws of the state of Massachusetts, Rockport Middle School does not condone hazing as defined above in any activity associated with the school, including athletics. Participation in any hazing activity will result in suspension from the team for an indefinite period of time.

Chapter 269 of the General Laws provides as follows:

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

The term hazing as used in this section 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 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 physical health and safety of any such student or other person, to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Section 18 Whoever knows that another person is the victim of hazing, as defined in section seventeen, and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than five hundred dollars (\$500).

Section 19 Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, pledge, or applicant for membership in such group or organization, a copy of this section and sections seventeen and eighteen and shall sign an acknowledgement stating that such group, organization, or individual has received a copy of said sections seventeen and eighteen.

Each secondary school and each public and private school or college shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the board of education certifying that such institution has complied with the provisions of this section and also certifying that a said school has adopted a disciplinary policy with regards to the organizers and participants of hazing. 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 which fails to make such report.

Homeroom

All students are assigned to a homeroom. Students must report to their homerooms by 7:35 a.m. Students will be considered late after the clock displays 7:35 a.m. During homeroom period the teacher will take attendance. Students are expected to pay attention to all announcements about the daily activities.

Insurance

At the beginning of the school year students will be given forms on which their parents can arrange to purchase a student accident insurance policy.

Late Bus

There is no late bus for RMS students. Students may ride an RES bus home only with a pass from a teacher from an authorized after-school activity. In order to receive this pass, students must remain in that authorized activity the entire time.

Lockers

At the opening of school a locker is provided in the hall for each student. Students are to use only the locker assigned to them. No changes may be made without the permission of the administration. Lockers are school property and are not to be defaced, decorated, or personalized.

Lockers are for the storage of coats, other outdoor wear, and books. In addition, 6th graders should keep gym shoes in their lockers for their physical education classes.

Locks are available, free, for students who want them. If a lock is lost, the cost is \$5 to replace it. Without locks lockers are not safe places for valuables and money. If a student is carrying a large amount of money for any reason, he/she may leave it in the office. The school cannot take responsibility for anything lost from an unlocked locker, although staff members will make every reasonable effort to help students retrieve lost items.

Per School Committee Policy and Massachusetts law, lockers are subject to search at the discretion of the Rockport School District. For specific guidelines, please see the "Search and Seizure" policy explained on page 31.

Lost and Found/Student Valuables

Anything found in or around the school buildings or on school buses should be turned in to the Main Office. Books and notebooks will be returned to the owners if they can be identified. Articles such as clothing, hats, etc., should be marked with the student's name. Unclaimed articles will be donated to a charitable organization.

Students are cautioned not to bring large amounts of money or items of considerable value to school. Students who wear glasses or watches or have musical instruments or valuable electronic devices need to keep track of them at all times. Students, not the school, are responsible for their personal property. The Main Office will be glad to place any valuable or large amounts of money in safe keeping until the end of the school day.

No School, Delayed Opening or Emergency Closing Announcements

During inclement weather, announcements about emergency school closings or delayed school openings will be made via a system-wide telephone alert, on major radio and television stations between 6:00 a.m. and 8:00 a.m., and the Rockport Public Schools website.

When the schools remain open on slippery or stormy days, expect the school buses to run later than usual. When in doubt about transportation, contact the Bus Transportation Coordinator at 978-546-1250 or the Superintendent's Office at 978-546-1200. Parents are advised to use their own judgment as to whether or not to send their children to school in inclement weather.

In the event of emergency cancellation of school, all events connected with the schools will be cancelled. This includes practices and events of any type. This will avoid confusion as to whether or not an event will be held and the communication of that information to others. Only the Superintendent of Schools can authorize events on days when school is cancelled.

Passes

It is expected that once students are in class, they remain there for the entire period. Students who are granted permission to leave the classroom should sign out and sign in on the sheets by the door. Students are required to obtain a pass for the Main Office, Guidance Office and the Nurse's Office.

Recycling

As part of our core value to serve society responsibly, it is expected that all students will follow established procedures for waste disposal in accordance with the district's mandatory recycling policy.

Search and Seizure

The Rockport School Committee recognizes that School Administrators are under an obligation to insure that reasonable safety, discipline and good order be maintained by and for all students at all times. It also recognizes, however, that students have certain constitutional rights. It is to balance the sometimes conflicting need of school officials to insure order and safety on the one hand, and the need to insure applicable constitutional rights of students on the other hand that this policy is written.

Search of Student Lockers and Desks

1. Lockers and desks are the property of the Rockport Public Schools. The Rockport Public Schools maintain control of all locks affixed to lockers. No other locks are permitted and such locks will be removed by the school administration.
2. Students shall not have any expectation of privacy in school lockers and desks and should be aware that school lockers and desks may be searched at any time by school officials.
3. It is prohibited to store any illegal items/substances or items/substances in violation of any school rule or Federal, State or Local law in a locker or desk.
4. Items/substances prohibited from being in lockers include but are not limited to: guns/knives/weapons {real or fake}, drugs or alcohol, fireworks/explosives, fire/smoke/odor producing products, and any other evidence of a school rule or legal violation.
5. Students should be aware that, at the discretion of a school administrator, a

student's locker or desk may be searched at any time and prohibited items/substances will be seized.

Search of Students and Their Belongings

1. Search of a student will only be performed, and seizure of a student's belongings will only take place, if there exists reasonable suspicion that the student has violated or is violating either the law or the rules of the school. The search will be conducted in a manner reasonably related to its objectives and will not be excessively intrusive in light of the age and sex of the student and the nature of the infraction. Whenever a personal search is deemed necessary, the student shall be advised of the reason for the impending search prior to its implementation. Search of a student may extend to articles of clothing such as pockets; and to the removal and search of outer garments such as hats/caps/headgear, jackets, coats, sweaters, sweatshirts, or shoes; and to items such as pocketbooks, lunch bags, book bags, athletic bags, or backpacks.
2. Search of a student or his/her belongings shall be conducted with at least two adult school personnel present when possible, one of whom shall be the Principal or his/her designee. A female staff member shall be present when a female student is searched, and a male staff member shall be present when a male student is searched.
3. Search of a student's belongings or of a student's automobile parked on school property will only be performed, and seizure of a student's belongings will only take place, if there exists reasonable suspicion that the student has violated or is violating either the law or the rules of the school. The search will be conducted in a manner reasonably related to its objectives and will not be excessively intrusive in light of the age and sex of the student and the nature of the infraction. When reasonably possible, search of a student's belongings not in the immediate possession of the student or of a student's automobile parked on school property will be in the presence of the student(s) whose conduct is under scrutiny and in the presence of a second school official.
4. "Strip searches" of students come with it a heightened degree of expectation of privacy and require a heightened degree concern for school and student safety, therefore, no school administrator or teacher shall ever conduct a "strip search" of a student without the prior authorization of the superintendent of schools.
5. Should a student refuse to voluntarily comply with a request for a search, the student must be detained until parents, and, if necessary, police, can arrive at school to assist, as appropriate, in the investigation.
6. Should a search uncover any substances or contraband, such shall be turned over to the appropriate authorities or rightful owner, as appropriate, and suitable disciplinary action shall be taken.
7. Search of a student or his/her belongings in accordance with the above policy may take place at school or at any school sponsored event on or off school

property or during the transportation to such event.

Use of Breathalyzers at School or School Sponsored Events

Breathalyzers to detect the use of alcohol by individual students may be used at school or at school sponsored events whether on or off school property under the following conditions:

1. Upon admission to school dances, proms and other school sponsored events on or off the school property every student shall be subject to the following:
 - The rules and consequences in the school handbook
 - Upon entrance a search of the student pocketbooks, book bags, athletic bags, or backpacks.
 - Upon entrance a breathalyzer test to detect the use of alcohol
 - Upon entrance confiscation of water bottles or other beverage containers
 - A requirement that coats and jackets be left at a table by the entrance door which will be monitored by event chaperones.
2. In addition, a student shall be subject to a breathalyzer test in the event that a member of the school personnel has reasonable suspicion to believe that a student is under the influence of alcohol at school or at school sponsored events whether on or off school property.
3. Breathalyzers shall be administered by school administrators.
4. Results of a breathalyzer test will be used as one component for determination of school-based disciplinary consequences.
5. The results of the school administrator administered breathalyzer test are for school use only.
6. Breathalyzer instruments shall be maintained in the same manner as those maintained by the Rockport Police Department.

Use of Drug and Bomb Sniffing Dogs

1. Use of a drug-sniffing dog may be conducted under the following conditions:
 - a. The drug-sniffing dog employed for such purposes shall be a law enforcement dog trained for such purposes, and the search shall be conducted by law enforcement personnel.
 - b. In the absence of a warrant granted by the appropriate authorities to the law enforcement agency(s) or the existence of exigent circumstances by the law enforcement agency(s), the determination to conduct the search shall be made solely by the school administration and not members of law enforcement.
 - c. The scope of the administration-determined search shall be all school owned properties (including desks and lockers) and all public areas of the buildings. Additionally, students have no expectation of privacy in the exterior of vehicles parked on District property and a law enforcement canine may be employed for the detection of narcotics or other material at any time.

- d. While belongings in the legitimate areas searched shall be subject to evaluation in this manner, no person shall be subject to evaluation in this manner.
 - e. If the evaluation by the drug-sniffing dog determines the possibility of the existence of drugs, that shall constitute the level of reasonable suspicion to allow the school administration to continue the search of the specific item(s). Such continuation shall be consistent with this policy.
2. Use of a bomb-sniffing dog may be conducted when it is so determined by law enforcement and the school administration that such a search is warranted for the safety of individuals and school property. The scope of the search shall be determined by the law enforcement agency and the school administration.

Security

Doors leading to the Middle School are locked during the school day (7:40 a.m. - 3:00 p.m.). Visitors will be asked to ring the bell at the Middle School entrance for admission. Once admitted to the building, visitors must check in at the Middle School Office and receive a Visitor's Pass.

Signs

Signs and posters are to be placed in designated areas and in such a way as not to cause damage. Groups and individuals putting up signs are responsible for their removal at the proper time. Contact the middle school office for access to the bulletin board and approval of sign content. Signs may not be taped on painted walls.

Student Records

The Rockport School District complies with applicable federal and state laws and regulations pertaining to Student Records. Those laws and regulations are designed to ensure a parent's and eligible student's rights to access, inspect, and to request amendment of the child's student record.

The Massachusetts Student Record regulations and the Family Educational Rights and Privacy Act (FERPA) apply to educational records maintained by a school on a student in a manner such that he or she may be individually identified. The regulations divide the record into the transcript and the temporary record. The transcript includes only the minimum information necessary to reflect the student's educational progress. This information includes name, address, course titles, grades, credits, and grade level completed. The transcript is kept by the school system for at least sixty (60) years after the student leaves the system.

The temporary record contains the majority of the information maintained by the school system about the student. This may include such things as standardized test results, class rank, school sponsored extra-curricular activities, and evaluations and comments by

teachers, counselors, and other persons. The temporary record is destroyed no later than seven (7) years after the student leaves the school system.

The following is a summary of major parent and student rights regarding their student records:

Inspection of Record - A parent, or a student who has entered the ninth grade or is at least fourteen (14) years old, has the right to inspect all portions of the student record upon request. The record must be made available to the parent or student within ten (10) days of the request, unless the parent or student consents to a delay. In the event the parent/student requests copies of a student record, the District may charge the parents/student for said copies at the District rate.

Confidentiality of Record - With a few exceptions, no individuals or organizations but the parent, student, and authorized school personnel are allowed to have access to information in the student record without specific, informed, written consent of the parent or the student.

Amendment of Record - The parent and student have the right to add relevant comments, information, or other written materials to the student record. In addition, with limited exception under state and federal law, the parent and student have the right to request that information of the record be amended or deleted. The parent and student have a right to a conference with the school principal to make their objections known. Within a week after the conference, the principal must render a decision in writing. If the parent and student are not satisfied with the decision, the regulations contain provisions through which the decision may be appealed to higher authorities in the school system.

Directory Information - Federal law requires that the District release the names, addresses and telephone listings of students to military recruiters and institutions of higher education upon request for recruitment and scholarship purposes without prior consent. In addition, the District may release the following directory information about a student without prior consent: a student's name, address, telephone listing, date and place of birth, major fields 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, post-high school plans and directory information such as homeroom assignments. However, in all instances, parents may request that such directory information not be released without prior consent by notifying their school building office in writing by the end of September of each school year.

Destruction of Records - The regulations require that certain parts of the student record, such as the temporary record, be destroyed a certain period of time after the student leaves the school system. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. Before any such information may be destroyed, the parent and student must be notified, and have an opportunity to receive a copy of any of the information before its destruction.

Transfer of Records: It is the practice of the Rockport School District to forward the student record of any student who seeks or intends to enroll, or already has enrolled in another public school district, if the disclosure is for purposes of the student's enrollment or transfer. The parent or eligible student has the right to receive a copy of the school record that is forwarded to the new school.

Non-Custodial Parents: Unless there is a court order to the contrary, a non-custodial parent (parent without physical custody of the student) of any public school student has the right, subject to certain procedures, to receive information regarding the student's achievements, involvement, behavior, etc. A non-custodial parent who wishes to have this information shall submit a written request annually to the child's school principal. Upon receipt of such a request, the principal shall send written notification to the custodial parent by certified and first class mail that the records and information will be provided to the non-custodial parent in twenty-one (21) calendar days unless the custodial parent provides documentation of the non-custodial parent's ineligibility to access such information. In all cases where school records are provided to a non-custodial parent, the electronic and postal address and other contact information for the custodial parent shall be removed from the records provided. Any such records provided to the non-custodial parent shall be marked to indicate that they may not be used to enroll the student in another school. Upon receipt of a court order that prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school will notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent. M.G.L. c.71, §34H, 603 CMR 23.07.

Third Party Access: Authorized school personnel, to include: (a) 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; (b) administrative office staff and clerical personnel, employed by the school committee or 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; and (c) the Evaluation Team which evaluates a student, shall have access to the student record of students to whom they are providing services, when such access is required in the performance of their official duties. The consent of the parent or eligible student shall not be necessary.

Complaints: A parent or eligible student has a right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-5901, (202) 260-3887 or with the Massachusetts Department of Education, 350 Main Street, Malden, MA 02148, 781-338-3300. If you have any questions regarding this notice, or would like more information and/or a copy of the Massachusetts Department of Education Student Record Regulations, please contact the building principal.

Protection of Pupils Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C., § 1232h, requires the Rockport Public Schools to notify you and obtain consent or allow you to opt out your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information survey”):

1. Political affiliations or beliefs of the student or student’s parents;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

The Rockport Public Schools will provide parents, within a reasonable period of time prior to the administration of the survey and activities, notification of the surveys and activities and provide an opportunity to opt their child out, as well as an opportunity to review the surveys. If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to the building principal. The Principal will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey is administered to the student.

Parents who believe that their rights have been violated may file a complaint with the Office for Family Compliance Policy, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

Telephones

Parents are urged not to call their children at school except in case of an emergency. The school does not call students from class to answer telephone calls, but telephone messages of an emergency nature will be delivered. The office phone is to be used for local calls and only in emergencies or to inform a parent of an after-school detention.

Parents should not try to contact their children directly via cell phones during the school day as this will cause a disruption to the learning environment.

Use of cell phones or other electronic devices may be allowed during certain classes with the teacher's permission. Students should not use any cell phone or other electronic device at any time other than those specified by their teacher. Students caught using cell phones or other electronic devices during non-allotted times (e.g. in the hallway at lunch) will have the electronic device taken from them. The device will be brought to the office, where it can be picked up after school. For the second offense, parents will be required to pick the device up and three detentions will be assigned. RMS is not responsible for any loss of electronic devices that may occur as a result of confiscation.

Visitors

Visitors are always welcome, especially parents. Students are required to obtain permission from the administration before bringing a guest to school. No visitors are allowed when other schools are dismissed for holidays, while they are absent from another school in the area, or if prior arrangements have not been made. All visitors to the school must report to the office when they arrive and receive a badge. All visitors are expected to follow the same rules as all other students. Prior arrangements to observe specific students or classrooms must be made with the principal at least 48 hours in advance of arriving at the building. Classroom observations are strongly discouraged during the first three weeks of school and during the month of June. Such observations will be subject to agreement to maintain the confidentiality regarding students unless the observer has consent from the parents and/or eligible student to release such information.

School tours can be arranged by calling 978-546-1250 to schedule an appointment. Students from other schools who wish to visit Rockport High School (RHS) must first contact the Guidance Department in their own school. That guidance department must contact the RHS Guidance Office to give permission for the student to be out of school for the day. RHS Guidance will arrange the day for the visit and will make arrangements for a student at Rockport High to escort the visitor for the day. The visiting student should also bring a permission note from their parent on the day of the visit. Students from other schools who show up unannounced will not be allowed to visit the school and may not remain on school grounds.

PART V: STUDENT ACTIVITIES

Athletics

The Rockport Schools provide a variety of athletic activities for all students. During the middle school years, it is very important that students are physically active. Since their bodies are changing rapidly, students should continue to exercise and to develop their strength and coordination. Students must exercise regularly in order to help their bodies make the adjustments to its changes. Participation in athletics is also important because of the friendships made and because of the experiences they have with groups of people working toward a common goal. Middle School sports include co-ed soccer, field hockey, girls and boys basketball, and intramural floor hockey.

Some high school teams may allow 8th and possibly 7th grade students to participate on the JV teams. This option will be determined appropriate or not by the coach and the Athletic Director on a year-to-year basis.

There is a one-time per year user fee charge for the participation on interscholastic, intramural, or JV teams. All necessary forms must be submitted prior to joining the team. Students may find the athletic forms on the school website. Proper conduct is expected from all athletes and may affect their ability to participate. See below.

Conduct off the Field:

a. In General: School policy is in effect at all times. Athletes are expected to always display proper school citizenship and behavior. Athletes are expected to show appropriate behavior on and off the fields, courts, and rinks, including in the locker rooms and buses. Horseplay will not be tolerated.

Individual coaches have the flexibility, with the Principal and Athletic Director, to remove athletes from the team for continuous displays of misconduct or to suspend for an appropriate time period for conduct or acts detrimental to the team, school, or program. Coaches are responsible for team members from the beginning of practice until dismissal.

b. Theft/Damage: An athlete will be suspended for the season for stealing and will be held financially responsible for deliberate damage to RMS/RHS or opponents' school property.

c. Alcohol, Tobacco, and Drugs: The use, possession, or sale of any type of drug (which includes smoking or chewing tobacco and alcohol) will result in the following:

aa. First offense: Suspension for one half the number of games/matches in the whole season, the suspension beginning from the date of the positive determination of the infraction. If the number of games in the season is odd, the number shall be rounded up. For example, a nine-game suspension for a seventeen game schedule. If the season ends before the suspension is completed, the suspension carries over to the student/athlete's next sport. With the coach's approval, the athlete may continue to practice while under suspension.

bb. Second offense: Dismissal from the team; (No less than one half the number of games/ matches will be served, even if it includes being ineligible to play another sport). This rule is in effect whether or not the incident takes place on school property. Due process will be provided. An investigation by the coach, Athletic Director, and Principal will take place and will include the accused athlete and his/her parents. If either an adult or student brings an alleged

alcohol/drug violation to a coach or teacher, it shall immediately be reported to the Athletic Director who will in turn report it to the Principal.

cc. Third offense: One year (calendar) ineligibility; Following an initial (preliminary) review with the students involved (and the team if necessary), the coach, teacher, or advisor will report his/her finding to the Athletic Director who will convey them to the Principal. If the circumstances merit further action, the Athletic Director together with the Principal will attempt to confirm the use of alcohol/drugs by conducting student interviews. At the earliest possible time, parents will be notified of the alleged incident and investigation. To establish the most sound possible decision and in the interest of fairness, students will be questioned to the extent that they can provide first-hand factual information. Throughout all interviews, students will be treated sensitively and openly. In all cases, no administrative action will be taken until parents have been notified and given the opportunity to conference with the Principal and any other school officials involved. Final administrative action will depend on a preponderance of evidence as weighed by the school personnel involved. All questions and appeals will be directed to the Principal who will have the final disposition in all cases. In cases where the student/athlete is in the company of other minors who are in possession of or are using alcohol or drugs, and there is a question as to the extent of the student/athlete's involvement, a proper review and investigation by the coaching, athletic, and administrative staffs will take place as outlined in this policy above. If an infraction has become a police matter, the school, in order to ensure fairness, will review with the police department the circumstances surrounding the incident. The student(s) involved, depending upon the findings and reasonable conclusions of the Coach, Athletic Director, and Principal, may be disciplined with up to the full suspension for one half of the games or matches from the point of the infraction. In the case of a Captain, any involvement with alcohol or drugs to any degree will result in the forfeiture of the Captaincy in addition to any discipline as defined above.

Further, if a student was present in a situation that involved the use or distribution of drugs or alcohol and school authorities have reasonable belief that the athlete supported, condoned, or was passively complicit in the use or distribution of drugs or alcohol, the actions listed above will be invoked for that student athlete.

A student athlete's presence in any circumstance, which would reflect poorly on the reputation of Rockport athletes and athletic program, may result in the suspension of the athlete for a number of games to be determined by the Athletic Director and the Principal.

Dances

Rockport Middle School tries to have three (3) dances per school year. In order to have a safe and fun experience, the following rules apply to the dances:

1. Dances are for students enrolled in Rockport Middle School.

2. Once students are in the school, they stay in - no coming and going. Students leaving the school building without a chaperone's permission will not be re-admitted to the dances.
3. Dances will start at 6:30 p.m. and end at 8:30 p.m.
4. Parents should plan to pick up their children after the dance promptly at 8:30 p.m.
5. Students will not be allowed to leave the dance early unless they are picked up with prearrangement by their parents and the school office.
6. No student will be allowed to enter the dance late without permission from the principal or an assistant principal
7. Students who are absent from school on the day of the dance may not attend the dance.
8. The office will not be open during the dance. Please make prior arrangements regarding pickup.
9. Students on suspension will not be allowed to attend the dance (this includes weekend nights).
10. The usual school rules will be in effect during dances.
11. All food and drinks are to be consumed in the lobby area, not in the cafeteria or gymnasium.
12. Students are to remain in the dance area and lobby only during Middle School Dance time. Students are not to be outside or in other school areas.
13. Student attire at dances should comply with the school's policy on dress.
14. Violations of any of these rules could jeopardize student attendance at future dances and other school activities.

Transportation home from the dance should be arranged in advance. The RMS dances have always been terrific rewarding experiences because of the co-operation of all. Continue that spirit!

Co-Curricular Activities

Rockport Middle School offers a variety of co-curricular activities. All students are encouraged to participate as part of a well-rounded educational experience. Those who choose to participate in such organizations represent not only themselves, but also their school and community.

Some of the activities offered are as follows:

Art Club	Drama Productions	Ski Club
Science Club	Math Team	Student Council
Current Events Club	Yearbook (8 th Grade only)	Tech/Minecraft Club

Meeting times for these clubs are read in morning announcements. Morning announcements are also available on the school website.

Expectations for Co-Curricular Participation:

- Students must be in good academic standing to participate in any co-curricular activity.
- Students who participate in co-curricular activities should follow all school policies and demonstrate appropriate behaviors. Any student involved in inappropriate behavior (including but not limited to inappropriate use of technology, fighting, harassment, etc.) as well as any infraction of RMS or community policies may be suspended from any school activity at the discretion of a faculty committee.
- Students must attend school and be present no later than 7:40 a.m. the day of an activity in order to participate, unless he/she has unusual circumstances acknowledged in advance by the Principal. Any tardy must be accompanied by a valid note signed by a parent to be considered for the Principal's review.
- Students must be in school and present no later than 7:40 a.m. on the day following an evening event or activity or their on-going participation in that activity may be denied.
- Students who participate in school activities and events must maintain a good pattern of attendance in order to continue their participation.
- Additionally, the Rockport Public Schools provides nonacademic and extracurricular services and activities in such a manner as is necessary to afford students with disabilities an equal opportunity for participation. The District is, however, generally permitted to establish and utilize skill-based eligibility criteria for participation in extracurricular programs and activities (e.g., school-sponsored athletics) so long as the criteria are rationally related to the purposes and goals of the specific program or activity. The administrators of the Rockport Public Schools, in their discretion, may deny or limit a student's access to co-curricular activities as a disciplinary sanction.

Field Trips

Quality learning takes place both within and beyond the walls of Rockport Middle School. We must maintain high standards of behavior during field trips because we represent our school, our community and in some cases, our country. Leaving school grounds for learning experiences is a privilege that must be earned. It requires students to make good decisions and to behave responsibly. Students who demonstrate the inability to make good decisions or to behave responsibly may be excluded from field trips. Students have the opportunity throughout the school year to demonstrate to their teachers a respect for rules, an enthusiasm for learning and an ability to make good decisions independently. It is in this way that students earn trust and respect. All school rules apply while on field trips.

Before going on a field trip, each student must fill out a permission slip and have it signed by his/her parent or guardian. This form must be returned to the teacher in charge prior to the trip.

Student Council

The Student Council is made up of an elected group of students (and their advisors) who are interested in sharing their ideas, interests, and concerns about their school. They are committed to raising funds for school activities. Student Council members will work with the school students, staff, and parents for the benefit of the school and its students. Members want to become effective leaders and encourage a positive school climate. The Student Council will run various school wide events over the course of the year such as raising money for causes, dances, spirit days, talent shows, and field days.

PART VI: CONDUCT AND DISCIPLINE

We believe in the individual rights of all the members of the Rockport Middle School community, and we want to assure that every individual enjoys these rights. Students are expected to conduct themselves in a manner that reflects favorably upon themselves, their families, and their school. Disciplinary guidelines have been developed to ensure that the rights of all individuals are equally protected during the school day, on the school bus, on school property, and at extracurricular activities. There are disciplinary actions for students who do not follow rules as stated in this handbook ranging from reprimand or detention up to and including suspension, exclusion, or expulsion. Disciplinary actions may be progressive in nature.

Alcohol and Drugs

The school will not tolerate any use of drugs (this includes alcohol, illicit drugs, and the misuse of prescription medication) by any of its students. (See nursing policy for rules regarding prescription medication in school.) No student may be on school grounds during regular school hours or for any school activity while under the influence of drugs. If any student is caught possessing drugs, using drugs, or under the influence of drugs, the student's parents and the police will be notified and that student will be suspended. The student may be expelled.

Articles Prohibited in School

Students may not bring the following items to school: lighters, electronic cigarettes, weapons of any kind, water pistols, toy guns, matches, sling shots, knives, studded bracelets, or studded necklaces. These items and any other item judged to be inappropriate by a teacher or school official will be held and returned to the student's parent.

Skateboards are not permitted on school grounds unless students have made previous arrangements with the administration. Students should note that skateboarding is prohibited on all of the streets surrounding the school. Rollerblades may not be worn in school and must be stored in the Middle School Office.

Attendance

It is expected that students will attend school everyday unless they have a serious illness or family emergency. Poor patterns of attendance have a greater negative impact on

school performance than almost any other factor. Grades can be negatively influenced by the failure to make up work, failure to participate in interactive class activities, and failure to participate in class discussions.

The goal of the attendance policy is to ensure that each student keeps his/her absences to a minimum so that he/she can take full advantage of the educational program and actively participate in the school community. Parents, students and school personnel must do everything that they can to reinforce the importance of daily class attendance in accordance with Chapter 76, Section 1 of Massachusetts General Law.

The Rockport School District, pursuant to M.G.L. c. 76, § 1B, has a policy of notifying the parent or guardian of a student who has at least 5 days in which the student has missed 2 or more periods unexcused in a school year or who has missed 5 or more school days unexcused in a school year. This policy requires that the school principal, or a designee, make a reasonable effort to meet with the parent or guardian of a student who has 5 or more unexcused absences to develop action steps for student attendance. The action steps shall be developed jointly and agreed upon by the school principal, or a designee, the student and the student's parent or guardian and with input from other relevant school personnel and officials from relevant public safety, health and human service, housing and nonprofit agencies.

Under M.G.L. c. 119, § 21, , a child may be eligible for "Child Requiring Assistance" services through the juvenile court system if the child: repeatedly runs away from the home of a parent or legal guardian; repeatedly fails to obey the lawful and reasonable commands of a parent or legal guardian, thereby interfering with the parent's or legal guardian's ability to adequately care for and protect the child; repeatedly fails to obey lawful and reasonable school regulations; or is "habitually truant." A school aged child is "habitually truant" when not otherwise excused from attendance in accordance with lawful and reasonable school regulations, willfully fails to attend school for more than 8 school days in a quarter. The school can assist parents with pursuing "CRA" services and supports.

Under Chapter 119, section 51A of the Massachusetts General Laws, a report can be filed on behalf of a child under the age of eighteen for educational neglect if a child is not attending school on a regular basis. This report of suspected Child Abuse or Neglect, commonly referred to as a 51A, is filed with the Department of Children and Family Services. By law, school personnel are mandated reporters.

There are many legitimate reasons that may cause a student to miss class. Students can be tardy, dismissed, or absent for many reasons that may seem appropriate. When taken collectively, however, these absences negatively influence a student's progress in school. The school is required by the Commonwealth of Massachusetts to determine whether an absence is authorized. We ask that parents and students attempt to limit the circumstances that result in absence from school, including normal illness, family events/vacations, tardiness, dismissals, truancies, and suspensions. In extraordinary circumstances, injury or chronic illness may cause a student to exceed the above

allowances. The school provides a waiver process for parents to make known extenuating circumstances.

<p>When a student is absent:</p>	<p>In order for an absence to be excused:</p> <ul style="list-style-type: none"> • A parent or guardian must call the school office at 978-546-1250 or email Allison VanDerpool at avanderpool@rpk12.org the morning of the absence. • If a parent or guardian doesn't call or email, he/she must send in a written excuse when the student returns providing the student's name, date, days of absence, reason for absence, and parent's signature, which the student must present to the office. • All work missed during absence must be made up. As a general rule, make-up work must be submitted within a period of time double that of the absence (ex: 1-day absence, work turned in after 2 days). • Any student not in attendance is ineligible to participate in all school activities for that day, except with the principal's approval. <p>All other absences will be entered as unexcused.</p>
<p>When a student is dismissed:</p>	<ul style="list-style-type: none"> • Students dismissed for illness or injury, which occurs at school, will be dismissed by the nurse/office and a parent or guardian will be contacted for transportation. • Students dismissed by parents must bring a note to the office stating the student's name, date, time of dismissal, reason for dismissal, and parent's signature.
<p>When a student is tardy:</p>	<ul style="list-style-type: none"> • The student must report to the office to sign in and get a pass to class if they arrive after homeroom. • Tardiness may be excused for illness, medical appointment, or a family emergency. In such cases, a parent or guardian must send a note with the student's name, date, and reason for tardiness, and parent's signature, which the student must submit to the office.

<p>Number of Absences</p>	<p>Action Steps to Facilitate Attendance</p>
<p>Three (3) or more consecutive days</p>	<p>Parent(s)/Guardian(s) must obtain a doctor's note and submit it to the school</p>
<p>Five (5) or more total absences (excused or unexcused)</p>	<p>A letter of warning will be issued to parents reminding them of the school's attendance policy, and that they will be contacted to schedule a meeting should attendances approach seven (7) days</p>
<p>Seven (7) total absences (excused or unexcused)</p>	<p>A parent conference will be scheduled to discuss the attendance policy and develop a proactive attendance plan.</p>
<p>Five (5) days</p>	<p>Principal, or a designee makes a reasonable effort to meet with the</p>

unexcused in a school year or five (5) days in which the student has missed 2 or more periods unexcused in a school year	parent or guardian of a student who has 5 or more unexcused absences to develop action steps for student attendance. M.G.L. c. 76, Sec. 1B.
Eight unexcused absences in a term absences (in disregard of the personal attendance plan)	A 51A (Neglect) or CRA (Child Requiring Assistance) may be filed at the discretion of the principal.

Attendance Concern	School-Based Expectations and Consequences
Greater than 14 absences per class per semester or Greater than twenty (20) total absences per year	<ul style="list-style-type: none"> • Student must obtain a note from all teachers stating that work has been made up. If a student does not obtain the notes, the student will be prevented from participating in school activities, including sports, dances, dramatics, and clubs.
Greater than 35 days absent in a school year	<ul style="list-style-type: none"> • Student must attend summer school. • If a student fails to attend summer school, student must repeat current grade. • If a student is required to attend summer school, he/she must complete a summer school
Tardiness to school: 4-6 per quarter	<ul style="list-style-type: none"> • Student will receive detention.
Tardiness to school: Greater than 6 per quarter	<ul style="list-style-type: none"> • Student will receive detention. • A meeting will be held with the student's parents. • The student will be prevented from participating in school activities, including sports, dances, dramatics, and clubs.

Bus Behavior

Students are expected to behave on the bus as they do in school. The driver is in full charge of the bus and the students riding on it. Students should respond to the driver while riding the bus in the same way they would respond to a teacher at school. The bus driver may refuse to allow a student to ride the bus for violating the bus rules. If the behavior is extreme, the driver or school personnel can suspend a student's riding privileges without prior notice.

Bus Rules

1. Follow the bus driver's directions.

2. Go directly to a seat and remain seated at all times.
3. Speak in a conversational tone of voice.
4. Keep arms and heads inside the bus.
5. Do not throw objects, display aggressive behavior, or use profane language.
6. Do not write on or damage any part of the bus.
7. Keep the aisle clear.
8. Behave properly while waiting for your bus.
9. All school rules are in effect on the bus.

Cafeteria Behavior

If a student behaves inappropriately in the cafeteria, the student's parents will be notified. If the behavior is extreme or repetitive, cafeteria privileges may be suspended.

Cafeteria Rules

1. Walk.
2. Sit with six (6) people per table or less.
3. Speak in a conversational tone of voice.
4. Remain seated while eating.
5. Do not sit on tables or place feet on tables.
6. Do not throw food or objects.
7. Clean the table and surrounding area when finished eating.
8. Show courtesy to all adults and students.
9. Students should remain in the cafeteria unless they have permission to leave.

Detention

Students may be assigned after-school detention by their teacher or by an administrator. It is the student's responsibility to notify home of any delayed arrival due to detention. If a student is assigned detention, parents can expect a call from their child informing them of the detention. **Students must immediately call their parents from the office when given the detention regardless of whether the detention is assigned by an administrator or a teacher.** Students assigned administrative detention must arrive promptly at 2:15 with schoolwork to do or an appropriate book to read. Detention will end at 3:00. Students assigned detention are not to leave the building at 2:10, but are to report directly to the assigned detention room. Students assigned detention by their teacher must arrive in the teacher's room by 2:15 prepared to serve the detention. While serving administrative detention, students will complete a Detention Reflection Sheet to help them reflect on their actions and develop a plan on how to change their behavior.

Discrimination and Harassment Grievance Procedures

The Rockport Public Schools is committed to maintaining a school environment free of discrimination and harassment based on race, color, religion, national origin, gender, sexual orientation, gender identity, age or disability. Harassment or discrimination by administrators, teachers, certified and support personnel, students, vendors and other individuals at school or at school-sponsored events is unlawful and is strictly prohibited. The Rockport Public Schools requires all employees and students to conduct themselves

in an appropriate manner with respect to their fellow employees, students and all members of the school community.

Definitions

For the purposes of this procedure:

- A. A “Complaint” is defined as an allegation that a student or employee has been discriminated against or harassed on the basis of race, color, national origin, age, sex, sexual orientation, gender identity, disability, or religion.
- B. “Discrimination” means discrimination or harassment on the basis of race, age, color, national origin, sex, sexual orientation, gender identity, disability or religion by which an individual is excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any program or activity of the school.
- C. “Harassment” means unwelcome conduct on the basis of race, age, color, national origin, sex, sexual orientation, gender identity, disability or religion that is sufficiently severe, persistent or pervasive to create a hostile environment for the individual at school. Harassment may include insults, name-calling, off color jokes, threats, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct which rises to the level of a hostile environment.
- D. “Sexual Harassment” means unwelcome, sexually offensive or gender-based conduct which is sufficiently severe, persistent or pervasive to create a hostile environment for the individual at school. Additionally, under M.G.L. c. 151C, § 1, the term “sexual harassment” may also include, but is not limited to, sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:— (i) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of the provision of the benefits, privileges or placement services or as a basis for the evaluation of academic achievement; or (ii) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual’s education by creating an intimidating, hostile, humiliating or sexually offensive educational environment.

When determining whether an environment is hostile, the school district examines the context, nature, frequency, and location of the sexual or gender-based incidents, as well as the identity, number and relationships of the persons involved. The school district must consider whether the alleged harassment was sufficient to have created such an environment for a reasonable person of the

same age, gender, and experience as the alleged victim, and under similar circumstances.

Retaliation Prohibited

Harassment and discrimination in any form or for any reason is prohibited. This includes harassment or discrimination by administrators, certified and support personnel, students, vendors and other individuals in school or at school related events. Retaliation against any individual who has brought harassment or discrimination to the attention of school officials or who has cooperated in an investigation of a complaint under this policy is unlawful and will not be tolerated by the Rockport Public Schools.

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

How to make a complaint

- A. Any student or employee who believes that he/she has been discriminated against or harassed should report their concern promptly to the school principal or designee. If the school principal receives the report, he or she will notify the Civil Rights Coordinator of the Complaint. Students or employees who are unsure whether discrimination or harassment has occurred are encouraged to discuss the situation with the school principal.
- B. District staff is expected to report possible incidents of discrimination or harassment of students and fellow employees. Parents and other adults are also encouraged to report any concerns about possible discrimination or harassment of students or employees which have allegedly occurred on school grounds, at school related events, or actions which occurred outside of school but possibly create a hostile environment for a student or employee while he/she is at school.
- C. Students and employees will not be retaliated against for making a Complaint. Any retaliation by students or school staff will result in disciplinary measures, up to and including expulsion or dismissal.
- D. Students and employees are encouraged to utilize the District's Complaint Procedure. However, students and employees are hereby notified that they also have the right to report complaints to: The United States Department of Education, Office for Civil Rights, 5 Post Office Square, 8th Floor, Boston, Massachusetts 02110-1491, Telephone: (617) 289-0111, Fax: 617-289-0150,

TDD: 877-521-2172; or to Program Quality Assurance Services, Massachusetts Department of Elementary and Secondary Education, 75 Pleasant Street, Malden, MA 02148-4906, Telephone: 781-338-3700, TTY: N.E.T. Relay: 1-800-439-2370, FAX: 781-338-3710.

Complaint Handling and Investigation

- A. The school principal or designee shall promptly inform the relevant Civil Rights Coordinator and the person(s) who is the subject of the Complaint that a Complaint has been received.
- B. After notifying the appropriate Civil Rights Coordinator, the school principal or designee may pursue an informal resolution of the Complaint with the agreement of the parties involved. Informal resolution is optional, and the Complainant may elect to proceed according to the formal resolution procedure at any time prior to the completion of the informal resolution.
- C. Under the formal resolution procedure, the Complaint will be investigated by the school principal or other individual designated by the school principal or Civil Rights Coordinator. Any Complaint about an employee who holds a supervisory position shall be investigated by a person who is not subject to that supervisor's authority. Any Complaint about the Superintendent should be submitted to the School Committee Chair, who will consult with legal counsel concerning handling the investigation of the Complaint.
 - 1. The Complainant shall have the opportunity to present witnesses and other relevant evidence to the investigator.
 - 2. The person who is the subject of the Complaint will be provided with an opportunity to be heard as part of the investigation including the opportunity to provide relevant information and identify witnesses for the investigator's consideration.
 - 3. The privacy rights of all parties to the Complaint shall be maintained in accordance with applicable state and federal laws.
 - 4. The investigator will keep a written record of the investigation process.
 - 5. The investigator may take interim remedial measures to reduce the risk of further discrimination or harassment while the investigation is pending.
 - 6. The investigation will be completed within fifteen (15) school days of the date of receipt of the Complaint.
 - 7. The notification of the outcome to the complainant and the subject of the complaint shall be completed within ten (10) school days after the investigation is completed.

8. The investigator may extend the investigation period beyond fifteen (15) school days because of extenuating circumstances, including but not limited to availability and cooperation of witnesses, complexity of the investigation, school vacation periods, and the involvement of law enforcement and other outside agency investigations. If the investigator extends the investigation, he or she will notify the Complainant of the extension.
 9. If a complaint or report of discrimination or harassment is received after June 1 of a given school year, the investigator will attempt to complete the investigation by the end of the school year. In the event that the investigation extends beyond the last day of school, the District will make reasonable efforts to complete the investigation within the above-referenced time frame, but may extend the investigation period to account for the availability of witnesses during the summer vacation period. If the investigator extends the investigation, he or she will notify the Complainant of the extension and make reasonable efforts to interview the witnesses during the summer vacation period.
 10. Nothing in this procedure will preclude the investigator, in his or her discretion, from completing the investigation sooner than the fifteen (15) school days described above.
- D. If the investigator determines that discrimination or harassment has occurred, he/she shall take steps to eliminate the discriminatory or harassing environment, which may include but is not limited to:
1. Determining what disciplinary action should be taken against the person(s) who engaged in discrimination or harassment, if any;
 2. Determining what steps are necessary to prevent recurrence of any discriminatory behavior, including but not limited to harassment, and to correct its discriminatory effects if appropriate; and
 3. Informing the Complainant and the person(s) who was the subject of the Complaint of the results of the investigation (in accordance with applicable state and federal privacy laws) in accordance with the above timelines, unless the investigation is extended under the provision described above.
- E. If the Complainant or the student's parents/legal guardians are dissatisfied with the results of the investigation, an appeal may be made to the Superintendent or designee within seven (7) calendar days after receiving notice of the outcome of the investigation. Such appeals must be made in

writing to the Superintendent, Rockport Public Schools, 24 Jerden's Lane,
Rockport, Massachusetts 01966, Telephone: (978) 546-1234.

Civil Rights Coordinators:

For complaints alleging discrimination or harassment on the basis of disability:

Martha Wright, mwright@rpk12.org

For complaints alleging discrimination on the basis of sex, sexual orientation,
gender-identity, race, color, national origin, religion or age:

Martha Wright, mwright@rpk12.org

Fighting

Fighting is prohibited. Violation of this policy may be punishable by suspension.

Reporting a Dangerous Weapon

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

Supervisors shall file reports with the Rockport School Superintendent, who shall file with the Rockport Chief of Police, the Department of Children and Families, the Office of Student Services or its equivalent, and the Rockport School Committee. Student shall be assessed by those listed above.

School Bounds

Students must stay within the school boundaries as defined by the school building and the area immediately surrounding the school's main entrance. Middle and high school students are not permitted to be in the elementary school or on its grounds during school hours unless authorized to do so. Within the school, students are to be only in supervised areas where they are assigned to be. Accessing areas that are unauthorized may result in disciplinary action. During lunch students are only allowed to be in the cafeteria while eating. During the second half of lunch students must remain in the cafeteria, the gym or in designated outside areas unless given a pass to another location.

Tobacco Use

Tobacco use is prohibited on school grounds, buildings, facilities, buses, and bus stops. Neither tobacco products nor electronic cigarettes are to be brought onto school property. Students who bring tobacco or electronic cigarettes onto school property will be given detention. Students who smoke or use tobacco products on school property will be subject to disciplinary action, including possible suspension and may also be required to take a smoking cessation program.

Theft/Vandalism

Any student who attempts or commits a theft, breaking and entering, or vandalism at school or on school property may be suspended and/or reported to the police. Theft includes stealing property, including books, from staff, students, or the school. Breaking and entering includes accessing the school building, lockers, locked rooms, or other areas prohibited to the individual. Stolen or lost property should be reported to the office promptly.

Vandalism of computer hardware, software, or technology equipment of any kind will be considered malicious damage/destruction/defacing of school property and will be treated as any other kind of vandalism. This includes unauthorized modifications of software.

Anyone who is found to have stolen, damaged, or destroyed property will be required to make full restitution for the cost of repair or replacement of the property.

Truancy

- A student who is absent without the consent of a parent or guardian is truant.
- A student who is in school but does not attend classes is truant.
- Work must be made up.
- Repeated truancy may be cause for disciplinary action, suspension, or legal action.

Violations of School Rules

Rockport Middle School has reasonable rules and regulations for student behavior so that a healthy and respectful climate for learning can be maintained. Students are expected to display proper behavior in school and at all school events. All school rules regarding student behavior apply at all school events on or off campus and on school-provided transportation.

The infraction and the consequences contained within this handbook are not exhaustive nor are they meant to be; rather these are guidelines for addressing inappropriate conduct and suggested disciplinary consequences. A range of discipline is possible within these guidelines, and school administrators have the discretion to impose more severe consequences than contained within these guidelines depending on the individual circumstances presented. In some instances consequences may carry over from one year to the next. Please be aware that some behavior warrants police investigation as the breach of conduct may also be a criminal offense.

The following is a table delineating consequences associated with violation of school rules. Administrators may use their discretion in assigning consequences in individual circumstances as each situation is unique, and each disciplinary measure will be in consideration of the requirements of M.G.L. ch. 71 section 37H3/4, 37H1/2, 37H and the regulations at 603 C.M.R. 53.00

ACTIONS WARRANTING DISCIPLINARY ACTION	1ST OFFENSE	2ND OFFENSE	3RD & SUBSEQUENT OFFENSES
Absence from Class without teacher permission No make-up allowed for this infraction.	• Up to 2 detentions. *Parent conference if requested.	*Up to 1-day suspension. *Parent conference upon readmission from suspension.	*Up to 3-day suspension. *Parent conference upon readmission from suspension.
Accessing/occupying an unauthorized area of the building/grounds	*Up to 3 detentions	*Subject to administrative review	*Subject to administrative review
Asked to Leave Classroom by Teacher	* Up to 2 detentions	*Subject to administrative review	*Subject to administrative review
Cheating Any student who is found to have cheated will be given a zero for the work, be it a test, quiz, book report, or final exam.	*Inform administrator. *Parent notification *Zero for work. *Up to 3 day suspension *Parent conference upon readmission from suspension	*Subject to administrative review	*Subject to administrative review
Creating a Hostile Environment / Bullying	*Refer to the Rockport Public School Bullying Policy.	*Refer to the Rockport Public School Bullying Policy.	*Refer to the Rockport Public School Bullying Policy.
Disrespectful Behavior	*Up to 3 detentions	*Subject to administrative review	*Subject to administrative review
Destruction of Property Destruction or defacing of any school, faculty, staff, or other student's property and/or equipment (including, but not limited to: lavatories, classroom desks, books, lockers, and performing arts seats)	*Restitution *Mandatory Parent conference *Up to 10 day out of school suspension *Possible referral to Rockport Police Department	*Subject to administrative review	*Subject to administrative review
Dress Code Violation Students will be referred to the nurse for determination regarding appropriate dress.	* Subject to administrative review	Subject to administrative review	Subject to administrative review
Failure to give name or use of a false name	*Up to 3-day suspension. *Parent conference upon readmission from suspension.	*Subject to administrative review	*Subject to administrative review
Failure to report to administrative detention	*2 administrative detentions	*Up to 1-day suspension	*Subject to administrative review
Failure to Report to Administrator /Main Office	*Up to 3-day suspension. *Parent conference upon readmission from suspension.	*Subject to administrative review	*Subject to administrative review
ACTIONS WARRANTING DISCIPLINARY ACTION	1ST OFFENSE	2ND OFFENSE	3RD & SUBSEQUENT OFFENSES
Failure to Report to a Teacher When Requested	*Referral to administrator	*Subject to administrative review	*Subject to administrative review
False Alarms, Bomb Scares, or Threats Any student who is involved in the starting of a fire in the school or on school property, initiating a false fire alarm by the use of fire alarm pull	*Up to 15-day suspension. *Expulsion hearing *Referral to Rockport Police.	*Subject to administrative review	*Subject to administrative review

stations in the school or by other means affecting a bomb scare or a threat that disrupts the school community.			
Fighting	*Up to 5 day suspension *Parent conference	*Subject to administrative review	*Subject to administrative review
Fire Setting Any student who is involved in the starting of a fire in the school or on school property, initiating a false fire alarm by the use of fire alarm pull stations in the school or by other means affecting a bomb scare or a threat that disrupts the school community	*Up to 15 day suspension and expulsion hearing *Referral to Rockport Police and Fire Departments.	*Subject to administrative review	*Subject to administrative review
Forgery Forging or falsifying a pass, or any other school document	*Up to 3 day suspension *Parent conference upon readmission from suspension	*Subject to administrative review	*Subject to administrative review
Gambling	*Up to 3 day suspension *Parent conference upon readmission from suspension *Gambling materials, i.e., cards, dice, etc., will be confiscated.	*Subject to administrative review	*Subject to administrative review
Harassment	*Penalty in accordance with District Harassment & discrimination Policy (Page 55)	*Subject to administrative review	*Subject to administrative review
Horseplay, Roughhousing, Aggressive Play in hallways, café, gym	*Up to 3 detentions	*Up to 2 days suspension	*Subject to administrative review
Inappropriate Language	*Up to 3-day suspension. *Parent conference upon readmission from suspension.	*Subject to administrative review	*Subject to administrative review
Inappropriate Physical Contact	*Up to 3 detentions	*Up to 2 days suspension	*Subject to administrative review
Inappropriate use of Restroom Facilities	*Up to 2 day suspension	*Up to 5 day suspension	*Subject to administrative review
Inappropriate Use of Technology (videotaping or taking pictures without consent, sharing unauthorized pictures or videos of students/staff, misuse of internet/website)	*Up to 3 days suspension *Possible loss of privileges to use personal technology devices or school equipment	*Subject to Administrative Review *Possible loss of privileges to use personal technology devices or school equipment	*Subject to Administrative Review *Possible loss of privileges to use personal technology devices or school equipment
ACTIONS WARRANTING DISCIPLINARY ACTION	1ST OFFENSE	2ND OFFENSE	3RD & SUBSEQUENT OFFENSES
Inflammatory/libelous/discriminatory/slanderous statements	*Up to 5-day suspension. *Parent conference upon readmission from suspension.	*Subject to administrative review	*Subject to administrative review
Insubordination Failure to follow directions of any faculty or staff	*Up to 5-day suspension. *Parent conference upon readmission from suspension.	*Subject to administrative review.	*Subject to administrative review.
Leaving the Building No make-up allowed for this infraction.	*Up to 1-day suspension. *Parent conference upon readmission from suspension.	*Up to 3-day suspension. *Parent conference upon readmission from suspension.	*Up to 5-day suspension. *Parent conference upon readmission from suspension.
Loud/disruptive/disorderly conduct	*Up to 3-day suspension. *Parent conference upon readmission from suspension.	*Subject to administrative review	*Subject to administrative review
Plagiarism	*Inform administrator.	*Subject to administrative	*Subject to administrative

Plagiarism is defined as intentionally taking the words, thoughts, or ideas of another and using them as one's own without giving proper credit to the original author or speaker. Disciplinary action will apply to the person giving information as well as to the person receiving the information. Plagiarism is also defined as using a computer translator/software to translate sentences, paragraphs, or entire papers into a foreign language.	*Parent notification *Zero for work. *Up to 3 day suspension *Parent conference upon readmission from suspension Referral to co-curricular activities for potential loss of privileges.	review	review
Physical Attack, (Battery) Touching or striking another person against the person's will or intentionally causing bodily harm to an individual.	*Subject to long term suspension May be subject to expulsion, in accordance with state law. *Referral to Rockport Police Department.	*Subject to administrative review	*Subject to administrative review
Possession / Use / Sale of Alcohol	*Subject to long term suspension May be subject to expulsion, in accordance with state law. *Referral to Rockport Police Department.	*Subject to administrative review.	*Subject to administrative review.
Possession / Use / Sale of Illegal Substances and Paraphernalia	*Subject to long term suspension *May be subject to expulsion, in accordance with state law. *Referral to Rockport Police Department.	*Subject to administrative review.	*Subject to administrative review.
Possession / Use / Sale of tobacco in school, on school grounds, within 100 ft of school property or at school sponsored events in Rockport	*Parent notification. *Participation in cessation program. *See Town of Rockport Public Law (Chapter 10, Section 7)	*\$25 fine. *Up to 3 day suspension. *Parent conference upon readmission from suspension	*\$50 fine. *Up to 5 day suspension. *Parent conference upon readmission from suspension
ACTIONS WARRANTING DISCIPLINARY ACTION	1ST OFFENSE	2ND OFFENSE	3RD & SUBSEQUENT OFFENSES
Prohibited Articles (Any items that are dangerous or disruptive to the school environment including video recording devices)	*Up to 10 day suspension *Referral to Rockport Police	*Subject to administrative review	*Subject to administrative review
Public Displays of Affection	*Warning *Notification to Administration	*Detention	*Subject to administrative review
Sending, forwarding, or posting sexually explicit messages and/or photographs (sexting)	*Up to 3 day suspension *Referral to Rockport Police	*Subject to administrative review *Referral to Rockport Police	*Subject to administrative review *Referral to Rockport Police
Stealing	*Up to 3 day suspension *Restitution *Referral to Rockport Police	*Subject to administrative review	*Subject to administrative review
Taking pictures or videos within the school without permission of a teacher or an administrator	*Up to 3 days suspension *Pictures or videos must be deleted *Parent conference upon return to school	*Subject to administrative review	*Subject to administrative review
Threat of Physical Attack Any threat (verbal, written, or electronic) by a person to	*Up to 5 days suspension *Potential referral to Rockport Police	*Subject to administrative review	*Subject to administrative review

commit a physical attack/injury			
Throwing Objects in classroom, hallways, school events, cafeteria	*Up to 3 day suspension *Parent conference upon readmission from suspension	*Subject to administrative review	*Subject to administrative review
Unauthorized Absence from School No make-up allowed for this infraction.	*Up to 3 detentions.	*Up to 1-day suspension. *Parent conference upon readmission from suspension.	*Up to 3-day suspension. *Parent conference upon readmission from suspension.
Use of Electronic Devices During School Day- (Except for pre-approved items) Cell phones, video or digital music & gaming devices, cameras, text messaging, phone internet, etc.	*Any use when not specifically allowed during the school day will result in confiscation by any faculty/staff member and given to the administration. *Warning	*Any use when not specifically allowed during the school day will result in confiscation by any faculty/staff member and given to the administration. The confiscated articles will only be returned to the parent or legal guardian in person. *3 Detentions.	*Any use when not specifically allowed during the school day will result in confiscation by any faculty/staff member and given to the administration. The confiscated articles will only be returned to the parent or legal guardian in person. *5 Detentions.

Student Due Process Procedures

Definitions

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

In-School Suspension: the removal of a student from regular classroom activities, but not from the school premises, for no more than (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions during the school year. * *Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.*

Long-Term Suspension: the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

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

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

Due Process

In-School Suspension: Prior to the imposition of an In-School Suspension, the student will be informed of the disciplinary offense and provided with an opportunity to respond. If the principal determines that the student committed the disciplinary offense, the principal will provide oral notice to the student and parent of the length of the In-School Suspension and will make reasonable efforts to meet with the parent. On or before the day of the In-School Suspension, the principal will deliver written notice to the parent of the basis for and length of the in-school suspension and inviting the parent to meet to discuss the student's behavior if such a meeting has not already occurred.

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

For disciplinary offenses involving a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student will be given oral notice of the violation with which the student is charged and an opportunity to respond thereto prior to the Principal's imposition of a short-term/interim suspension ten (10) consecutive school days or less pending formal disciplinary proceedings. Upon imposition of a short term or interim suspension or an interim suspension of ten (10) consecutive days or less pending further disciplinary proceedings, the student and parents will be provided with written notice of the suspension and the date and time of any formal disciplinary proceedings.

Principal's Hearing:

Short-Term Suspension:

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

Long-Term Suspension:

In addition to the rights afforded a student in a short-term suspension hearing, the student

will have the following rights:

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

Principal's Decision:

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

Appeals:

Where the student is excluded in accordance with M.G.L. c.71 §37H, the student shall have ten (10) calendar days from the effective date of the exclusion to file a written appeal with the superintendent of schools. For exclusions imposed pursuant to M.G.L. c.71 §37H1/2, the student shall have five (5) school days from the effective date of the exclusion to file a written appeal with the superintendent. And for long-term suspensions imposed pursuant to M.G.L c.71, §37H3/4, the Student shall have five (5) calendar days from the effective date of the suspension imposed by the Principal but shall be granted an extension of seven (7) calendar days upon request.

Academic Progress:

Any student who is serving an in school suspension, short-term suspension, long-term suspension, or expulsion shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and to make academic progress toward meeting state and local requirements, in

accordance with the school's education service plan. M.G.L. c.76, §21.

Discipline of Students with Disabilities

The following procedures apply to suspension of students with disabilities when suspensions exceed 10 consecutive school days or when a pattern has developed for suspensions exceeding 10 cumulative days. These procedures include the responsibilities of the team and the responsibilities of the district.

- a. A suspension of longer than 10 consecutive school days or a series of short term suspensions that exceed 10 school days and constitute a pattern of removal and are considered to constitute a disciplinary change in placement.
- b. Prior to a suspension that would result in a disciplinary change in placement of a student with a disability, the building administrators, the parents and relevant members of the student's IEP/504 Team will convene to determine whether the violation for which the student is subject to a disciplinary change in placement was caused by or directly and substantially related to the student's disability or was the direct result of a failure to implement the student's IEP or Section 504 Plan.
- c. If the Team determines that the behavior is NOT a manifestation of the disability, the student may be disciplined in accordance with the policies and procedures applicable to all students except that students eligible for special education services shall be entitled to a free appropriate public education as of the eleventh (11th) day of disciplinary exclusion in the school year.
- d. If the team determines that the behavior IS a manifestation of the disability, then the district will conduct a functional behavior assessment or review any existing behavior intervention plan and takes steps (with the consent of the parent) to correct the IEP, the placement, or the behavior intervention plan and the student will not be suspended for the violation found to be a manifestation of his/her disability.
- e. Regardless of the manifestation determination, the district may place the student in an interim alternative setting (as determined by the Team) up to 45 school days if:
 - 1) The student is in possession of a dangerous weapon on school grounds or at school-sponsored events;
 - 2) The student is in possession of or using of illegal drugs on school grounds or at school-sponsored events;
 - 3) The student engaged in solicitation of a controlled substance on school grounds or at school-sponsored events; or
 - 4) The student inflicted serious bodily injury to another at school or at school-sponsored events.

The interim alternative setting must enable the student to participate in the general curriculum, progress toward the goals in the IEP, and receive the special education and related services contained in the student's IEP. The interim alternative setting must also provide services and modifications designed to address the behavior giving rise to the removal and to prevent the behavior from reoccurring. At the conclusion of the forty-five (45) school day period, *the student shall be returned to his/her previous placement* unless the parent (or student if 18+) consents to an extension of the interim alternative setting or an Order is obtained from the Bureau of Special Education Appeal authorizing the student's continued removal.

If the conduct does not involve a dangerous weapon, controlled substance, or serious bodily injury. In such a case, the school may remove the student to an interim alternative setting for 45 days only: 1) with parental consent *or* 2) by obtaining authorization from a court or BSEA Hearing Officer. In order to obtain an order from the a court or BSEA Hearing Officer, the school must prove that maintaining the student's placement is substantially likely to result in injury to the student or others.

- f. The parent shall have the right to appeal the manifestation Team's determination, the imposition of a disciplinary change in placement, and the student's placement in an interim alternative educational setting. The student will remain in the disciplinary placement imposed by school authorities pending a decision on the appeal or until the expiration of the disciplinary sanction, whichever comes first.

Prevention of Physical Restraint

The Rockport Public Schools recognizes that on occasion physical restraint is required to protect the safety of school community members from serious, imminent physical harm. Physical restraint may be used only as an emergency procedure of last resort and shall be prohibited in public education programs except when a student's behavior poses a threat of assault, or imminent, serious, physical harm to self or others and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions, or such interventions are deemed in appropriate under the circumstances. Physical restraint shall mean direct physical contact that prevents or significantly restricts a student's freedom of movement. Physical restraint does not include: brief physical contact to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing comfort, or a physical escort. Physical restraint shall not be used: (a) as a means of discipline or punishment; (b) when the student cannot be safely restrained because it is medically contraindicated for reasons including, but not limited to, asthma, seizures, a cardiac condition, obesity, bronchitis, communication-related disabilities, or risk of vomiting; (c) as a response to property destruction, disruption of school order, a student's refusal to comply with a public education program rule or staff directive, or verbal threats when those actions do not constitute a threat of assault, or imminent, serious, physical harm; or (d) as a standard response for any individual student. No written individual behavior plan or individualized education program (IEP) may include use of physical restraint as a standard response to

any behavior. Physical restraint is an emergency procedure of last resort. Physical restraint in a public education program shall be limited to the use of such reasonable force as is necessary to protect a student or another member of the school community from assault or imminent, serious, physical harm.

Nothing in this policy, or the applicable regulations, prohibits: (a) the right of any individual to report to appropriate authorities a crime committed by a student or other individual; (b) law enforcement, judicial authorities or school security personnel from exercising their responsibilities, including the physical detainment of a student or other person alleged to have committed a crime or posing a security risk; or (c) the exercise of an individual's responsibilities as a mandated reporter pursuant to MGL c. 119, § 51A. The Rockport Public Schools complies with the requirements of Massachusetts regulations governing the use and reporting of physical restraint in schools, 603 CMR 46.00.

PART VII: PARENT INVOLVEMENT

Friends of Rockport Athletics

The Friends of Rockport Athletics is a group composed of parents and community members whose mission is to support the Rockport schools' athletic programs. The FRA conducts numerous fundraisers throughout the school year in order to raise money to fund expenses for Rockport teams and equipment for the schools that are not covered through the normal school budget. Recent purchases include uniforms, the new scoreboard in the gym and a portable sound system. Information on joining or supporting the FRA is sent out to all parents in the first-day-of-school packets. For more information, parents can also contact Michael Tibert at michaeltibert@comcast.net or Michelle Elwell at melwell@rpk12.org. The FRA website is found on the school website at rpk12.org

Parent-Teacher Conferences

Should concerns arise during the course of the year, we encourage parents to communicate those concerns with the staff member most closely associated with them. Parents may set up conferences with individual teachers by contacting them via email or the school office at 978-546-1250. If concerns arise across several academic areas, parents may contact the School Counselor to set up a team meeting with all of the child's core subject area teachers.

Parent Volunteers

There are a number of jobs a parent can volunteer for at the Middle School. Also, if a parent has a particular talent that can be shared, we would welcome the teaching of mini-courses. Any help from the parents of children at the Middle School would be greatly appreciated. All volunteers will be subject to the CORI process. Call the school office for more information.

PTO K-12

The Rockport PTO K-12 holds its meetings on a regular basis. These meetings are open to parents of children in grades K-12. Liaisons are elected by the PTO to work with the schools. The liaisons serve many roles that are helpful to the school and to parents. They promote school-related activities throughout the community. They serve as a sounding board and to provide input from parents on school related matters to the school administration. They facilitate communications between the administration/staff and parents. They inform and advise the administration/staff of parental concerns, ideas, and suggestions. They serve on committees as needed. All parents are welcome to participate.

School Management Council

Under Massachusetts Education Reform legislation, each school shall establish a School Management Council whose purpose shall be to advise the principal on a range of issues relating to school improvement including matters of policy, budget, staff development, discipline, safety, and extra-curricular activities. In addition, each School Management Council shall issue a school improvement plan for review and approval each year.

Rockport Middle School has an active and viable School Management Council consisting of parents, teachers, and community members. Meetings are held monthly and are open to the public.

PART VIII: APPENDICES

Appendix A: Attendance Law

Appendix B: Effort Rubric

Appendix C: Health Services

Appendix D: Bullying Prevention and Intervention Incident Reporting Form

Appendix E: Report Form for Reports or Complaints of Sexual Harassment and Harassment because of Race, Nationality, Origin and Disability

Appendix F: Human Sexuality and Curriculum Policy

Appendix G: Head Injury and Concussion

Appendix H: Identifying Limited English Proficient (LEP) Students

Appendix I: Staff Conduct with Students

Appendix J: Relevant Massachusetts Laws

Appendix A: Attendance Law
Part I. Administration of the Government
Title XII. Education
Chapter 76: Section 2. Duties of parents; penalty

Chapter 76 of the Massachusetts General Laws states that all children between the ages of six and sixteen must attend school. A school district may excuse up to seven day sessions or fourteen half day sessions in any period of six months. In addition to this law, each school may have its own attendance policy with which parents/guardians should be familiar. Parents and RMHS must comply with this law. What follows is the text of Chapter 76 Section 2 of the Massachusetts General Law.

Section 2. Every person in control of a child described in section one shall cause him to attend school as therein required, and, if he fails so to do for seven day sessions or fourteen half day sessions within any period of six months, he shall, on complaint by a supervisor of attendance, be punished by a fine of not more than twenty dollars. No physical or mental condition capable of correction, or rendering the child a fit subject for special instruction at public charge in institutions other than public day schools, shall avail as a defence unless it appears that the defendant has employed all reasonable measures for the correction of the condition and the suitable instruction of the child. The Boston juvenile court shall have jurisdiction within the territorial limits described in section fifty-seven of chapter two hundred and eighteen of complaints hereunder. The Worcester juvenile court shall have jurisdiction, concurrent with the central district court of Worcester, of complaints hereunder. The Springfield juvenile court shall have jurisdiction, concurrent with the district court of Springfield, of complaints hereunder. The Bristol county juvenile court shall have jurisdiction, concurrent with all of the district courts of Bristol county, of complaints hereunder, and the presiding judge of said court shall establish hearing dates on a circuit basis to be held in such respective courts. Complaints hereunder brought in other district courts shall be heard in the juvenile sessions thereof.

Appendix B: Effort Rubric

EFFORT RUBRIC	4 Excellent	3 Good	2 Fair	1 Poor
Homework	Consistently High Consistently on time and complete	Consistently Good Most often on time and complete	Mediocre Little elaboration	Minimal to None
Classwork	Enthusiastic Substantial contribution	Productive Reasonable Contribution	Compliant Some contribution	Passive Almost no contribution
Effort	Consistent	Demonstrated	Small	Meager
Engagement	Thorough	Positive	Minimal	None

Appendix C: Health Services

Mission Statement

The Registered Nurses of our School Health Services Department provide a safe and nurturing environment for all children to maximize learning and the pursuit of health, knowledge, and achievement in the Rockport Public Schools. Your professional school nurses are dedicated to promoting and supporting healthy children and families in our school and community.

Services

The school nurse works closely with the Massachusetts Department of Public Health, the Rockport Board of Health, the Board of Registration in Nursing and the Department of elementary and Secondary Education to provide the following comprehensive school health services for Rockport Public Schools.

- Nursing assessment and planning for medical referrals for illness
- Administering first aid for injuries acquired at school
- Providing daily care for students with medical conditions and chronic health care needs
- Administering and evaluating prescribed and over-the counter medication.
- Providing health insurance information and community medical resources to families.
- Individual health education, including nutrition, physical activity and tobacco cessation.
- Mental health counseling, support and referrals.
- Surveillance of health records for compliance with immunization and state requirements.
- Support parents and the school to deal appropriately with health disparities

COMMUNICATION

- Parents are asked to inform the school nurse if a child has been sick or injured.
- If your child needs to leave school for any type of health emergency or medical appointment, a note must be obtained from the medical provider with his or her signature stating the child has received medical/dental/psychiatric services and may safely return to school.
- Upon registration and annually, parents complete a Student Medical Information Form, indicating important names, addresses, and phone numbers, to be used if there is an emergency or illness with your child. Please make sure that contact information remains current throughout the school year. The health office relies on this information to contact parents in the event of illness or emergency.
- If your child is under medical care for a condition or is currently taking medication that may affect him or her throughout the day or if your child should arrive at school with an immobilizing injury requiring a splint or cast, please contact the school nurse.

Web site- www.rockport.k12.ma.us/healthservice/forms

RES Nursing Contact

Nurse's Office – 978-546-1223
Fax – 978-546-8140

RMS/RHS Nursing Office

Nurse's Office -978-546-1236
Fax- 978-546-3805

GUIDELINES FOR SCHOOL ATTENDANCE

If a student has had any of the following symptoms during the previous 24 hours, he/she should stay home:

- Vomiting/diarrhea-a student must be symptom free for 24 hours before returning to school.
- Fever 100.0(Child must be fever-free without analgesics for 24 hours.)
- Strep Throat, Conjunctivitis, Impetigo and other contagious diseases require 24 hours of medication before a student may return to school.
- Nits associated with head lice must be removed before a child can return to school. The parent and child must check in with the nurse before going to class. We have information and resources to help you.
- Any undiagnosed rash/skin condition with open lesions. A child with a rash or skin condition that is undiagnosed by a physician should remain home until diagnosed or resolved.
- Cold symptoms and respiratory illness-students must be fever free for 24 hours. Students with copious amounts of nasal drainage or persistent coughing associated with additional symptoms should stay home until fever free and symptoms improve enough to attend to academics. If cold and cough symptoms are persistent and associated with a fever the child should see a physician.
- Chickenpox cases must stay home until all lesions are scabbed over, 7 days from the last eruption.
- All cases of fifth disease should be referred to the school nurse.
- Any child who does not have proof of required immunizations or medical waivers certified by a physician should not attend school.

Parents whose children have any of the above conditions should contact the school nurse so that we may take measures to decrease the spread of illness in the classroom and ease the student's transition back to school.

REQUIRED IMMUNIZATIONS & PHYSICAL EXAMS

All new students, and students entering grade 4, 7 & 10 are required to present evidence of current immunizations before the start of school. Documentation of a recent physical exam is required for all new students and those entering grades 4, 7 & 10. The Complete PE must be performed within one year prior to, or within 30 days of the date of entry to school. Please provide a copy of your child's most recent physical exam.

Pre-K and Kindergarten and New Students

(Pre-K students need to provide this info. annually)

- Current Immunizations-must be current and complete before entry
- Current Physical exam-within the past year or within 30 days of entry
 - Including Vision screening results with steriopsis and lead level.
 - Written documentation of allergies or food sensitivities and existing medical conditions if appropriate.
- Dental certificate-or letter from dentist stating that your child is receiving dental care
- Health & Development Questionnaire and Student Information Card

Grade 3 parents

- Please provide the School Nurse with your child's physical exam conducted during this school year as soon as possible- it is required to enter 4th grade.

Grade 4 parents

- Please provide the School Nurse with the most current physical exam conducted within the past year or within 30 days of entry to 4th grade prior to the first day.

Grade 6 parents

- Please provide the School Nurse with your child's physical exam conducted during this school year as soon as possible- it is required to enter 7th grade.

Grade 7 parents

- Please provide the school Nurse with the most current physical exam conducted within the past year or within 30 days of entry to 7th grade prior to the first day.
 - Current Immunizations-must be current and complete

Grade 9 parents

- Please provide the School Nurse with your child's physical exam conducted during this school year as soon as possible- it is required to enter 10th grade.

Grade 10 Parents

- Please provide the school Nurse with the most current physical exam conducted within the past year or within 30 days of entry to 10th grade.
 - Current Immunizations-must be current and complete

Grade 12 parents

Your student will be given the School Health Record upon Graduation to ease the acquisition of required documents and immunizations for college applications. Many colleges require a current physical exam performed within one year prior to entry.

Please call your school nurse if you have questions about the above requirements or go to www.mass.gov and search for 105 CMR 200.000. School nurses will inform you by mail once if your child is missing the documentation below. Your student will then be subject to administrative action.

MANDATED SCHOOL HEALTH SCREENINGS

Vision screening will be conducted annually through grade 5, and in Grades 7 & 10.

Hearing screening will be conducted annually through grade 3, and in Grades 7 & 10.

Screenings of sight and hearing shall be performed by nurses or others approved by the Department of Public Health (MDPH) for this purpose, in accordance with the guidelines.

Postural screening will be conducted by a nurse or others approved by the MDPH on all students in grades 5 through 9 with the utmost respect for dignity and privacy of the student while viewing the spine.

Height, weight and corresponding Body Mass Index will be measured and calculated for all students in grades 1, 4, 7 & 10 and reported directly and confidentially to a parent or legal guardian by mail. Parents and legal guardians may request, in writing annually, that their child not participate in the screening program. Please send the note to the school nurse in the first day folder.

FIRST AID

First aid is defined as immediate and temporary care given in the case of accident or sudden illness. If an accident does occur, the school nurse or responsible person will administer first aid. Any care beyond first aid is the responsibility of the parent(s) or guardian(s).

EMERGENCY SITUATIONS

As a precautionary measure, we want to ensure that all students have access to medical care, if needed. In the event of injury, illness, or other problems requiring medical intervention, every effort will be made to notify the parent(s) or guardian(s). In the event this is not possible, or should an emergency arise, medical attention will be provided by EMT's, attending physician, nurse, or by Addison Gilbert Hospital in Gloucester.

MEDICATION ADMINISTRATION

Rockport Public Schools has developed prescription medication administration policies in accordance with MGL 105 CMR. The policies in place are to ensure the health and safety of children needing medication during the school day. Medication administration plan forms must be renewed annually and may be obtained from the Nurse or on the Health Services web-page. All medication must be delivered to the school by an adult. The only exceptions are Inhalers and Epi-pens. Students may self-carry these two medications on their person with appropriate medical authorizations.

Prescription medication

All medication to be administered during the day requires a proper medication order from a licensed prescriber and written authorization from the parent **prior** to administering the medication at school. No more than a 30 day supply may be delivered to school. For short-term prescription medications, i.e. those requiring administration for ten school days or fewer, the pharmacy-labeled container may be used in lieu of a licensed prescriber's order. The medication should be brought to the nurse's office by the parent, accompanied by the parent's written authorization. If the nurse has any questions regarding the order, she may request a licensed prescriber's order.

Epi-pens and Inhalers

If a student is going to keep an Epi-pen or inhaler with them, the above requirements apply and the parent must inform the school nurse. It is best to also have an extra inhaler or Epi-pen stored in the nurse's office should the student forget it or need to be treated by the nurse.

Over-the Counter Medication

Many over-the-counter medications are listed on the *Permission to Treat Form* included in the first day packet. Those medications will be given at school as needed based on Nursing assessment and parent signature on the form.

Other over-the-counter medication that must be given during the school day, should be accompanied by a *Parent Authorization Form*, found on the web-site or in the Nurse's Office, and delivered to the Nurse by an adult and in the original labeled container.

Appendix D: Bullying Prevention and Intervention Incident Reporting Form

BULLYING PREVENTION AND INTERVENTION INCIDENT REPORTING FORM

1. **Name of Reporter/Person Filing the Report:** _____
(Note: Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report.)

2. Check whether you are the: Target of the behavior Reporter (not the target)

3. Check whether you are a: Student Staff member (specify role) _____

Parent Administrator Other (specify)

Your contact information/telephone number: _____

4. If student, state your school: _____ Grade: _____

5. If staff member, state your school or work site: _____

6. Information about the Incident:

Name of Target (of behavior): _____

Name of Aggressor (Person who engaged in the behavior): _____

Date(s) of Incident(s): _____

Time When Incident(s) Occurred: _____

Location of Incident(s) (Be as specific as possible): _____

7. Witnesses (List people who saw the incident or have information about it):

Name: _____ Student Staff Other _____

Name: _____ Student Staff Other _____

Name: _____ Student Staff Other _____

8. Describe the details of the incident (including names of people involved, what occurred, and what each person did and said, including specific words used). Please use additional space on back if necessary.

FOR ADMINISTRATIVE USE ONLY

9. Signature of Person Filing this Report: _____ Date: _____
(Note: Reports may be filed anonymously.)

10. Form Given to: _____ Position: _____ Date: _____

Signature: _____ Date Received: _____

II. INVESTIGATION

1. Investigator(s): _____ Position(s): _____

2. Interviews:

Interviewed aggressor

Name: _____ Date: _____

Interviewed target

Name: _____ Date: _____

Interviewed witnesses

Name: _____ Date: _____

Name: _____ Date: _____

Name: _____ Date: _____

3. Any prior documented Incidents by the aggressor? Yes No

If yes, have incidents involved target or target group previously? Yes No

Any previous incidents with findings of BULLYING, RETALIATION Yes No

Summary of Investigation:

(Please use additional paper and attach to this document as needed)

III. CONCLUSIONS FROM THE INVESTIGATION

1. Finding of bullying or retaliation: YES NO

Bullying Incident documented as _____

Retaliation Discipline referral only _____

2. Contacts:

Target's parent/guardian Date: _____ Aggressor's parent/guardian Date: _____

District Equity Coordinator (DEC) Date: _____ Law Enforcement Date: _____

3. Action Taken:

Loss of Privileges Detention STEP referral Suspension

Community Service Education Other _____

4. Describe Safety Planning: _____

Follow-up with Target: scheduled for _____ Initial and date when completed: _____

Follow-up with Aggressor: scheduled for _____ Initial and date when completed: _____

Report forwarded to Principal: Date _____ Report forwarded to Superintendent: Date _____

(If principal was not the investigator)

Appendix E: Report Form or Complaints of Sexual Harassment and Harassment because of Race, National Origin, and Disability
REPORT FORM FOR REPORTS OR COMPLAINTS OF SEXUAL HARASSMENT AND HARASSMENT BECAUSE OF RACE, NATIONAL ORIGIN, AND DISABILITY

Complainant _____

Home Address _____

Work Address _____

Home Phone _____

Work Phone _____

Date(s) of alleged incident(s) _____

Did the incidents involve: sexual harassment _____ racial harassment _____ harassment because of national origin _____ harassment because of disability _____
 (mark all that apply)

Name of the person you believe harassed you or another person _____

If the alleged harassment was toward another person, identify that other person _____

Describe the incident as clearly as possible. Include such things as what force, if any, was used, any verbal statements (i.e. threats, requests, demands), what, if any, physical contact was involved. Attach additional pages as necessary.

When and where did the incident occur? _____

List any witnesses who were present _____

This complaint is based upon my honest belief that _____ has harassed me or another person. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge.

 (complainant's signature)

 (date)

 (received by)

 (date)

APPEAL

<p>At any stage in this procedure, the complainant has the right to file formal complaint with the:</p> <p>U.S. department of Education Office of Civil Rights, Boston Office 5 Post Office Square, 8th Floor Boston, Massachusetts 02110-1491 Boston, MA 02110 Phone: (617)289-0111 Fax: (617)289-0150 TDD: 877-521-2172</p>	<p>Students with disabilities and/or their families also have the option of filing a complaint with the:</p> <p>Commonwealth of Massachusetts Department of Education Bureau of Special Education Appeals 350 Main Street Malden, MA 02148-5023 Phone: (781)338-6401</p>
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Appendix F: Human Sexuality and Curriculum Policy

Parental Notification (Rockport Public Schools Policy)

The purpose of sexuality education in the Rockport Public Schools is to increase students' knowledge about various aspects of sexuality including, but not limited to, understanding of the reproductive system, the definition of sexual abstinence and its place in the lives of young people, goal-setting, communication, emotions, sexually transmitted diseases, and AIDS.

The Massachusetts legislative session ending in fall of 1996 passed (Chapter 291) Sex Education: Parental Notification bill into law, mandating that school districts notify parents when the subject of human sexuality is to be discussed in school, and providing parents with the opportunity to instruct a school district to exempt their children from such presentations.

Rockport School System's human sexuality health curriculum, approved by the School Committee in June of 1993 recognizes *"parents/guardians as the primary sexuality educators of their children and shall also recognize that parental guidance is essential and irreplaceable in sexuality education. All instructional materials, including curriculum, videos, and other materials shall be available for parents', guardians' review."* The curriculum also *"requests that parents be notified at the beginning of each term concerning the contents of the health curriculum for the grade in which their child is enrolled. Questions regarding the contents of curriculum will be addressed by the health educator, or Principal."*

Parents have the right to withhold students from health education classes. No penalty shall be imposed upon students for such exemptions.

All materials presented to students as part of the health curricula and supporting materials are available to parents, guardians, educators, school administrators and others for inspection and review, and are available in the health room and Principal's and the Superintendent's offices.

Appendix G: Head Injury and Concussions

State Law Regarding Sports-Related Head Injury and Concussions

The Commonwealth of Massachusetts Executive Office of Health and Human Services now require that all schools subject to the Massachusetts Interscholastic Athletic Association (MIAA) rules adhere to the following law. Student-athletes and their parents, coaches, athletic directors, school nurses, and physicians must learn about the consequences of head injuries and concussions through training programs and written materials. **The law requires that athletes and their parents inform their coaches about prior head injuries at the beginning of the season.** If a student athlete becomes unconscious, or suspected of having a concussion, during a game or practice, the law now mandates taking the student out of play or practice, and requires written certification from a licensed medical professional for “return to play.”

Parents and students who plan to participate in any athletic program at Rockport Middle/High School must also take a free on-line course. Two free on-line courses are available and contain all the information required by the law. The first is available through the National Federation of High School Coaches. You will need to click the “order here” button and complete a brief information form to register. At the end of the course, you will receive a completion receipt. The entire course, including registration, can be completed in less than 30 minutes.

Appendix H: Identifying Limited English Proficient (LEP) Students

State and federal laws require that students in our public schools who do not speak English or whose native language is not English AND who currently cannot perform ordinary classroom work in English receive instruction that is specifically designed to assist them both in learning English and in learning subject matter content. These students are often referred to as limited English proficient (LEP) students. They are also referred to as English language learners (ELLs).

When a new student enters a school district, it is the district's obligation to determine if the student is LEP. State law, G.L.c.71A, requires that most LEP students be educated in Sheltered English Immersion (SEI), consisting of both sheltered subject matter instruction in English and English language instruction.

Following is a schema of how a school district should go about making this determination

Step 1: Administer a Home Language Survey. The primary purpose of a Home Language Survey is to find out if a student speaks a language other than English at home and thereby needs to be assessed for English language proficiency. The Home Language Survey also presents an opportunity to collect other useful information about the student that will help district personnel understand the student's personal and educational history in order to plan an appropriate educational program for the student.

This will be useful when eliciting information from parents who do not understand English well, but who can read in their native language. If a home language survey has not been translated into a language the parent understands, someone must be available to read it to the parent in a language the parent understands and to assist the parent in filling out the survey.

Step 2: Assess the English language proficiency of all students whose home language is not English.

Step 3: Determine if the student is or is not limited English proficient (LEP). This decision should be made by trained district personnel who use the results of the English language assessments and other pertinent information. It should be made consistently, following written guidelines that include cut scores and other criteria established by a task force within the district and approved by the superintendent.

Step 4: Each LEP student should be placed in an instructional program that will provide sheltered subject matter instruction in English and English language instruction appropriate for the student's level of English language proficiency.

State law, G.L.c.71A, requires that LEP students, with limited exceptions, receive both sheltered subject matter instruction in English and English language instruction. This requirement applies to all districts that enroll LEP students, regardless of whether there is one LEP student or hundreds of LEP students enrolled in the district. An FAQ document

that provides guidance on the implementation of G.L.c.71A is posted at: http://www.doe.mass.edu/ell/news03/FAQ_drft.pdf. In addition, the document used by the Department for monitoring compliance with both state and federal law regarding LEP students is posted at:

<http://www.doe.mass.edu/pqa/review/cpr/instrument/chapter71A.pdf>.

Both sheltered subject matter instruction and English language instruction must be delivered by qualified teachers. A memorandum of guidance about Qualifications for Teachers of LEP students was issued on June 15, 2004 by the Commissioner, and is posted at: <http://www.doe.mass.edu/ell/news04/0615qualifications.pdf>.

The English language instruction and the sheltered content instruction provided to LEP students should be geared to their English proficiency level. Students with beginning and low intermediate English proficiency need more "sheltering," more adaptations of curriculum and instruction, than students with a higher level of English proficiency. Additional information about English language proficiency standards and English language proficiency performance levels can be found in the English Language Proficiency Benchmarks and Outcomes: <http://www.doe.mass.edu/ell/benchmark.pdf> Additional resources on this topic can also be found under "Resources" on the Department's ELL homepage: <http://www.doe.mass.edu/ell/>.

Step 5: Code all students determined to be LEP correctly in the next SIMS data collection.

Please note: This information is intended to answer many of the questions that are frequently asked of the staff in the Office of Language Acquisition and Academic Achievement (OLAAA). As such it is to be considered and used as general implementation guidance.

For additional implementation guidance, please call:

- Office of Language Acquisition and Academic Achievement at 781-338-3535.
- For legal guidance, please call the Program Quality Assurance: 781-338-3700 OR Office of Legal Counsel: 781-338-3400

Appendix I: STAFF CONDUCT WITH STUDENTS

File: GBEBA

STAFF CONDUCT WITH STUDENTS

The Rockport Public School Committee expects all staff members, including teachers, coaches, counselors, administrators, support staff and volunteers, to maintain the highest professional, moral and ethical standards in their conduct with students. At all times staff members are expected to be mindful of our school district's core values and educational philosophy, which promises to provide a safe environment that fosters integrity, respect, and success and which stipulates that "our schools should provide a learning environment characterized by mutual respect and should strive to develop in our students feelings of self-worth and accomplishment."

The interactions and relationships between staff members and students should therefore be based upon mutual respect, trust and the dignity of the individual, predicated by an understanding of the appropriate boundaries between adults and students in an educational setting, and consistent with the educational mission of the school.

Consistent with this policy, staff members are therefore expected to model civil and respectful behavior and to create a positive educational environment. To accomplish this goal, staff members are expected to approach every interaction with a student with an attitude of concern and caring for the individual student and his or her needs. In interactions with students and each other, staff are expected to exhibit self-control, to use respectful language and mannerisms, and to guide by example. Because certain negative behaviors are known to undermine trust and impede learning, staff members are expected to avoid such behavior.

In sum, the School Committee encourages staff to build positive, caring relationships with students, but to be mindful to maintain clear and appropriate boundaries that respect the physical and emotional health of all students.

Staff members are encouraged to consult with their administrators or supervisors whenever they are unsure whether particular conduct may constitute a violation of this policy.

Prohibited Conduct

Examples of unacceptable conduct by staff members that are expressly prohibited include but are in no way limited to the following:

- Any type of sexual or inappropriate physical contact with a student, or any conduct that might be considered harassment under the Committee's policy on harassment and sexual harassment of students.

- Using sexual banter, allusions, jokes or innuendos, sexually suggestive, flirtatious or unduly coarse language with students.
- Singling out a particular student or group of students for personal attention and/or friendship within the school environment for other than appropriate educational purposes.

Conduct Requiring Administrative Approval

Before engaging in activities like the following, staff members shall review the activity with the principal or appropriate other supervisor.

- Inviting or allowing students to visit the staff member's home, or visiting a student's home, unless on official school business, or done in another context, such as when visiting a parent or other relative of a student, or when such contact is tangential to the purpose of the visit.
- Maintaining personal contact with a student by telephone, e-mail, Instant Message, Internet chat rooms or other communications media beyond contact regarding homework or other legitimate school business, unless such contact is linked to a legitimate relationship with the student outside the school.
- Exchanging personal gifts beyond customary student/teacher gifts unless the exchange occurs as part of a legitimate relationship with the student outside the school.
- Socializing with students outside of school-sponsored or community organized events unless the socializing is explicitly pre-approved of by a parent or guardian of the child, arises out of a legitimate relationship with the student outside of the school, or is incidental to socializing with other adults.

Reporting Suspected Violations

Staff members, students and/or parents or guardians should promptly notify the appropriate building administrator or superintendent if they become aware of a situation that may constitute a violation of this policy.

Disciplinary Action

Staff violations of this policy shall result in disciplinary action up to and including dismissal. Violations involving possible sexual or other abuse will also result in referral to the Department of Human Services and/or law enforcement in accordance with the Committee's policy on Reporting Child Abuse and Neglect.

Policy to be Included in Handbooks

This policy shall be included in all employee, faculty, student and volunteer handbooks.

Adopted: March 27, 2013

LEGAL REFS.: M.G.L. [71:37H](#); 151B:3A; 119:51A

RELEVANT MASSACHUSETTS LAWS

M.G.L. c. 71, § 37H

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

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

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

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

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

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

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

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

format. This report shall include district level data disaggregated by student status and categories established by the commissioner.

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

M.G.L. c. 71, §37H1/2 - Felony Complaints and Felony Convictions:

Notwithstanding the provisions of section eighty-four and sections sixteen and seventeen of chapter seventy-six:

(1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension: provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent. The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing for his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

(2) Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent. The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or

guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

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

M.G.L. c.71, §37H3/4.

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

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

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

(d) If a decision is made to suspend or expel the student after the meeting, the principal or headmaster, or a designee, shall update the notification for the suspension or expulsion to reflect the meeting with the student. If a student has been suspended or expelled for more than 10 school days for a single infraction or for more than 10 school days cumulatively

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

(e) A student who has been suspended or expelled from school for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year shall have the right to appeal the suspension or expulsion to the superintendent. The student or a parent or guardian of the student shall notify the superintendent in writing of a request for an appeal not later than 5 calendar days following the effective date of the suspension or expulsion; provided, that a student and a parent or guardian of the student may request, and if so requested, shall be granted an extension of up to 7 calendar days. The superintendent or a designee shall hold a hearing with the student and the parent or guardian of the student within 3 school days of the student's request for an appeal; provided that a student or a parent or guardian of the student may request and, if so requested, shall be granted an extension of up to 7 calendar days; provided further, that the superintendent, or a designee, may proceed with a hearing without a parent or guardian of the student if the superintendent, or a designee, makes a good faith effort to include the parent or guardian. At the hearing, the student shall have the right to present oral and written testimony, cross-examine witnesses and shall have the right to counsel. The superintendent shall render a decision on the appeal in writing within 5 calendar days of the hearing. That decision shall be the final decision of the school district with regard to the suspension or expulsion.

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

M.G.L. c.76, §21

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

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

M.G.L. c.71, §37L

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

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

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

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