

Easton Public Schools Easton, MA



Easton Middle School Parent/Student Handbook 2015-2016

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QUICK REFERENCE

EASTON MIDDLE SCHOOL - IMPORTANT CONTACT INFORMATION

EMS Main Office (508) 230- 3222

School Website: <http://www.easton.k12.ma.us/Middle>

Counseling Center email: emscc@easton.k12.ma.us

(please indicate child's counselor in subject line.)

EASTON PUBLIC SCHOOLS - VISION STATEMENT

The Easton Public School System educates children to become motivated, lifelong learners who, as confident and creative individuals, function to their potential, understand and value individual differences, and serve as contributing members of their community able to meet the challenges of a global society.

EASTON MIDDLE SCHOOL - MISSION

The Easton Middle School, through its administrators, faculty, staff and programs, provides the opportunity and the means to prepare students to be positive, successful and contributing members of a global society.

Our mission is to achieve excellence in developmentally appropriate education of our students, creating a community of learners in the Middle School.

EASTON MIDDLE SCHOOL - CORE VALUES

Positive attitude
Academic excellence
Work ethic
Perseverance
Respect for others
Individuality
Non-discrimination
Tolerance

EASTON MIDDLE SCHOOL - PHILOSOPHY

- The middle level of schooling is a distinct level of education.
- The effective middle school is both “unique and purposeful.”
- Each student has unique intellectual, physical, social and emotional needs that require diversified school programs.
- The purposeful middle school offers courses and programs that respond to the developmental needs of young adolescents.
- The school community expects the highest level of individual performance from each student.
- The administration, faculty, and staff are committed to the highest standards of performance.
- Families and other community members are essential participants in the educational process.

**EASTON MIDDLE SCHOOL
FULL DAY BELL SCHEDULE**

WARNING BELL.....	7:30
Period One/Homeroom.....	7:35 - 8:25
Period Two.....	8:28 - 9:17
Period Three.....	9:20 - 10:09
Period Four.....	10:12 - 11:01
Period Five/LUNCH	
Grade Seven Lunch	11:05 - 11:30
Grade Seven Period 5.....	11:30 - 12:20
Grade Six Lunch	11:30 - 11:55
Grade Six Period 5.....	11:55 - 12:20
Grade Eight Lunch	11:55 - 12:20
Grade Eight Period 5.....	11:05 - 11:55
Period Six.....	12:23 - 1:12
Period Seven.....	1:16 - 2:05

**EASTON MIDDLE SCHOOL
HALF-DAY BELL SCHEDULE**

WARNING BELL.....	7:30
Period One/Homeroom.....	7:35-8:00
Period Two.....	8:03-8:28
Period Three.....	8:31-8:56
Period Four.....	8:59-9:24
Period Five.....	9:27-9:52
Period Six.....	9:55-10:20
Period Seven.....	10:23-10:49

NOTE: 6th GRADE WILL NOT NECESSARILY BE PASSING AT THE BELLS.

“NO SCHOOL” OR DELAYED OPENING ANNOUNCEMENTS

The following radio and television stations will carry our “no school” or delayed opening announcements:

WBZ/ Channel 4
WFXT/ Channel 25
WROR/ 105.7 FM

WCVB/ Channel 5
WXBR/ 1460 AM
WPLM/ 99.1 FM

WHDH/ Channel 7
WRKO/ 680 AM
WMJX/ 106.7 FM

Also available on Twitter: @eastonmiddle

If at all possible, we will also provide information on local cable access Channel 9.

Parents are encouraged to use their own discretion in deciding whether to send their children to school during adverse weather conditions. Parents are requested not to call the fire or police stations because this may interfere with emergency calls.

EASTON SCHOOL COMMITTEE 2015 – 2016

Fredrick Isleib – Chair
Laurie Han – Vice Chair
Caroline O'Neill
Sean Mullen

EASTON PUBLIC SCHOOLS DISTRICT ADMINISTRATORS

Superintendent of Schools, Dr. Andrew W. Keough
Assistant Superintendent, Lisha Cabral
Director of Special Services, Theresa Skinner
Director of School Business Operations, Marilyn Gordon
Director of School System Operations, David Twombly

EMS ADMINISTRATION

R. Luke Carroll, Principal
Michael Ciliberto, Assistant Principal

MAIN OFFICE 508-230-3222

FAX # 508-230-3102
Luke Carroll, Principal
Michael Ciliberto, Assistant Principal
Judith Canty, Principal's Secretary
Heidi Chamberlin, Clerical Aide
Kerry Mills, Clerical Aide

**COUNSELING CENTER 508-230-3222
(Press #3)**

FAX # 508-230-0198
Susan Mancuso, Department Head
Evelyn Dupont, Secretary
Pam Healy, Adjustment Counselor
Amy Meehan, Counselor
Catherine Millett, Counselor
Jack Toland, Counselor
Tom Petrouski, School Psychologist
Teresa Davenport, School Psychologist

SCHOOL NURSE

Eileen Gardner

MEDIA CENTER DEPARTMENT

Jessica Garbowski
Ann Nicholaides – Clerical Aide

ART DEPARTMENT

Kathleen Hayes
Kristen Kelley

BUSINESS DEPARTMENT

Cathy Harp, Department Head
Wendy Lopriore

ELL

Gretchen Eldridge

ENGLISH DEPARTMENT

Joanne Coffman, Department Head
Jonathan Corte-Real
Maura Curran
Suzanne Lynn
Kelli McLoughlin
Julie Parson
Alyson Sousa

FAMILY & CONSUMER SCIENCE

Danielle Erickson

HEALTH DEPARTMENT

Kathy Kelly

LANGUAGE DEPARTMENT

Maria Palma, Department Head
Rebecca Brooder
Alyssa Da Silva
Rebecca Michael
Jemilee Neely
Ashleigh Drew

MATHEMATICS DEPARTMENT

Mary Romans, Department Head
Jessica Borsari
Steve Cerce
Katie Mullins
Melissa Spillane
Mary Visnauskis
Judith Walker

MUSIC DEPARTMENT

Charlene Dalrymple, Dept. Head
Carol Allen
Jeff Benson
Kristy Foye

PHYSICAL EDUCATION

Britt Sellmayer, Department Head
Michael Bulman
Janice Sundell
Kathy Tracy

READING DEPARTMENT

Deborah Treacy

SCIENCE DEPARTMENT

Maria Annunziato, Dept. Head
Nancy Donahue, Dept. Head
Erin Daley
Douglas DePaolo
James Fisher
Kathleen Fowler
Beverly Guaraldi
David Provencher
Beth Young

SIXTH GRADE TEACHERS

Bryan Aries
Jeanne Baxter
Tiffany Blais
Tova Finch
Margaret Folan
Donna McDonald
Joshua Mladenoff
Wendy Puljanowski
Vanessa Rizzi
James Sayer
Rick Smith
Sharon Stearns

SOCIAL STUDIES DEPARTMENT

Matt Auger, Department Head
Lois Coyne
Anne Drury
Gary Erickson
Joanne Nolan
Jennifer Pratt
John Visnauskis

SPECIAL EDUCATION DEPARTMENT

Lindsay Allison
Michael Cappiello
Sheila Fitzgerald
Pam Glasgow
Erik Johnson
Kim Masinda
Mary McKenna
Alexa Murray
Lauren Noller
Sara Papetti
Dorothy Soufy

SPEECH

Ira Kittrell

WILSON READING

Nancy Gamache

PARAPROFESSIONALS

Cheryl Barca
Sue Botelho
Donna Cassaro
Karen Corey
Barbara Cushing
Kimberly Frisoli
Mackenzie Harrison
Joe Larrabee
Elaine Maloof
Karen Mello
Kristin Montgomery
Ellen Poirier
Dorothy Shea
Susan Smith
Jean Staniewicz
Donna Wilbur
Maureen Wolinski

Welcome!

The policies and procedures contained in the student handbook are a great resource for students and parents. The teachers and administration hope this handbook will be of assistance in making the educational experience more meaningful. We at Easton Middle School are proud of our school and invite you to join us in this pride. We ask you to be responsible members of our school community and to take care of our school. We also encourage you to seek ways to “make your mark” by improving our school.

(Please note: During the course of the year it may become necessary to make changes in the policies that appear in this handbook as the need arises.)

GENERAL POLICIES (Listed in alphabetical order)

ABSENCES FROM SCHOOL

In order to achieve a student's best in school, regular attendance is very important. If it is necessary for a student to be absent for any reason, a student's parent or guardian must call the main office by 9:30 A.M. at 508-230-3222, press line 2 to leave a message. Even if verbal contact has been made, a student must submit a note from his or her parent or guardian to the office.

This note should include the following information:

1. The student's full name
2. Date(s) and reason for absence(s)
3. Parent's or guardian's signature

If the office does not receive a call from the student's parent or guardian, the home will be called or the attendance officer may be sent to a student's home as soon as practical and in any event. Truancy from school will result in disciplinary action. A student who is absent from school will not be allowed to participate in any extracurricular activity on that day. The parent/guardian of a student who is absent must report that absence to the school office. Any absence of more than five (5) consecutive school days requires the presentation of a doctor's note to the main office for readmission to school.

EXTENDED ABSENCE

The Easton Public Schools strongly opposes extended absences during the school year as they provide an academic disruption. Family vacations should be planned to coincide with school vacations.

ABSENCE OR REMOVAL FROM CLASS

Being absent from any class without permission is an unexcused absence and act of truancy. Students who fail to report to class will be assigned office detentions in the first instance. A second instance will result in additional disciplinary action. A subsequent incident will result in a suspension and the student will be readmitted to classes after a parent conference has taken place.

Removal from Class/Office Referral - Any student whose actions in class result in removal from class is to

report directly to the office. Any variation from this process may be considered an unauthorized absence from class.

The consequences for an unauthorized absence or removal from class are as follows:

1. First unauthorized absence or removal - Detention(s) assigned and parent notification sent.
2. Second Offense - Detention(s) assigned and written notification sent.
3. Subsequent Offenses - Suspension from school or suspension alternative and parental meeting before the student is allowed to return to class.

Parent(s) or Guardians will be notified when a student has at least five days in which the student has missed two or more classes/periods (unexcused) or who has five or more unexcused absences in the school year and a meeting will be scheduled with the building Principal (or his/her designee), the Parent(s)/Guardian and the student to develop an action plan to improve the student's attendance. In all circumstances Parents/Guardians are encouraged to contact school staff and work collaboratively with them to correct the reasons that the student is missing school.

AMERICANS WITH DISABILITIES ACT

In compliance with the Americans with Disabilities Act, the Easton Public Schools will make reasonable accommodations for people with ambulatory, visual, auditory impairments and other disabilities as necessary to allow access to school sponsored programs. If a student or other individual needs such assistance, please give either the principal of the school or the Central Administration sufficient prior notice so that the necessary arrangements can be made.

ANNOUNCEMENTS

The opening announcements for the day will be made during homeroom period and any closing announcements will be made shortly before the end of the last period of the day. Students wishing to have an announcement made must have prior approval by the principal. Silence must be maintained in all rooms during morning and afternoon announcements.

ASSEMBLIES

Assemblies will be held during the year which will provide for a variation in the regular school routine. Assemblies are curriculum related but may include award presentations, films or musical programs. Due to the limited size of the auditorium, only one (1) grade may be able to attend each program.

AUTOMATIC EXTERNAL DEFIBRILLATOR (AED)

The Easton Public Schools have implemented an Automatic External Defibrillator (AED) policy in accordance with guidelines from the Massachusetts Department of Public Health, Caritas Samaritan Medical Center and the Easton Fire Department. An AED is used to assist an individual experiencing cardiac arrest in addition to Cardio-Pulmonary Resuscitation, (CPR). The AED is available in AED designated schools for the faculty, staff, students and community groups using the designated schools whenever these buildings are open to these groups, providing that there are properly trained AED providers available at the time of the cardiac arrest.

CAFETERIA

Each day a period of approximately twenty-five (25) minutes is set aside for lunch. We have a cafeteria-style dining room, in which a student waits on himself or herself, pays the cashier at the counter, and takes his or her food to a table.

The following Code of Behavior for secondary students has been established to ensure a cooperative, structured atmosphere which is both orderly and relaxed.

The assignments for lunches are determined by the location of the fifth period classes.

Students are expected to:

- 1) Arrive on time and with student ID's.
- 2) Conduct themselves in an orderly manner at all times;
- 3) Be in the cafeteria during their lunch period;
- 4) Be orderly in the lunch line;
- 5) Eat in the cafeteria;
- 6) Leave their tables clean and free of all litter;
- 7) Return their dishes and trays to the proper area and deposit all garbage and trash in proper receptacles;
- 8) Remain in the cafeteria in their seats until dismissed.

* Students who fail at any time to meet these expectations will be disciplined in accordance with school regulations.

* All food and drink is prohibited from the classrooms and corridors.

CONSTITUTIONAL RIGHTS

Every person is guaranteed certain rights by the United States Constitution. These rights include, but are not limited to, freedom of speech, symbolic expression, press, assembly, petition, and religion; freedom from unreasonable search; and appropriate due process. All students have these rights and all actions by both the individual and the school will recognize these rights. Appropriate protection of any individual's rights while he/she is being judged will be the cornerstone of any school policy.

DETENTION - OFFICE

1. Office detention is held from 2:15 to 4:00 P.M. Tuesday through Thursday.
2. All students will be given 24 hours notice prior to being assigned office detention. Detention will take priority over all other school activities. Students should be aware that ample time is allowed to make any arrangements necessary to complete detention assignments. There are NO exceptions other than acceptable school absences. Failure to meet detention obligations within the specified time limit may result in suspension from school.
3. During detention, each student is to remain quiet at all times. Students are expected to utilize the period in a positive way. If the period is not utilized in a positive manner, additional disciplinary action may take place.
4. A student is expected to report to detention before any other school activities. Office detention will be held on assigned days in an assigned room. Office detention will take priority over all other school detention.

DETENTION - TEACHER/TEAM

1. Teacher and team detention take priority over all other school activities, except office detention.
2. Students will be given 24 hours notice prior to serving an assigned detention.
3. If a student has received more than one detention slip the following procedure is to be followed:
 - a. Show the second teacher the after school slip and a different afternoon will be assigned.
 - b. If a student has misplaced the after school slip of the first teacher, it is the obligation of the student to provide a note from the teacher who assigned the first detention and give it to the second teacher. This must be done by 2:10 P.M.
4. Failure to report to the assigned teacher/team detention without a legitimate excuse will result in an office referral and assignment of office detention.
5. If a parent has any requests or concerns related to a youngster's detention assignment, please contact the teacher assigning detention.

DRESS CODE

Students' dress and personal appearance should always be consistent with a positive learning environment and should not distract from, nor disrupt, the educational process. Students in school or at school events should also dress in a manner which is consistent with school rules governing health and safety.

Articles inappropriate to the school include, but are not limited to:

- a) lengthy and/or heavy chains;
- b) spiked collars, bracelets, or sharp-edged/jagged jewelry, sunglasses, or “roller shoes”;
- c) clothing which exhibits language or designs which are explicit, violent, obscene, sexually suggestive, or offensive to individuals or groups;
- d) clothing that advertises alcohol, tobacco, or illegal materials;
- e) revealing or immodest clothing, such as short skirts or shorts, or visible undergarments;
- f) “muscle” shirts, midriff-baring outfits, tube tops, one shoulder tops, halter tops, plunging necklines, “spaghetti” straps, or “rolled” waist lines;
- g) hats, caps, wave caps, nylon caps, hoods or head coverings of any kind. (All head coverings should be kept in lockers. Exceptions will be granted during student spirit or fundraising events, for documented medical reasons, and for religious reasons.)

As the need is discovered, other items may be added at the principal's discretion.

EARLY DISMISSAL

Students are not permitted to leave school grounds at any time during the school day without permission from the Main Office. Students who need to be dismissed early must bring a note from the student's parent or guardian stating an adequate reason for the request. This note must be presented at the principal's office before 7:30 a.m. The dismissal slip should be presented to the teacher whose class the student is in at the time of dismissal. Students at the Middle School will only be dismissed into the custody of their parents or other adults listed on the emergency card in the main office. In any event, the adult picking up the student must report to the office before leaving with the dismissed student. Students are responsible for making up any assignments or tests that are missed due to the early dismissal.

ELECTRONIC DEVICES

Bring Your Own Device (BYOD): Policy

Overview

The Easton Public Schools (EPS) recognizes that technology, including use of the Internet, can be valuable in supporting student learning and enhancing instruction. EPS provides both technology devices as well as an Internet Wireless Access Connection for use by students for educational purposes only. In addition, students who agree to adhere to the conditions set forth in this “Bring Your Own Device” (BYOD) policy as well as the EPS Acceptable Use Policy (AUP) are permitted to bring to school their own electronic devices for educational purposes only.

It is the joint responsibility of both school staff and the parents/guardians of each student to inform students about their responsibilities in regards to technology and to establish expectations when using technology. The use of the EPS network is a privilege that can be revoked at the discretion of the Principal or his/her designee.

Devices

Personal portable wireless devices, including laptops, pads, Ipads, Ipods, Cell Phones (iPhone, Android, etc.) will be allowed for use in school classrooms for tasks such as EPS wireless Internet access, taking notes, and sending E-Mail as appropriate to the educational task at hand.

Internet Access

EPS supplies an Internet Wireless Access Connection which requires all students to authenticate using their own username and passwords. All Internet traffic is filtered for compliance with the Child Internet Protection Act (CIPA). All Internet traffic is logged, and any students found trying to bypass the filter or “firewall” in order to gain access to restricted/unauthorized websites or who otherwise access content not necessary or appropriate for educational purposes may not only lose the privilege of using the network, but will also be subject to discipline.

Conditions for bringing your own device to school

- Students who choose to bring electronic devices to school or to school sponsored events do so at their own risk. The EPS and its staff are not responsible for any damage to, or loss or theft of, any such devices.
- Students who chose to bring their own electronic devices to school must keep them turned off and out of sight in classrooms, labs, the library, and other such locations unless using them for assigned educational purposes. In addition, even when using the devices in other circumstances (such as before/after school, during an athletic event, etc.) the student is responsible for avoiding use that may be disruptive to an appropriate educational environment.
- During a class or other school event, students are prohibited from using their devices to take photos or to make video or audio recordings without the permission of the classroom teacher or other supervising staff member. During unstructured time, such as before/after school or passing periods, students are prohibited from using their devices to take photos or make video or audio recordings, with or without permission.
- The devices may not be used on any tests, quizzes, or assignments unless the teacher gives specific notice that such devices may be used for the task. In the event a student uses a device for a task not authorized by the teacher, such conduct will be considered an effort to gain an unfair advantage and an act of academic dishonesty, with appropriate consequences to be imposed.
- The use of 3G data plans, aircard, mobile broadband cards or any other means of bypassing the schools filtering mechanism is prohibited. Further, students are prohibited from using any

- Internet access during school other than the access provided by EPS.
- Users are prohibited from taking or attempting actions that might reasonably be expected to disrupt the operation of the network or equipment and/or interfere with the learning of other students or work of EPS employees.
- EPS staff may inspect a student's personal device if there is a reason to believe that the search will reveal a violation of the terms of the BYOB policy, the AUP, or other violation of school rules or applicable law.

EMERGENCY CARD

During the school year, it is sometimes necessary for the nurse or the Main Office to be in contact with parents during the school day. It is essential, therefore, that parents complete, in full detail, emergency cards for school. The information on these cards is only available to authorized school personnel. These cards should be updated whenever the information on them changes.

FIELD TRIPS

On occasion, field trips are planned for a learning level, class or the school. Permission slips must be returned to the coordinating teacher prior to going on the trip. Students going on trips are to be dressed as representatives of the Easton Public Schools. Boys are expected to wear shirts and ties, and girls should be appropriately dressed. Exceptions to this dress policy may be granted by the school administration, depending on the nature of the field trip. All chaperones will need to submit to a CORI check before being allowed to go on field trips. Information on CORI checks can be found in the "Important Legal Items" section. Students who have exhibited poor behavior in class or on previous field trips may not be allowed to attend.

FIRE DRILLS

Quick, quiet response to directions is required during a fire drill. Directions for fire exits are posted in each room. When a fire drill signal sounds, all windows are to be closed. The first students(s) to arrive at the exit doors are requested to hold those doors to enable students to pass. Silence should be maintained by all students during the exiting of the building.

FUND RAISING

All fund raising will be done to benefit those students currently in school, and shall in general contribute to the educational experience of students and not conflict with the educational program. Lotteries and raffles are not acceptable activities unless approved beforehand by the principal. Charitable fund raising which involves only Easton Middle School must be approved in advance by the principal. Charitable fund raising involving more than one school must be approved in advance by the Superintendent of Schools.

GRADING SYSTEM

Report cards are sent home four (4) times a year. The marking system reflects grades and teacher comments:

Percentage Breakdown:

A - Excellent	B - Good	C - Fair	D - Poor	F - Failure
A+ 100-96.5	B+ 89-86.5	C+ 79-76.5	D+ 69-66.5	F 59-0
A 96-92.5	B 86-82.5	C 76-72.5	D 66-62.5	
A- 92-89.5	B- 82-79.5	C- 72-69.5	D- 62-59.5	

P - Pass, W - Withdrawn, I - Incomplete

Note: Incomplete grades must be made up within ten days of the new marking term or all incomplete work becomes an F.

Summer school grades must be at least “C” or better to be placed on the official transcript. Prior approval to take the course must be granted by the guidance department for it to be accepted.

GUESTS

As a general safety rule, guests are not permitted to attend or visit Easton Middle School. Exceptions may be made in advance by the principal and will be restricted to those students who will be attending Easton Middle School as future students. In accordance with state law all adults with direct and unmonitored contact with students must submit to a CORI check prior to such contact. Fingerprint-based state and national background checks may also be required in some circumstances.

GUM CHEWING

Each student has a responsibility to help keep the building and grounds clean. Due to the problem of improper disposal of gum, students are not permitted to chew gum in school.

HALLWAY PASSING REGULATIONS

It is important that all students walk and stay to the right when passing through the corridors. Students are to avoid all types of unnecessary contact with other students. Running, “horseplay”, and other such activities are not permissible. Students are not to loiter in corridors or lavatories before, during, or after school.

HOMEROOM/EARLY ARRIVALS

If students arrive to school prior to 7:15 AM, they must report directly to the Cafeteria. At 7:15 AM an announcement will be made to allow students to proceed to Homeroom/Period 1.

HOMEROOM/PERIOD 1

Upon entering the building in the morning, but no earlier than 7:15 AM (see Early Arrivals above), students are to go immediately to their locker and then to their homerooms. At the sound of the warning bell (7:30 AM) students have five minutes prior to opening exercises. During homeroom period, students should quietly listen to the announcements so that they are aware of important upcoming events.

HOMEWORK POLICY

Homework gives students the opportunity to practice skills and to apply principles based upon work begun in the classroom. A goal of homework is to stimulate individual initiative and personal responsibility and maintain enthusiasm for learning. Homework also encourages students to organize

their time, work independently, use good study skills and develop self-discipline. Due to the differences in age levels and modes of instruction between the elementary and secondary schools, homework expectations will necessarily differ. Listed below are the responsibilities of teachers, students and parents with regard to homework.

Teacher Responsibilities:

- assign homework that is meaningful and useful to individual students
- provide appropriate and timely response to all homework assignments
- provide a balance between long-range and short-term assignments
- monitor long-term assignments in order to avoid last minute student efforts
- inform parents of their role in supervising homework
- give clear, concise directions; allow time for student questions; consider availability of materials
- ensure that students who are absent know the makeup homework policy
- assure that weekend assignments are no longer than a daily assignment
- avoid the assignment of homework on religious holidays

Student Responsibilities:

- record the directions for homework
- ask questions when necessary to clarify assignments
- seek help from teachers and/or parents to complete difficult assignments successfully
- take the initiative to follow-up with teachers when work demands seem overwhelming or several long-term projects are due at the same time
- develop a schedule and keep materials in order
- hand in on time neat, accurate, and meaningful products
- plan time for completion of long-term assignments
- secure and complete homework assigned during absence

Parent Responsibilities:

- provide a suitable place for study
- help students develop routine home study habits
- encourage, supervise and assist but not do the actual work
- be aware of long-term assignments and assist students in learning to budget their time accordingly
- notify the teacher if students experience extreme difficulty or are taking too long
- contact the teacher if he/she observes an absence of homework or if students regularly report that there is no homework.

There are many other learning activities in the life of a student besides homework. Such things as participating in school activities, pursuing cultural interests, participating in family living, and exploring personal interests should be considered by teachers when planning consistent assignments. Homework is not to be used as a form of punishment under any circumstances. In general, a reasonable homework assignment is to be given in every academic subject, every night, including the weekend. Time during each period is set aside by the teacher for the purpose of clearly assigning homework and, if possible, for providing opportunities to have students begin their work under supervision.

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

If students have questions regarding the nature or extent of the homework, they should consult with the teacher.

HONOR ROLL

Honor roll determination will be based on all scheduled classes receiving letter grades in grades 7 and 8. There is no honor roll determination in grade 6. Honor roll will be established as follows:

High Honors - no grades below A-
Honors - no grades below B-
Honorable Mention- All A's and B's with 1 C

FOR HONOR ROLL PURPOSES: Students who receive W (for "Withdrawn") will not be placed on the honor roll regardless of all other grades.

IDENTIFICATION CARDS

Identification cards should be worn at all times during the school day. Identification cards are necessary for checking out books in the library, ordering cafeteria lunch, signing in tardy, being dismissed etc. Replacement costs for Identification cards are: \$5.00 for the picture I.D. and \$2.00 for a lanyard. Penalty for not wearing the Identification card is a detention.

LAVATORIES

Lavatories for student use are located throughout the building. Students must have a pass from the teacher if they use the lavatory during the class period. Students are not permitted in the faculty bathroom.

LOCKS AND LOCKER ASSIGNMENTS

All students will be issued school locks at the beginning of the year. The only lock allowed on the locker is a school-issued lock. A lost or misplaced lock must be replaced at the student's expense at the time it is lost. Locks may be purchased for five dollars in the front office. All locks will be collected at the end of the school year. A student will be assigned a locker, which should be locked at all times. Loss of books or other property is the responsibility of each student. For all students' safety and protection, they are to use only the locker which was assigned to them in September. If there are any problems with the locker, please report them to the main office. If a student misplaces his or her lock, he or she should report it to his or her homeroom teacher or a team teacher. Students must clean lockers and remove any unnecessary materials as they accumulate during the year.

Lockers provided for use by students remain the property of the school and are subject to search at any time.

The school does not provide its students with lockers for illicit use in harboring harmful substances or articles. Any illegal or harmful substances found will be treated in accordance with the school committee's policy and, in addition, may be referred to the police department. The Supreme Court has affirmed this authority of the school administration regarding the right to inspect lockers.

LOST AND FOUND

Please check the lost and found inside the office whenever anything is lost. Often articles lost in the locker rooms are returned to the Gym offices and lost library books to the library. Articles of personal value, such as keys and eye glasses, etc., are held in the main office.

MAKE-UP WORK

It is the responsibility of the student to make up, under the direction of the teacher, all work missed because of absence. Students will be given the number of days absent plus one to complete work. In case of prolonged absence, the student is, of course, allowed a reasonable period of time for completing make-up work. Students are urged to call a classmate for the missed assignments. In the event a student has been absent 3 or more consecutive days, assignments may be obtained by phoning the office. Incomplete term grades must be made up within ten days of the new marking term or all incomplete material becomes an F.

MEDIA CENTER

The media center, which may be used by all the students in the school, is open throughout the school day as well as before and after school. Students who misbehave in the media center will have their media center privileges revoked for a suitable length of time. The media center is open from 7:20 a.m. to 3:30 p.m.

OBLIGATIONS POLICY

The Easton Middle School has adopted the following obligations policy:

1. Materials loaned to students remain the property of the Town of Easton. Each student is responsible for materials given to him/her.
2. At the conclusion of the activity, materials are to be returned to the instructor promptly.
3. Damage or loss of materials obligates the student to replace the lost or damaged equipment.
4. Students who have obligations at report card time will be issued an obligations letter.
5. Obligations which have not been met are cumulative and shall be referred to the Superintendent of Schools and the School Committee for disposition at the following times:
 - A. When a student moves from one school to another, inside or outside the district, all obligations which are outstanding will be referred to the Superintendent of Schools for appropriate action
 - B. Prior to graduation all obligations will be referred to the Superintendent for appropriate action.

The School Committee has also established the following policy: Any student, who commits an act of vandalism, destruction of property, breaking and entering, or other criminal acts, will be turned over to the police for prosecution.

PROMOTION POLICY

1. As a general guiding principle, a student should not spend more than four (4) years at the Easton Middle School prior to being promoted to Oliver Ames High School.
2. All students must pass English and Math while at the Middle School. Those who do not will be required to attend summer school and pass the course(s) with a grade of C or better prior to the start of the school year.
3. Students at the Easton Middle School level must take a math class over again if it was failed. As an example, an 8th grader who has failed 7th grade math will take grade 7 math again. High school students must pass a minimum of four (4) years of Math. Summer school requirements are the same as for English.

SCHOOL BUS REGULATIONS

General

Students will be entitled to transportation to and from school at the expense of the public schools when such transportation conforms to applicable provisions of the Massachusetts General Laws. The Easton Public Schools will transport all secondary students who reside beyond the mile and a half walking limit.

The School Committee and its staff share with students and their parents the responsibility for student safety during transportation to and from school. To ensure the safety of all students who ride in buses, it may occasionally be necessary to revoke the privilege of transportation from a student who abuses this privilege. Parents of children whose behavior and misconduct on school buses endangers the health, safety, and welfare of other riders will be notified that their children face the loss of transportation privileges in accordance with regulations approved by the School Committee. Students are expected to obey the following rules to ensure a safe ride to and from school:

Boarding and Exiting the Bus

Riders must be at the bus stop at the designated time. Bus drivers will not wait.

Instructions and directions of the driver must be followed by the riders when entering or leaving the bus.

Riders will enter or leave the bus at assigned bus stops only.

Orderly behavior and respect for private property is expected at the bus stop.

Required Conduct aboard the Bus

1. Riders are expected to obey and cooperate with the bus drivers.
2. Riders must not distract the driver with loud noise or boisterous behavior.
3. Riders must remain in seats when the bus is in motion.
4. Riders must not litter or throw objects within the bus.
5. Riders may not consume food or beverages on the bus.
6. In the event any window is open, pupils will not project limbs or throw objects out of them.
7. Smoking is prohibited.
8. Riders may not damage or deface any part of the bus.

Repair of any damage that occurs will be the financial responsibility of the pupil or his/her parent/guardian.

SCHOOL COUNCIL

The Education Reform Act of 1993 calls for the establishment of a school council at each elementary, secondary, and independent vocational school in the Commonwealth. At the elementary level each council is to include a principal who serves as one of two co-chairs, teachers at the school, and parents of students attending the school, and community members who are not parents or teachers at the school.

Councils serve in an advisory capacity to the principal to assist in adopting educational goals for the schools, identifying the educational needs of students attending the school, reviewing the annual budget, and formulating a school improvement plan.

SCHOOL LUNCH

Advisory Council: The School Lunch Program Advisory Council is an eight member team consisting of: the Food Service Director, a principal, cafeteria personnel, and parents.

The council's goal is to collaborate on menu choices, nutrition, and to receive input from the students and parents to provide the best possible program.

Daily Calories

DAILY CALORIES AND FAT RECOMMENDATIONS - RDA

School Age Students	Total Daily Calories	Total Daily Fat Grams	Fat Grams Per Meal
Children 7-10	2000	67	22
Males 11 - 14	2500	83	28
Females 11 - 18	2200	73	24
Males 15 - 18	3000	100	33

Free and Reduced-Price Lunch Program

Families on limited income may be eligible for the Free or Reduced-Price Lunch Program. Eligibility is determined by income and family size. Application forms are available in the school office, and parents should fill in the form and return it to the office. Confidentiality will be kept in all instances.

SKATEBOARDS, BICYCLES, AND SAFETY

To ensure the safety of all children and adults, there is to be no skateboarding on school grounds. Offenders are subject to confiscation of their skateboards. Students who ride their bicycles to school are urged to wear protective headgear and follow all safety precautions while riding to school. Families are reminded that State Law requires helmets to be worn by students 16 and under.

TARDINESS TO CLASS

Students are expected to arrive to class on time. Failure to submit a legitimate excuse may result in detention. Students who are tardy to a class must have a slip from the teacher of the preceding class if the tardiness is excusable. Members of the faculty do not have permission to grant students privileges of missing class and under no circumstances are students to excuse themselves from assigned classes. Administrators only may grant such permission.

TARDINESS TO SCHOOL

The student is tardy if the student fails to be in his or her assigned area by the 7:35 bell. If the student is tardy, he or she must report to the office for an admission slip.

Excused: Parents/guardians must either accompany the student to the main office or send them in with a written note excusing the tardy. This note should include a reason for the tardiness, the date, the approximate arrival time, and a valid signature. Parents will be notified in writing upon the 5th tardy.

Unexcused: If the student is tardy without an excuse, parental notification will take place upon the 5th tardy.

5th tardy- notification letter to parents

10th tardy- 5 office detentions

15th tardy- 5 office detentions

20th tardy- 5 office detentions

Each 5th subsequent tardy- 5 office detentions/parental meeting

Chronic offenders- Out-of-School Suspension/Legal Action.

Any unexcused absence from class will result in a zero for work missed. Failure to register tardy to school will result in greater consequences.

TELEPHONE MESSAGES

A student will not be called from classes for telephone calls except in emergencies. The student may use the counseling center or main office telephone for school business and emergencies.

TEST DAYS AND TESTING

Students in grade 7 or 8 will not be required to take more than two (2) tests in one day in their major subject areas. Test days will be coordinated by team teachers.

THEFT

The school will not tolerate theft of any kind. Easton Middle School considers theft to be: stealing (taking or appropriating another student's property without permission), dishonestly or unlawfully buying or receiving stolen property, or extortion (the act of getting money or items by using threats and intimidation.) The potential consequences include restitution and out of school suspension. The school or the victim may take legal action.

VISITORS

All visitors to the building must report directly to the office, sign the register and receive a pass that must be worn while in the building. Visitors who work regularly with students as volunteers or who otherwise have direct and unmonitored contact with children will need to submit to a CORI check and/or fingerprint based state and national background checks before being allowed to work in the building. Information on such checks can be found in the "Important Legal Items" section.

WORK PERMITS

Students who are 14 to 16 years of age may pick up a Physicians' Certificate at the EMS Guidance Office. After completing this yellow card, the student and parent/guardian should bring it to the office of the Superintendent of Schools, 50 Oliver Street, North Easton, MA 02356, to obtain their working papers.

GUIDANCE CHANGING COURSES

All subject and/or course changes must be processed through the Guidance Department. A change slip listing those subjects to be dropped, as well as those to be added, will be issued to the student, who is required to obtain teachers' signatures indicating their approval. The change slip must be returned to the Guidance Office no later than the following day, signed by the parent. Only then will the student be permitted to start the new schedule. No student may drop from a class after the mid-point of the course has been reached.

COUNSELING CENTER

Guidance services are available for every student in the school. These services include assistance with educational planning, occupational information, career services, and/or social concerns. Students should make appointments either before or after school.

HONORS COURSES

Grades 7 and 8

Honors level courses are recommended for students who demonstrate exceptional academic achievement, earn honor grades, and display strong motivation in their subjects. Because these courses are rigorous and contain considerable enrichment and acceleration, students must possess well-developed study skills to be successful. Students are expected to be able to organize their time, to plan long-term assignments and to seek help when necessary, all on their own initiative. Instruction will assume that students are able to grasp concepts on initial presentation, and will emphasize observation, analysis, synthesis, and problem-solving.

To enter an honors level course, students must have an A- average and/or a teacher recommendation. Overrides will be evaluated upon review of academic data. To remain in an honors class, a student must earn at least an average of 85 at the end of Term 1. To continue in the honors program for the next academic year, a student must earn a final average of 85. A student who does not maintain the appropriate grade average at the end of the academic year will be transferred to a grade level course most appropriate for his/her grade and ability for the following academic year.

Parents/Guardians may request to override placement decisions regarding honors level classes. These requests must be submitted in writing to the Counseling Center and will be reviewed by the appropriate department head (i.e. English Dept. Head if contesting placement in an honors English class) prior to May 31st. Appeals will be handled by the building principal.

Honors Profile

Desired Student Abilities:

- 1) Consistent A average
- 2) Ability to think abstractly
- 3) Works to potential in all areas consistently
- 4) Completes all homework
- 5) Independent organizational/study skills
- 6) Strong listening skills
- 7) Ability to work independently at a fast pace
- 8) Ability to express thoughts clearly (orally and written)
- 9) Pride in quality of daily work as well as tests and reports
- 10) Good library / research skills
- 11) Ability to organize a paragraph/essay:
 - a. topic sentence (main idea)
 - b. support for topic sentence (facts, details, examples)
 - c. unity (directly related sentences)
 - d. coherence (order makes sense)

SELECTION OF COURSE LEVEL

Students in sequential courses have the greatest chance for success when they have achieved a “C” or better in the previous sequential course. A student who wishes to elect a level other than the one recommended by his/her teacher must bring a note indicating a parental approval to his/her guidance counselor. To move into an honors course from a grade level program, a student must meet the criteria established above.

HEALTH AND SAFETY

HEALTH INSURANCE

For the student whose family has limited or no health insurance, there are some available options.

1. **Accident Coverage:** At the beginning of school, all students will be given a brochure to bring home. It describes two medical plans, one with school-time only coverage and one that describes 24 hour coverage. Either can be purchased through the school.
2. **Health Insurance:** Mass Health is available for parent(s)/guardian(s) as well as children. For more information, call 1-800-841-2900. The Children's Medical Security Plan is for children up to age 19. The plan provides coverage for primary and preventive care. It does not pay for hospital services. There is a sliding monthly fee depending on income. For more information, call 1-800-909-2677.

The school nurse has more information about these programs.

HEALTH SERVICES

It is important for the School Nurse to have up-to-date emergency information and medical records. Therefore, it is necessary to inform the school of any changes in the following areas: address, telephone number, or emergency contact information.

If a student becomes ill in school, the student should get a pass from their teacher and report to the Nurse's Office which is located on the first floor near the main office. Students should not report to the nurse without a pass. When reporting to the Nurse's Office and the nurse is not in, the student should inform the secretary in the main office of his/her illness. If the student is to be dismissed due to illness, an adult that is listed on the emergency card must come into the school to sign out the student.

The parent/guardian of a student absent more than three school days must report the illness to the school nurse. Any absence of more than five school days requires a doctor's note for readmission to school.

All athletes are required to have an updated physical examination by a doctor on file before participation in any sport. The physical examination must have been done within the year prior to the start of the sport. *[?wish to add reference to concussion policy?]*

MEDICAL INFORMATION - CONFIDENTIALITY

The Easton Public Schools urges parents to provide the school nurse with any medical information about their child that may assist school staff in providing an appropriate educational environment in light of student medical concerns. Such information will generally be kept confidential and released only in accordance with regulations governing the confidentiality of student records or other applicable regulations.

MEDICATION OF STUDENTS WHILE AT SCHOOL

Medication of students should be the responsibility of the parents and their physician. Within the guidelines of assisting in the education of students with particular medical needs, the Easton Public Schools does attempt to assist the parents and the family physician as best we can without interfering with our major responsibility of education.

Guidelines

1. To avoid taxing the limited medical facilities of the school department, only long-term medication, essential to the student's ability to learn and to his/her well being will be considered. For example, antibiotics can be administered at home in most instances.
2. Medication which will be administered by the nurse are tranquilizers, hyperactivity reducers, seizure controllers and those necessary for children with adverse reactions to insect bites.
3. All parents who require that their children be medicated during school hours are to contact the nurse by telephone or in writing. The nurse will give the parent the proper forms to be filled out and signed. If a drug is prescribed medication, both the physician and the parent must sign the school forms. Under no circumstances or conditions should any medications be brought to school without contacting the school nurse first who will then make a medication delivery plan with the parent.
4. All medicines must be delivered to the school principal or the nurse by the parent, and the medication will be placed in a secure area. **NO MEDICATION IS TO BE BROUGHT TO THE SCHOOL BY THE CHILD**, except inhalers. The medicine is to be in a prescription bottle from the pharmacy, bearing the following information:
 - a. Name of child
 - b. Name of drug
 - c. Dose of drug and instructions on administration
 - d. Name of physician
 - e. Date of prescription

Please notify the school nurse if you wish for your child to carry an inhaler at school, as it is important for the school nurse to be aware of which students have their inhaler available. Inhalers may also be kept in the Nurse's Office.

For students who have known adverse reactions and have been instructed by their physician to self-administer EpiPen, they may carry this medication with parental and physician permission. The school nurse is to be informed of these conditions. If administered, immediate notification will be made to the parent, and the student will be transported by town ambulance to the local hospital.

MEDICATION OF STUDENTS – FIELD TRIPS AND SHORT TERM EVENTS

The Easton Public Schools will register with the Massachusetts Department of Public Health, as defined in 105 CMR 210.005, and meet the conditions governing the delegation of prescription medications to unlicensed, properly trained responsible adult(s) for students on field trips and short term special school events when a school nurse (RN) is not available to accompany students.

PEDICULOSIS

Pediculosis (head lice) is a common problem of school age children. Head lice are easily transmitted from person to person. The major symptom is itching, with frequent scratching of the head, back of the neck and/or behind the ears.

1. All parents are strongly encouraged to check their children for lice and nits (lice eggs) on a regular basis. If lice are found in your child's hair, please notify the school nurse.
2. When a student is suspected of having head lice, the school nurse will examine the student. If the results are positive, the parent/guardian will be advised to contact their pediatrician for treatment options.
3. Children in grades K-6 may be examined for infestation at the discretion of the school nurse. The nurse will also examine siblings of the student. Pediculosis information will periodically be

sent home with students throughout the school year.

4. A student will not be readmitted until he/she has received appropriate treatment, has been examined by the school nurse and is determined to be free of live lice. Students will not be excluded from school when nits remain after appropriate lice treatment.
5. Facts about pediculosis and its treatment can be found on the Easton Public Schools web page: www.easton.k12.ma.us.

DEPARTMENT POLICIES

Each department has its own set of guidelines to which each teacher must adhere in order for our school to be consistent and fair to all students. These policies are in addition to school-wide requirements. These school policies are especially important and are restated here as an indication of their prominence.

Homework: A reasonable homework assignment is to be given in every academic subject, every night including the weekend. Written homework will be collected, checked, and counted in the student's grade in some specific manner predetermined by the teacher and explained to the class.

Make-up Work Due to Absence: A student who has missed work due to short-term absence has the same number of days as his absence PLUS ONE to complete make-up work. If an "Incomplete" is given at report card time, all the work must be completed within ten days of the end of a term or a grade of "F" will be recorded.

Cheating: Cheating of any kind, whether it is on a quiz, test, mid-year, final, writing assignment, or term paper is considered a serious offense. EVERY student involved in an instance of cheating WILL automatically receive a "0" as that grade. A second cheating offense MUST be referred to the office and parents MUST be notified by the teacher.

ART DEPARTMENT POLICIES

Program

1. Supplies are to be carefully inventoried by each member of the department before orders for new supplies go out. Supplies are ordered per pupil and curriculum need.
2. All art personnel are required to be aware of the new media, programs, exhibits, and instructions for further education within the art area and to bring these to their students' attention.
3. Art personnel are cognizant of the needs a parent may have concerning their child's art involvement, and be able to assist the parent to meet these needs.
4. Art personnel in all buildings should be ready to meet the needs of the Easton Community in helping with poster ideas, suggestions for art involvement, and be able to assist the parent to meet these needs.
5. Art personnel in every building are responsible for the demonstration of student art work, by the use of bulletin boards, new media, newsletters, public displays, especially during Youth Art Month and the Annual Art Festival.

Grading

1. On the middle school level, two homework assignments are given which constitute 30% of the grade.
2. Extra credit may take place in middle school areas.
3. There is no scaling of grades at any level.

BUSINESS DEPARTMENT POLICIES

1. ***Policy on partial credit:*** Any student withdrawing from a full-year course at the half-year point, may receive one-half of the full-year credit for that course provided all requirements have been met up to the one-half year point, i.e., attendance, passing grade, and completion of assignments.
2. ***Policy of Testing:*** Evaluation of student progress will occur at least once per week during a term. The evaluation process may be a written quiz or test, an observation of technique, an oral response, or any appropriate method that serves as an evaluative tool.

ENGLISH DEPARTMENT POLICIES

1. **Scaling Grades:** Scaling of any kind is NOT the policy of the department. There will be no “dropping” of the lowest (quiz or other) grade. Individual cases involving specific exam, etc., must secure department head approval.
2. **Homework:** All written homework will be collected, checked, and counted in the student’s grade in some specific manner predetermined by the teacher and explained to classes.
3. **Extra-credit:** Students are not allowed to seek ADDITIONAL work for the specific purpose of raising a grade. Rather, these students will be encouraged to spend extra time and effort on assigned work in order to improve grades.
4. **In-class Reading:** As examples of many varied teaching techniques both in-class reading and reading aloud will be utilized sporadically at the discretion of individual teachers. Using either technique as a standard practice for a regular class requires the department head’s approval.
5. **Vocabulary and Grammar Lessons:** The study of both vocabulary and grammar are an integral part of EVERY English course. As such, vocabulary lessons will be taught on a WEEKLY basis while formal grammar units may be taught in conjunction with composition and writing requirements.
6. **Writing Guidelines:** Generally, each week each student will experience some kind of writing exercise commensurate with his ability and elected course level (See Course of Study Booklet).

FOREIGN LANGUAGE DEPARTMENT POLICIES

1. **Homework:** Preparation of written or oral work is checked and recorded. Credit is deducted from the term grade for failure to do assignments.
2. **Partial Credit:** Misspelled vocabulary words receive no credit. Sentences with an error may receive partial credit. The teacher will judge in each case.
3. **Tests:** A test is given after each unit of work or chapter in the textbook. The student would be told in advance of the test date. A review is conducted before the test. If a testing schedule has been suggested, teachers should adhere to it. Prompt correction and return of papers is desirable. Oral proficiency testing is on-going and may occur without notice at any time during the school year.
4. **Quizzes:** A quiz may be given at any time with or without notice. The number will vary according to the class and material covered, but all new topics should be checked on at least briefly.
5. French or Spanish will be the primary language spoken rather than English.
6. **Scaling Grades:** Scaling of any kind is NOT the practice of the department. There will be no “dropping” of the lowest (quiz or other) grade.
7. **Extra Credit:** Additional work for the purpose of raising a grade will not be accepted. Students will be encouraged to spend extra time and effort on their daily work to improve the grade.

FAMILY AND CONSUMER SCIENCE DEPARTMENT POLICIES

1. **Food Lab Projects:** Students will be graded on cooperation, team effort, ability to follow a recipe, ability to work with others, and the success of the finished project. Hence every student will receive a daily lab grade based on participation, cooperation, and cleanliness of the lab. Worksheets, quizzes, practical lab projects, and news article assignments will be assigned throughout each marking term. A course syllabus will be given to every student at the beginning of the course and outlines the grading procedures of this course. “Free Cook” days will be scheduled during the school year and students are required to provide necessary ingredients. Any student who is unprepared for class will receive a written assignment that must be completed during the class period.

2. Failure to comply with department policies and laboratory rules will result in suspension of food preparation /sewing lab privileges.
3. **SAFETY** of all students in the class/lab setting is of utmost importance. Any student who jeopardizes the safety of him/herself, classroom teacher, or other classmates will be dropped from the program.

HEALTH EDUCATION DEPARTMENT POLICIES

A comprehensive health education curriculum, designed to promote the health and well being of all students, is taught in grades K-8. The Massachusetts Comprehensive Health Curriculum Framework provides the guidelines for the 7th and 8th grade topics.

The 7th grade course is designed to help students acquire practical tools for developing social skills and resist pressures to use drugs, alcohol and tobacco.

1. Classes will meet each day for 45 days.
2. Students will receive a health grade based on completion of assignments, quizzes and tests.
3. If absent, students will need to make up any written assignments, quizzes or tests.

The 8th grade course is designed to help students understand the human body and how it works by discussing the systems of the body, chronic diseases, nutrition, and reproduction.

1. Classes will meet for 45 days or one term.
2. Students will receive a health grade based on completion of assignments, quizzes, and tests.
3. If absent, students will need to make up any written assignments, quizzes or tests.

In accordance with the Massachusetts General Laws, Chapter 71 Section 32A, parents/guardians have the right to exempt their children from the portion of the curriculum in grade 8 that primarily involves human sexual education or human sexuality issues by sending a letter to the school principal requesting an exemption. Any student who is exempted by request of the parent/guardian may be given an alternative assignment. In addition, parents have the right to inspect and review instructional materials for these curricula. Parents/guardians may contact the school principal to schedule a time to review the materials at the school.

MATHEMATICS DEPARTMENT POLICIES

Partial Credit: Partial credit shall be given on tests when the process is measurable as determined by the teacher.

Calculators: The use of calculators is encouraged by the department to reduce tedious computations and to teach the use of the calculator. However, the mastering of computational skills is our primary objective.

Cheating: Cheating results in a mark of zero (0) for the test or assignment for all students involved.

Homework: Homework will be checked and reflected in the grade of the student in some manner.

The homework average shall count no more than 20% of the term grade.

Make-up Tests: Make-up tests are allowed and shall be given at the discretion of the teacher.

Scaling Grades: Scaling of any kind is not the practice of the department.

MUSIC DEPARTMENT POLICIES

The following policies reflect the goals and expectations of each music instructor, regardless of discipline.

Homework/Practice

1. Students taking band, choir or orchestra will be assigned homework relating to music and

- activities performed in class.
2. In addition, students will be expected to make musical practice a part of their homework for performing ensemble.

Equipment/Materials

1. Students must take care of and be responsible for any written music and/or folders handed out during the year.
2. Students must take care of and be responsible for any instruments, uniforms or costumes loaned during the year.
3. The replacement of lost music, instruments or other equipment will be the financial responsibility of the student.

Rehearsal and Concert Attendance

1. After school rehearsals are an extension of the scheduled class, and attendance is required by each ensemble member. If a student is absent from school he/she may not attend an after school or evening rehearsal.
2. Students must notify directors in advance if missing from rehearsal; please inform the group director, then follow-up with a note.
3. Students in Middle School Jazz Band and Show Choir must maintain their attendance at rehearsals in order to remain in the group(s). This is determined by each group director at the beginning of the year.
4. Concerts are the culmination of work done in and outside of class, and attendance is mandatory. Two major concerts are performed; one in the winter and one in the spring.

Conduct

1. Students are expected to support each other and recognize the unique differences offered within each ensemble.
2. Student must be academically eligible to participate in additional ensembles, trips and/or events outside of the course requirements.
3. Students are to adequately care for and put away equipment used during rehearsals.

Grading

Grades will be determined according to the following criteria:

Practice/Homework 30%

Class Participation 30%

After-School Rehearsals & Concerts 30%

Quizzes and Tests 10%

Highly motivated students may audition for regional festivals during the year.

They are:

1. Southeast Junior District Festival usually held the first weekend in March, with auditions in December.
2. SEMSBA Music Festival usually held the first weekend in May with auditions held in February.

Private Lessons

Private lessons for music students are strongly encouraged by the Music Department faculty. Students can arrange lessons through their ensemble directors.

Concert Dress

Dress for concerts is formal, and is as follows:

Girls: Black skirt (knee-length or longer), black stockings, black shoes, white shirt

Boys: Black pants and shoes/socks, white dress shirt (long-sleeved) with a dark tie.

PHYSICAL EDUCATION DEPARTMENT POLICIES

Physical Education is offered to eighth graders on a daily basis and students are graded each term. Sixth and seventh graders participate in physical education every other day. Classes involve a variety of vigorous activities aimed at promoting physical fitness, motor skill development, and positive social interaction. For safety reasons, all students must be dressed appropriately in order to engage in any activity.

Students are expected to participate in all activities, unless medically excused. Upon receipt of a written parental or guardian note, students may be excused for up to one week. An illness or injury lasting longer than 7 consecutive calendar days requires a doctor's exemption. Subsequently, written permission from the doctor is required in order for the student to resume activity.

For safety and security, no jewelry, food or drink, including gum and candy is allowed during class. Electronic devices such as cell phones and iPods are prohibited. In accordance with school policy, hats are not allowed. All books, backpacks, purses and personal belongings must be secured in the locker rooms at all times.

Seventh and eighth grade students are assigned gym lockers and provided with a combination lock at the beginning of the course. Students are required to change for gym and lock all valuables up during class. A \$5.00 fee is assessed to those who do not return locks at the end of the year.

Sixth, seventh and eighth graders must complete one homework assignment each term worth a maximum of 10 points. Physical Education homework reinforces wellness concepts introduced in class and addresses the goals of the Easton Public School Wellness Policy. By exploring exercise options beyond the school day and allocating time for fitness, healthy habits begin to emerge and become a permanent way of life.

High order cognitive, affective and psychomotor processes are integrated with fitness education and activity units. Students should be able to effectively demonstrate movement skills with knowledge and social competency within the context of each lesson. Grades are derived from departmental rubrics based on the following criteria:

1. ***Personal Responsibility:*** proper attire/punctuality/adherence to policies, rules and class procedures; including full participation in warm-ups and exercise preparation.
2. ***Participation:*** active, responsible, respectful interaction and effort.
3. ***Behavior:*** appropriate conduct, fair play, sportsmanship, respect for equipment.
4. ***Assignments:*** homework, quizzes, cooperative learning and self-evaluation.

Term grades are calculated according to points earned during each class, homework, and quiz points, minus deduction for infractions. The maximum daily point accrual for each class is 10. Homework assignments and quizzes are each worth the equivalent of one class sessions, with 10 possible points. Daily class points are awarded as follows:

1. ***Personal Responsibility:*** preparation/proper attire/punctuality and following class procedures, rules and expectations = 3 points
2. ***Participation:*** effort, application of game rules and strategies = 5 points
3. ***Mature Behavior:*** good conduct, sportsmanship and fair play = 2 points

Any subtraction of points from the total participation and behavior point value shall be left up to the

judgment of the instructor. At the discretion of the teacher, points may be reduced for any of the following infractions:

- Tardiness/late to class without a pass, up to 2 points.
- Failure to participate in exercise preparation, up to minus 2 points.
- Inappropriate behavior can result in removal from the activity and total loss of daily points (bullying, interference, fighting, and equipment abuse).
- Minus one point for each verbal warning.
- Minus 2 points for a time out.
- Insubordination, amount deducted depends on the situation (i.e., not following directions, breaking the rules, interference, etc.)
- Changed, but not participating, loss of 7 points.
- Student who does not change receives a zero for the day.
- Gum or candy, up to minus 2 points.
- Electronic device, up to minus 2 points.
- Failure to remove jewelry, minus 4 points.
- Cut class, total loss of points and detention.
- Unauthorized departure prior to dismissal bell or unauthorized absence from class, minus 3 points plus detention.

Points are totaled at the end of each term and divided by the number of classes attended plus homework assignments and quizzes to determine the individual grade (10 maximum daily points). For example, if a student earns 320 points a term and was eligible to participate in 38 classes, took one quiz and completed one homework assignment, 320 points is divided by 40, since the quiz and homework count as 2 additional classes. The grade would be 80 or B-.

SCIENCE DEPARTMENT POLICIES

1. **Breakage:** Students are held responsible for breakage due to their own negligence. Students are not held responsible for accidental breakage.
2. **Calculators:** The use of the calculators is encouraged when, in the opinion of the teacher, they do not interfere with mastering computational skills.
3. **Exams:** Students absent during an exam period are permitted to make up the exam within a reasonable period of time, using the Student Handbook as a guideline. Other make-up exams are not encouraged. Partial credit is given on all tests where it is measurable. Any scale used in any given exam should affect all students equally and must be approved by the department chairman. Equivalent exams are given in all sections of the same level subject.
4. **Homework:** Homework is assigned and checked in all classes where applicable. This is reflected in the student's grade.
5. **Labs:** In lab courses, labs are written up and handed in as an integral part of the student's grade. The format for the lab report follows the standard form for the particular course. Appropriate decorum is required during the lab session. Horseplay is not tolerated. Safety equipment must be utilized where appropriate.
6. **Science Projects:** All accelerated science students are required to do a science research project outside of class time. The project is due during the third marking period. The project receives credit equal to two (2) exams when computing the third marking period grade. Other students may also do outside science research projects subject to prior teacher approval for extra credit. This project must be entered in the Science Fair.
7. **Textbooks:** All textbooks are covered with book covers by the student.
8. **Wastes:** Biological wastes are disposed of in the school refuse system. They are placed in plastic bags when appropriate. All living cultures are destroyed before disposal. Chemical wastes are

diluted and disposed of in the school sanitary system. Solid wastes are disposed of in the school refuse system.

Note: Broken glass is disposed of in the school refuse system after notifying the appropriate custodian.

SOCIAL STUDIES DEPARTMENT POLICIES

1. **Scaling:** All tests and quizzes are counted as part of the term's mark based on scores earned. (No scaling of marks occurs; any possible exceptions to this statement must be discussed with the department chairman.)
2. **Homework:** Students receive credit for all written homework.
3. **Extra Credit:** At certain times extra credit opportunities may be provided which relate to curriculum objectives. Criteria for evaluating extra credit projects involve the learning that has occurred and the time involved. (Students are encouraged to complete regular work before becoming involved in extra credit experiences.)

CO-CURRICULAR OPPORTUNITIES

OVERVIEW

School activities are an important part of a student's school career. They provide students with many rewarding leisure time experiences, teach valuable social skills, and enable students to develop many strong friendships.

The faculty of Easton Middle School believes that the students' association with the co-curricular program is a privilege. The student willingly undertakes certain obligations and commitments that transcend those of the ordinary student. Students in co-curricular activities act as representatives of Easton Middle School and, as such, must maintain good character, citizenship, and follow the behavioral and academic expectations outlined in this handbook. Failure to maintain these standards can result in removal from eligibility to participate in these activities. Students are not guaranteed positions in activities. They earn positions through demonstrated ability, hard-work, and competition.

STATEMENT ON STUDENT COMMITMENT

The Easton School Committee believes that a student's association with the extra-curricular program is voluntary. The student willingly undertakes certain obligations and commitments that transcend those of the ordinary student.

Students are not guaranteed positions in activities. They earn their positions through demonstrated ability, hard work, and competition. Practices and events during vacation periods must be considered part of the whole program as well as part of the competition to earn and maintain membership in the activity.

ACADEMIC ELIGIBILITY

In order to be eligible to participate in any of the extracurricular type activities all students are expected to maintain both academic and conduct standards. Any grade 6, 7 or 8 student failing to pass a minimum of four (4) major subjects will not be eligible. It is understood that student's attitude, conduct, and school spirit must be in keeping with the school's standards in order to be granted the privilege of representing the school.

All students are strongly encouraged to participate in one or more activities and to lend support to all of them. Student participation and support are the keys to the development of spirit and sense of community which are so important in the success of any organization. Students should get involved and share in the feeling of pride at EASTON MIDDLE SCHOOL. Make your mark!

CLUBS/ORGANIZATIONS

A partial list of opportunities/activities follows:

MATH CLUB

The Math Club is organized in such a way as to meet and compete informally and electronically with other middle schools throughout the nation. It provides the student member with an opportunity to practice math skills.

NATIONAL JUNIOR HONOR SOCIETY

The National Junior Honor Society is the leader among organizations and societies that promote appropriate recognition for students who reflect outstanding accomplishments in the areas of scholarship, character, leadership, citizenship, and service. The NJHS performs many community service projects in the school and community through volunteerism and charitable fundraising. They are a hardworking and dedicated group of individuals that focus on making their community a better place.

Students are eligible for membership into the NJHS at the conclusion of third term in grade eight. There are five categories considered for membership: scholarship, character, leadership, citizenship, and service.

The first category that determines eligibility is scholarship. Eligible students must have an A-Average, which is calculated by a set formula; therefore, it is not necessary to inquire individually.

The eligible students will then be asked to submit a letter of interest in which they will discuss their involvement in the following four categories:

Leadership: Leadership roles in both the school and community will be considered.

Service: Service is generally considered the contributions the candidate has made to school, classmates and community.

Citizenship: The student who demonstrates citizenship demonstrates mature participation and responsibility through involvement with such activities as community organizations and school clubs.

Character: A person of character demonstrates respect, responsibility, trustworthiness, fairness, caring and good citizenship.

Selection to the National Junior Honor Society is a privilege, not a right. Eligible applicants will be evaluated on all five criteria. A faculty council consisting of teachers of EMS will make the final decision.

PEER ASSISTANT LEADERS (PALS)

The Peer Assistant Leader organization is a service organization designed to assist all students and staff members of Easton Middle School in the performance of their tasks, as student and adult members of a positive and caring community. The PALS are present on many afternoon and evening occasions such as parent conferences, "Back to School Night", etc., assisting staff and administration.

The PALS also play an important role in student life by assisting new students with orientation programs as well as accompanying new students through his/her schedule on the first day of a new school experience.

PEER MEDIATION

The Peer Mediation Program leads students through the mediation process. Mediation is a way of helping people solve their conflicts by talking to each other. Trained mediators are able to define the problem, assist in problem-solving, and help the disputants reach an agreement. The peer mediators use communication skills and problem-solving techniques to help solve real problems. This program can turn conflict into a positive experience, build self-esteem and improve relationships between peers. They try to arrive at a win-win solution.

The goal of mediation is to help the parties understand each other and create their own solution to the situation. Mediation is voluntary and confidential. Students may sign up in the fall. Fifteen to twenty students are selected for three days of training.

SPORTS

Sports on both intramural and interscholastic levels are available to the students at Easton Middle School. The Easton Middle School follows all policies and regulations as stated in the Oliver Ames Student Athlete Handbook.

STUDENT GOVERNMENT

The purpose of student government is to promote the general welfare of the student body. The Student Council is elected from the student body. The Council has a president, vice-president, secretary, treasurer, faculty advisor, and student representatives. This organization serves as a voice of the students and is responsible for various social and service activities. Any ideas or concerns for the students can be brought to the council for consideration.

In the fall and spring of each school year elections are held for various positions. These include Class Officers, Student Council Officers, and Student Council Representatives. Any student who wishes to run for a position must complete a nomination form and submit a speech. The deadline for returning forms and speeches is clearly stated on each form, and students must adhere to these deadlines. Nomination forms are available well in advance of the due date, and students are encouraged to turn their paperwork in early rather than waiting until the deadline. Extensions and exceptions to the deadlines will NOT be granted for any reason, including absence from school.

YEARBOOK

The Easton Middle School Yearbook presents a history of the events of the school year and also highlights the activities of the eighth graders. Staff members meet frequently throughout the school year to accomplish the task of creating this book.

** See Guidance for full list of clubs/organizations **

IMPORTANT LEGAL ITEMS BEARING ON EDUCATION

NOTICE OF NONDISCRIMINATION

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Easton School district are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, gender identity, age, religion, sexual

orientation, veteran status or handicap in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the Easton School District's compliance with the regulations implementing Title VI, Title IX, Section 504 or Massachusetts Law Chapter 622 is directed to contact the Administrative Assistant to the Superintendent of the Easton Public Schools, 50 Oliver Street, North Easton, telephone #230-3200, who has been designated by the Easton School District to coordinate the District's efforts to comply with the regulations implementing Title VI, Title IX, Section 504 and Chapter 622.

GRIEVANCE PROCEDURE: WHERE TO FILE A COMPLAINT

Any student or employee who believes that Easton Public Schools has discriminated against or harassed her/him because of her/his race, color, national origin, sex, gender identity, disability, age, religion, or sexual orientation in admission to, access to, treatment in, or employment in its services, programs, and activities may file a complaint with the Administrative Assistant to the Superintendent, Lisha Cabral. If the Administrative Assistant to the Superintendent is the person who is alleged to have caused the discrimination or harassment, the complaint may be filed with the Superintendent, Dr. Andrew Keough. Each can be reached at Easton Public Schools, 50 Oliver Street, North Easton, MA 02356, 508-230-3200.

Complaints of Harassment by Peers: In the event the complaint consists of a student's allegation that another student is harassing him/her based upon the above-referenced classifications, the student should, in the alternative, file the complaint with the principal or his/her guidance counselor.

Complaints of Discrimination based on Disability: A person who alleges discrimination on the basis of disability relative to the identification, evaluation, or educational placement of a person, who because of a handicap needs or is believed to need special instruction or related services, pursuant to Section 504 of the Rehabilitation Act of 1973, Chapter 766, and/or the individuals with Disabilities Education Act, must use the procedure outlined in the Massachusetts Department of Education's Parents' Rights Brochure rather than this Grievance Procedure. A copy of the brochure is available from the Director of Special Education, Easton Public Schools, 50 Oliver Street, North Easton, MA 02356, 508-230-3207.

STATE AND FEDERAL AGENCIES

The Easton Public Schools urges all individuals in the school community to bring any concerns or complaints of harassment or other discrimination to the attention of school personnel so that they can address the issue as appropriate. The federal agency responsible for enforcing laws prohibiting harassment for students is the United States Department of Education Office for Civil Rights, 5 Post Office Square, 8th Floor, Boston, MA 02109 t. 617-289-0111 (TTY: 1-800-877-8339). The state agencies responsible for enforcing such laws are the Massachusetts Department of Elementary and Secondary Education, 75 Pleasant Street, Malden, MA 02148-5023 (telephone 781-338-3000) (TTY 1-800-439-2370)) or the Massachusetts Commission Against Discrimination at One Ashburton Place, Boston, MA 02108 (telephone 617-994-6000) (TTY 617-994-6196).

Generally, a grievant may file a complaint with the U.S. Department of Education, Office for Civil Rights:

- within 180 calendar days of alleged discrimination of harassment, or
- within 60 calendar days of receiving notice of Easton Public School's final disposition on a complaint filed through Easton Public Schools, or
- within 60 calendar days of receiving a final decision by the Massachusetts Department of Education, Bureau of Special Education Appeals, or instead of filing a complaint with Easton Public Schools

CORI REQUIREMENTS

It is the policy of the Easton Public Schools to obtain all available Criminal Offender Record Information (C.O.R.I) from the criminal history systems board of prospective employee(s) or volunteer(s) of the school department including any individual who regularly provides school related transportation to children, who may have direct and unmonitored contact with children, prior to hiring the employee(s) or to accepting any person as a volunteer. The Superintendent, Administrative Assistant to the Superintendent, or their certified designees may also have access to Criminal Offender Record Information for any subcontractor or laborer who performs work on school grounds, and who may have direct and unmonitored contact with children, and shall notify them of this requirement and comply with the appropriate provisions of this policy. Employees and other persons who may have direct and unmonitored contact with children may also be subject to fingerprint based state and national background checks.

DISCIPLINE

Our schools strive to provide a climate in which mutual respect and trust are evident. Every student is expected to function as a responsible citizen who respects the rights of others. Students are expected to follow the rules and regulations of their schools. Teachers establish guidelines for appropriate student behavior within the classroom and school-wide standards are established by each school's faculty and principal.

Students who violate the policies on student conduct or who otherwise engage in conduct that is disruptive to an appropriate educational environment will be subject to disciplinary action. The age of the student, the degree, frequency, and circumstances surrounding each incident will be considered in determining consequences. Disciplinary action, may include but is not limited to the following: review of rules; warnings; loss of privileges; detention; community service; school service; suspension in school; suspension out of school; and expulsion. **The student may also be removed or prohibited from holding an office in or participating in a co-curricular activity or organization.** Students may be disciplined for conduct (1) that occurs on school property or at school-sponsored events or (2) that is otherwise related to school.

Students should be aware that school officials have the authority, as deemed necessary, to interview students regarding matters that are relevant to the school environment. In addition, school administrators may search students and their personal belongings on school property when the administrator has a reasonable basis for believing that the search will produce evidence that the student has violated a school rule or a state or federal law.

Students transferring to a new school district must provide that district with complete school records containing information on suspensions, violations of criminal acts and incident reports filed against the student.

Detention. See page 8 for information regarding detention.

Suspension. Students may be suspended the discretion of the assistant principal or the principal, subject to applicable procedural requirements as described below. Except in the case of the "Statutory Offenses" as described in M.G.L. ch. 71, §37H and 37H1/2 and set forth below, students may not be suspended more than 90 days in a school year, and school staff will avoid suspensions of more than 10 days until alternatives such positive behavioral interventions and supports have been tried as appropriate. Alternatives may include the use of evidence-based strategies and programs such as mediation, conflict

resolution, restorative justice, and positive behavioral interventions and supports. Examples of the type of conduct that may lead to suspension include use of force towards students, bullying, harassment or hazing, vandalism, fire setting and use or possession of tobacco products or alcohol on school facilities, grounds, and buses and repeated violations of school rules and the directions of authorized school personnel.

A student who is subject to an out of school suspension may not be present on school property school or any school function. Students who are suspended will be expected to make up all work missed while suspended, and no academic penalty will be accrued if the work is made up satisfactorily. **If the student is excluded from school for more than ten (10) consecutive days the student will have an opportunity to receive education services in order to make academic progress through the school-wide education service plan.**

Expulsion. Students may be suspended or expelled from school for the following conduct governed by state statute, sometimes referred to as “Statutory Offenses.” (See provisions of M.G.L. c. 71, §37H on page [])

Possession of a controlled substance. See also Drug Policy on page

Possession of a dangerous weapon. (A “weapon” is defined as any object which, regardless of its inherent, primary and/or common usage, is employed by an individual, to kill, to maim, to injure, to threaten, to intimidate and/or to otherwise endanger the physical, mental and/or emotional welfare of another person. **EXAMPLE:** A ball-point pen, when used to complete written assignments **IS NOT** a “weapon.” The same pen, however, when wielded by a student, in an effort to either threaten and/or inflict bodily harm upon another student. See also [Weapons Policy on page[58].

Assault on educational staff. Students should note that “assault” includes not only offensive physical contact, but also threats of such contact.

Students charged with or convicted of a felony. A student may be suspended/expelled, if charged/convicted of a felony, even when based on actions that did not occur on school property or school related events if the principal determines that the student’s continued presence in school would have a substantial detrimental effect on the general welfare of the school. Any student charged with a felony **MUST** meet with the principal. (See the provisions of M.G.L. c. 71, §37H ½ on page [39])

Procedures Relating To Suspension For Conduct Other Than Statutory Offenses

A. In-School Suspension For Less Than 10 Cumulative Days During A School Year

An in-school suspension is a removal of a student from regular classroom activities, but not from the school premises. The procedure for an in-school suspension of no more than (10) school days (consecutive or cumulatively for multiple infractions during the school year) will be as follows:

1. The administrator will inform the student of the disciplinary offense charged, the basis for the charge, and provide the student an opportunity to respond. If the administrator determines that the student committed the disciplinary offense, the administrator will inform the student of the length of the student’s in-school suspension, which may not exceed 10 days, cumulatively or consecutively, in a school year.
2. On the same day as the in-school suspension decision, the administrator will make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The administrator will also invite the parent to a meeting to discuss the student’s academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such

meeting will be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the administrator is unable to reach the parent after making and documenting at least (2) attempts to do so, such attempts will constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.

3. The administrator will send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent to a meeting with the administrator to discuss the student's academic performance and behavior, strategies for student engagement and possible response to the behavior. Such meeting will be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the administrator is unable to reach the parent after making and documenting at least (2) attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.
4. The administrator will send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent to a meeting with the principal for the purpose set forth above, if such meeting has not already occurred. The administrator will deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or by other method of delivery agreed to by the administrator and the parent.

An in-school suspension of more than 10 cumulative days in a school year will be subject to the procedures for long-term suspension found at page [36].

B. Procedures For Short-Term, Out-Of-School Suspensions (10 Cumulative Days Or Less In A School Year)

Except in the case of an Emergency Removal as provided on page [37], prior to imposing a short-term out-of-school suspension (10 days or less in a school year) an administrator will provide the student and his/her parent oral and written notice and an opportunity to participate in an informal hearing.

1. Notice: The written notice to the student and the parent will be in English and in the primary language of the home if other than English, or other means of communication where appropriate and will include the following:
 - a) the disciplinary offense;
 - b) the basis for the charge;
 - c) the potential consequences, including the potential length of the student's suspension;
 - d) the opportunity for the student to have a hearing with the administrator concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing;
 - e) the date, time, and location of the hearing;
 - f) the right of the student and the student's parent to interpreter services at the hearing if needed to participate;

Written notice to the parent may be made by hand delivery, first-class mail, certified mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the school and parent.

2. Efforts to Involve Parent: The administrator will make reasonable efforts to include the parent in the hearing. To conduct a hearing without the parent present, the administrator must be able to document reasonable efforts to include the parent. The administrator is presumed to have made reasonable efforts if the administrator has sent written notice and has documented at least two (2) attempts to contact the

parent in the manner specified by the parent for emergency notification.

3. **Format of Hearing:** The administrator will discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also will have an opportunity to present information, including mitigating facts, that the administrator should consider in determining whether other remedies and consequences may be appropriate. The administrator will provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the administrator should consider in determining consequences for the student.

4. **Decision:** The administrator will provide written notice to the student and parent of his/her determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal. The notice of determination may be in the form of an update to the original written notice of hearing.

C. Procedures For Long-Term Suspension

Except in the case of an Emergency Removal provided on page [37], prior to imposing a long-term suspension (more than 10 days of suspension, whether in-school or out-of-school, whether consecutive or cumulative for multiple offenses during a school year), an administrator will follow the procedures for short-term suspension plus additional procedures as follows:

1. **Notice:** The notice will include all of the components for a short-term suspension in Section C above, plus the following:

- a) In advance of the hearing, the opportunity to review the student's record and the documents upon which the administrator may rely in making a determination to suspend the student or not;
- b) the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense;
- c) the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so;
- d) the right to cross-examine witnesses presented by the school district;
- e) the right to request that the hearing be recorded by the administrator, and a copy of the audio recording provided to the student or parent upon request; and
- f) the right to appeal administrator's decision to impose long-term suspension to the superintendent.

2. **Format of Hearing:** The Hearing will afford the rights set forth in the notice above. The administrator will also provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the administrator should consider in determining consequences for the student.

3. **Decision:** Based on the evidence, the administrator will determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to long-term suspension, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The administrator will send the written determination to the student and parent 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 school and the parent. If the administrator decides to suspend the student on a long-term basis, the written determination will:

1. Identify the disciplinary offense, the date on which the hearing took place and the participants at the hearing;

2. Set out the key facts and conclusions reached;
3. Identify the length and effective date of the suspension, as well as a date of return to school;
4. Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school (if more than 10 cumulative days);
5. Inform the student of the right to appeal the administrator's decision to the superintendent or designee. Notice of the right of appeal will be in English and the primary language of the home if other than English, or other means of communication where appropriate, and will include the following information stated in plain language:
 - a) the process for appealing the decision, including that the student or parent must file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that
 - b) the long-term suspension will remain in effect unless and until the superintendent decides to reverse the administrator's determination on appeal.

No long-term suspension will last more than 90 school days in a school year nor extend beyond the end of the school year in which such suspension is imposed.

D. Exception For Emergency Removal

Notwithstanding the provisions for short or long-term suspension set forth above, a student who is charged with a disciplinary offense may be removed temporarily from school if the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the administrator's judgment, there is no alternative available to alleviate the danger or disruption.

The administrator will immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger [or disruption] by the student.

The temporary removal will not exceed two (2) school days following the day of the emergency removal, during which time the administrator will provide the following, as applicable to the length of suspension:

- Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, and other applicable matters;
- Provide written notice to the student and parent as provided in Section C or D above, as applicable;
- Provide the student an opportunity for a hearing with the administrator, as applicable, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the administrator, student, and parent.

- Render a decision orally on the same day as the hearing, and in writing no later than the following school day.

An administrator may not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.

E. Appeal To The Superintendent

If a decision by an administrator, following the parent meeting, results in suspension of a student for more than 10 cumulative school days for the school year, the student may appeal the decision to the superintendent. In order to do so the student or parent must file a notice of appeal with the superintendent within five (5) calendar days with a seven (7) day postponement option. The superintendent must hold the hearing within three (3) school days of the student's request, unless the student or parent requests an extension of up to seven (7) additional calendar days. If the appeal is not filed within this time frame, the superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The following apply:

- The superintendent will make a good faith effort to include the parent in the hearing. The superintendent will be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and superintendent to participate. The superintendent will send written notice to the parent of the date, time, and location of the hearing.
- The superintendent will conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence will be. The superintendent will arrange for an audio recording of the hearing, a copy of which will be provided to the student or parent upon request. The superintendent will inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request.
- The student will have all the rights afforded the student at the administrator's hearing for long-term suspension as described in Section D above.
- The superintendent will issue a written decision within five (5) calendar days of the hearing which meets the requirements for a long-term suspension as described in Section D above. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the administrator, but will not impose a suspension greater than that imposed by the administrator's decision.

The decision of the superintendent constitutes the final decision of the school district.

Statutory Offenses - Principal's Authority For Expulsion

Mass. Gen. Laws, Chapter 71 Section 37h (Controlled Substances, Dangerous Weapons And Assaults On Educational Personnel) states as follows:

1. 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.

2. 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.
3. 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 expel a student who has been determined by the principal to have violated either paragraph (a) or (b).
4. 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 not be limited solely to a factual determination of whether the student has violated any provisions of this section.
5. 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 the school or provide educational services to the student in an education service plan, under section 21 of chapter 76.

When considering the exclusion of a student from school for possession of a dangerous weapon, possession of a controlled substance (such as marijuana, cocaine, or prescription drugs not authorized by the school nurse), or assault on teachers, an administrator may place a student on short term suspension (ten days or less) based upon an informal hearing, to be followed by a formal hearing before the Principal within that period of suspension to determine whether to take additional disciplinary action, up to and including expulsion from school.

a. The informal hearing will be in the form of a conference between the student and the principal or designee. At this conference, the student (1) shall be informed of the reason for the conference and an explanation of the evidence against him or her; (2) shall be given the opportunity to present his or her side of the story, and (3) shall be given a decision on the suspension. If the administrator deems delay of the hearing necessary to avoid danger or substantial disruption, this process may occur immediately after, rather than before, the suspension. (*Goss vs. Lopez*, 419 U.S. 565, 1975).

b. Prior to putting a suspension into effect, the principal or designee shall make a reasonable effort to telephone and inform the student's parent or guardian of the impending suspension; this shall include attempts to contact the parents or guardian at home and at work. Parents may contact the school for additional information regarding the suspension.

c. A letter will be mailed to the parent/guardian of the suspended student stating:

- a) The reason for the suspension
- b) A statement of the effective date and duration of the suspension
- c) A statement regarding whether or not the Principal will schedule a formal hearing to consider further discipline, up to and including expulsion from school in accordance with M.G.L. c. 71, §37H

Mass. Gen. Laws, Chapter 71 Section 37h1/2 (Felony Complaints And Felony Convictions) States As Follows:

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

1. Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the Superintendent. The student shall have the right to appeal the suspension to the Superintendent. The student shall notify the Superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The Superintendent shall hold a hearing with the student and the student's parent(s)/guardian(s) within three (3) 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 (5) 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 (5) calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent(s)/guardian(s) 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 and 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. Upon expulsion of such student, no school or school district shall be required to provide educational services to such student.
3. 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 the school or provide educational services to the student in an education service plan, under section 21 of chapter 76.

When considering a suspension/expulsion of a student charged with/convicted of felony, the Principal

will use the standards and procedures set forth in M.G.L. c.71, §37H1/2 above. In addition, prior to initiating such procedures, the Principal may meet informally with the student and/or his parents to review the charge and the applicable standards if the Principal deems appropriate.

DRUG AND ALCOHOL POLICY

Drug and alcohol use by students poses a serious threat not only to their own well being, but also to the well being of the school system. Students are strictly prohibited from actions involving drugs and alcohol during school hours or on school property or at any school-sponsored activity or event. Such prohibited actions include but are not limited to:

1. attempt to purchase
2. use
3. presence under the influence of drugs or alcohol
4. possession
5. intention or attempt to sell or distribute
6. sale or distribution
7. possession of drug paraphernalia

For the purposes of this policy, alcohol and drugs include not only alcohol, controlled substances (including prescription medicine) as defined in M.G.L. c. 94C (including but not limited to marijuana, cocaine, and heroin), but also restricted drugs such as prescription or over-the-counter drugs which are misused; steroids; and products misused for the purpose of mind altering effects (aerosols, solvents, etc.).

Drug/Alcohol Policy Administrative Procedures

1. Drug/alcohol use or possession: Teachers and non-professional staff will report to the principal or designee and/or nurse any direct knowledge of drug/alcohol use or suspected use by students. In the event medical treatment appears necessary, the principal or designee will contact the parent(s)/guardian(s) as soon as possible and initiate emergency medical treatment when necessary.
2. In a situation that involves the school nurse, the student must cooperate with the nurse's professional requests and recommendations. A failure to do so may serve as the basis for disciplinary action.
3. Where the principal/designee has a reasonable basis for believing that a student is currently under the influence of alcohol or drugs at school or a school sponsored event, he may require the student to undergo a breathalyzer test and/or a physical examination by the nurse or other health care provider.
4. Where a student is determined or reasonably suspected of using alcohol or drugs, the principal/designee may direct the student to undergo a physical examination by a physician and/or to schedule an appointment with the school psychologist or guidance counselor (to discuss the specific incident, student rights, and possible referral to a treatment center or group therapy). In addition, the principal/designee may schedule one or more conferences, designed to address the rights and future health and welfare of the student and to achieve parental participation, to include some or all of the following:
 - a) student
 - b) parent(s)/guardian(s)
 - c) a member of the school administration (to discuss the status of the student, both academic and disciplinary)
 - d) a physician (to discuss the health aspects of drugs/alcohol use)
 - e) a representative of the police department (to discuss penalties applying to illegal drug/alcohol use or possession)

- f) the psychologist and or guidance counselor (as deemed appropriate by the psychologist or guidance counselor)
- 5. Students who engage in the conduct listed in items 1 through 7 above at school or school-sponsored events are subject to disciplinary action, up to and including expulsion from school. (See also M.G.L. c.71 §37H at page [39] providing for expulsion by the principal based upon possession of a controlled substance.) School officials, at their discretion, may consider a student's cooperation and participation in the activities described in Section 4 above as a mitigating factor in determining the disciplinary action to be imposed.
- 6. In addition to any disciplinary action, students involved in drug/alcohol situations will be placed on administrative probation. A student on probation is forbidden to attend school sponsored activities or be on school grounds after school for any reason except for authorized make up work or detention.

POLICY PROHIBITING AND ADDRESSING BULLYING

The Easton Public Schools is committed to maintaining a school environment where students are free from bullying and cyber-bullying and the effects thereof. We further recognize that students may be more vulnerable to bullying based upon actual or perceived differences related to race, color, religion, ancestry, national origin, sex, socio-economic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical developmental or sensory disability or by associations with other people who have one or more of these characteristics. We will provide support to students whose vulnerability is brought to the attention of a teacher, guidance counselor or administrator through observation or direct report from a student, staff member or parent/guardian. This support may be in the form of counseling, education to support both the student's ability to report bullying and his/her skills, knowledge and strategies to respond to bullying or harassment.

Acts of bullying and cyber-bullying are prohibited:

- (i) on school grounds, property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the school district; or through the use of technology or an electronic device owned, leased or used by the school district and
- (ii) 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 school district, if the acts create a hostile environment at school for the target, infringes on the rights of the target at school or materially and substantially disrupts the education process or the orderly operation of a school.

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

A. Definitions

Aggressor is a student or a staff member of a school staff who engages in bullying, cyber-bullying, or retaliation.

Bullying, as defined in M.G.L. c.71, s. 37O, is the repeated use by one or more students or by a staff member or by a member of a school staff of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

causes physical or emotional harm to the target or damage to the target's property;
places the target in reasonable fear of harm to himself or of damage to his property;
creates a hostile environment at school for the target;
infringes on the rights of the target at school; or
materially and substantially disrupts the education process or the orderly operation of a school.

Bullying may include conduct such as physical intimidation or assault, including intimidating an individual into taking an action against his/her will; oral or written threats; teasing; putdowns; name-calling; stalking; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation.

Cyber-bullying, as defined in M.G.L. c.71, s. 37O is bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying also includes:

- (i) the creation of a web page or blog in which the creator assumes the identity of another person;
- (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated above in clauses (i) to (v), inclusive, of the definition of bullying; and
- (iii) the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated above in clauses (i) to (v), inclusive, of the definition of bullying.

Cyber-bullying may include conduct such as sending derogatory, harassing or threatening email messages, instant messages, or text messages; creating websites that ridicule, humiliate, or intimidate others; and posting on websites or disseminating embarrassing or inappropriate pictures or images of others.

Hostile Environment, as defined in M.G.L. c. 71, s. 37O, is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

Retaliation is any form of intimidation, reprisal, or harassment directed against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

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

B. Bullying and Retaliation Are Prohibited and Will Lead to Discipline

The Easton Public Schools absolutely prohibits bullying, cyber-bullying and retaliation as defined above. Students or staff who engages in bullying or retaliation will be subject to disciplinary action; however, with respect to students, disciplinary action taken must balance the need for accountability with the need to teach appropriate behavior. The range of disciplinary action includes, but is not limited to, one or more of the following: verbal warnings, written warnings, reprimands, detentions, short-term or long-term suspensions, expulsions from school or termination of employment as determined by school officials, subject to applicable procedural requirements. Nothing in this policy is intended to prevent

school officials from taking disciplinary action for conduct that does not meet the definition of bullying or cyber-bullying, or retaliation, as defined above, but nevertheless is inappropriate for the school environment or a staff member's position.

C. Reporting Obligations

Reporting by Staff: 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, shall immediately report any instance of bullying or retaliation s/he has witnessed or become aware of to the school principal or designee. In the event of an allegation against the principal, the matter should be reported to the superintendent and if against the superintendent, to the chair of the school committee.

Reporting by Students, Parents/Guardians, and Others: The district expects students, parents/guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the school principal or designee (or in the case of an allegation against the principal, to the superintendent and if against the superintendent, to the chair of the school committee.) An individual may make an anonymous report of bullying or retaliation, however, no disciplinary action may be taken against a student solely on the basis of an anonymous report. A student who knowingly makes a false accusation of bullying or retaliation shall be subject to disciplinary action.

Reporting to Parents/Guardians: In the event the Easton Public Schools determines that bullying or retaliation has occurred, the principal or designee must promptly notify the parent/guardian of the target and the aggressor of that determination and of the school's procedures for responding to it. If the alleged target and alleged aggressor attend different schools, the principal receiving the report shall inform the principal of the other student's school, who shall notify the student's parents of the report and procedures. There may also be circumstances in which the principal/designee contacts parents prior to an investigation and determination of bullying.

Reporting to Local Law Enforcement: At any point after receipt of a report of bullying or retaliation, or during or after an investigation, if the school administrator or other applicable school official has a reasonable basis to believe that the incident may involve criminal conduct, the school administrator or designee will notify the local law enforcement agency. In addition, if an incident of bullying or retaliation occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in a local school district, charter school, non-public school, approved private day or residential school or collaborative school, the Superintendent of the Easton Public Schools or designee will notify local law enforcement if s/he believes that criminal charges may be pursued. In making the determination whether notification to law enforcement is appropriate, the principal may consult with the police officer designated as the liaison to the school and any other individuals the principal deems appropriate. 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.

Reporting to Other Agencies: In certain cases, bullying of a student may constitute child abuse under Massachusetts law. The Easton Public Schools will comply with all legal requirements governing the reporting of suspected cases of child abuse.

Reporting to Administrator of Another School District or School: If an incident of bullying or retaliation involves students from more than one school district, charter school, non-public school, approved private day or residential school or collaborative school and the Easton Public Schools is the first to be informed of the bullying or retaliation, then the Superintendent of the Easton Public Schools

or designee must, consistent with state and federal law, promptly notify the appropriate administrator of the other school district or school so that both may take appropriate action.

D. Investigation

An appropriate school official or designee shall investigate promptly a report of bullying or retaliation, giving consideration to all the circumstances at hand, including the nature of the allegations and the ages of the students involved. The following are general guidelines for responding to a report of bullying or retaliation. The guidelines will be adapted as necessary to respond appropriately to the complaint.

Pre-Investigation: Even before fully investigating allegations of bullying or retaliation, school personnel will consider whether there is a need to take immediate steps to support the alleged target in order to restore a sense of safety and/or protect the alleged target from further potential incidents of concern. In taking any such action, however, the rights of both the alleged target and alleged aggressor must be considered. Parents of the target or aggressor may also be contacted prior to the investigation if the applicable school official deems appropriate.

Written statement of the complaint: The investigator will seek to determine the basis of the complaint, gathering information from the complainant, including such matters as: what specifically happened, who committed the alleged acts, who was present or may have information about the events, when the events occurred (date, time of day), and where the events occurred.

It is helpful to have these facts in writing. If age appropriate, the complainant may be asked to put the complaint in writing and to sign and date it. If the complainant cannot or chooses not to write a complaint, the investigator will record the allegations, read them to the complainant to confirm accuracy, and ask the complainant to sign the document. If the complainant cannot or chooses not to sign, the investigator may sign and date the document her/himself.

Interviews: Once the allegations of the complainant are established, the investigator will gather other evidence, which often involves interviews of the alleged aggressor and/or other witnesses. If appropriate, the investigator should remind the alleged aggressor and witnesses that retaliation against persons whom they believe might have reported the incidents or cooperated with the investigation is strictly prohibited and will result in disciplinary action.

Confidentiality: The confidentiality of the complainant and the other witnesses will be maintained to the extent practicable given the school's obligation to investigate and address the matter.

E. Determination

The school administrator must weigh all of the evidence objectively to determine whether the alleged events occurred and, if so, whether the events constitute bullying or retaliation. The determination must be based upon all of the facts and circumstances and the perspective of a reasonable person. When applied to children, the "reasonable person" standard is generally "that of a reasonable person of like age, intelligence, and experience under like circumstances." See *Ellison v. Brady*, 924 F.2d 872 (9th Cir. 1991).

If bullying or retaliation is substantiated, the school will take steps reasonably calculated to prevent recurrence and ensure that the target is not restricted in participating in school or in benefiting from school activities. As with the investigation, the response will be individually tailored to all of the circumstances, including the nature of the conduct, whether the aggressor is a student or staff member,

and the age of the students involved. In addition to taking disciplinary action, the following are examples of steps that may be taken to prevent the recurrence of bullying or retaliation:

Holding parent conferences;

Transferring a student from a classroom or school;

Limiting or denying student access to a part, or area, of a school;

Enhancing adult supervision on school premises;

Excluding a student from participation in school-sponsored or school-related functions, after-school programs, and/or extracurricular activities;

Providing relevant educational activities for individual students or groups of students. Guidance counselors and others in the school setting who have been trained in working with students on interpersonal issues may helpful in providing such programs.

Personalized Action Plan for students and directives for future conduct, including providing the target with a process for reporting any concerns about future conduct immediately. It is critical to involve the student in creating an action plan that involves a reporting process that works for that particular student.

Arranging for communication between the parties, if appropriate, to assist them in resolving issues which have arisen between them. (Such an approach will be used cautiously since communication can sometimes exacerbate, rather than alleviate, the target's concerns, particularly given the imbalance of power associated with bullying.)

Providing counseling (or other appropriate services) or referral to such services for the target and/or the student aggressor and/or for appropriate family members of said students.

F. Closing the Complaint and Possible Follow-Up

School officials will promptly provide notice to the parent/guardian of a target and a student aggressor in the event an allegation of bullying or retaliation has been substantiated and what action is being taken to prevent any further acts of bullying or retaliation. Specific information about disciplinary action taken generally will not be released to the target's parents or guardians—unless it involves a “stay away” or other directive that the target must be aware of in order to report violations.

The district will retain a report of the complaint, containing the name of the complainant, the date of the complaint, investigator, school, a brief statement of the nature of the complaint.

If appropriate, within a reasonable time period following closure of the complaint, the school officials will contact the target to determine whether there has been any recurrence of the prohibited conduct.

If either party is dissatisfied with the results of the investigation, he/she may direct his/her concerns in writing to the Superintendent or designee for further consideration. In addition, regardless of the outcome, school officials will inform parents about the Department of Elementary and Secondary Education Program Resolution System (PRS) and how to access that system. Information can be found at: <http://www.doe.mass.edu/pqa>, emails can be sent to compliance@doe.mass.edu or individuals can call 781-338-3700. Hard copies of this information are also available at the Superintendent's office.

The above language is intended to be consistent with the Easton Public School's Bullying Prevention and Intervention Plan. A copy of the complete Plan is available at each schools website.

POLICY PROHIBITING AND ADDRESSING HARASSMENT

The Easton Public Schools is committed to maintaining a school environment free of harassment based on race, color, religion, national origin, age, gender, gender identity, sexual orientation, or disability. Consistent with our Policy prohibiting and Addressing Bullying, Easton Public Schools specifically prohibits all conduct that creates an intimidating, hostile, environment for others. However, such conduct based upon the protected classifications described above requires particular attention.

1. Definitions

Harassment includes communications such as jokes, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct which offend or shows disrespect to others based upon race, color, religion, national origin, age, gender, gender identity, sexual orientation, or disability, when such communication or conduct is sufficiently serious to deny or limit the ability of an individual to participate in or benefit from their educational programs or school sponsored-events.

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

Sexual Harassment includes not only the types of conduct listed above that is based upon gender, but can also include unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature.

Harassment and Retaliation Prohibited

Harassment in the school environment is unlawful and is absolutely prohibited. This includes harassment of or by administrators, certified and support personnel, students, vendors and other individuals in school or at school related events. In addition, retaliation against any individual who has filed a complaint of harassment or who cooperates in an investigation of possible harassment is unlawful and is prohibited. Persons who engage in harassment 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.

2. Reporting & investigating Incidents of Harassment

If you believe that you may have been harassed, or if you witness or learn about the harassment of another individual, you should inform the Principal, his/her designee, or a Guidance Counselor as soon as possible. If you do not wish to discuss the issue with him/her, or if he/she does not address the problem in an effective manner, you should inform the Superintendent or his designee. Any allegation of harassment by the Superintendent should be addressed to the Chair of the School Committee. The Superintendent's/School Committee's office is located at 50 Oliver Street, North Easton, Ma 02356. The telephone number is 508-230-3200, Ext. 4.

The Easton Public Schools will promptly investigate every complaint of harassment. Confidentiality will be maintained in the investigative process, to the extent consistent with the school department's need to address the alleged conduct.

If the Easton Public Schools determines that harassment or retaliation has occurred, appropriate steps will be taken to end the conduct and to ensure that it is not repeated, which may range from counseling to discipline, including suspension or expulsion. The Easton Public Schools will further take steps to ensure that the targeted student is not restricted in his/her participation in the school department's educational programs.

In certain cases, harassment of a student may constitute child abuse under Massachusetts law. The Easton Public Schools Public schools will comply with all legal requirements governing the reporting of suspected cases of child abuse.

When an investigation has been completed, school personnel will inform the complainant of the results and file a report with the Assistant Superintendent.

Nothing in this policy is intended to restrict the Easton Public School's authority to address conduct that is inappropriate for a school setting, whether or not it meets the definition of harassment.

State and Federal Agencies

The Easton Public Schools urges all individuals in the school community to bring any concerns or complaints of harassment to the attention of school personnel so that they can address the issue as appropriate. The federal agency responsible for enforcing laws prohibiting harassment for students is the United States Department of Education Office for Civil Rights, 5 Post Office Square, 8th Floor, Boston, MA 02109 (telephone 617-289-0111) (TTY: 1-800-877-8339). The state agencies responsible for enforcing such laws are the Massachusetts Department of Elementary and Secondary Education, 75 Pleasant Street, Malden, MA 02148-5023 (Telephone 781-338-3000) (TTY 1-800-439-2370) or the Massachusetts Commission Against Discrimination at One Ashburton Place, Boston, Ma 02108 (telephone 617-994-6000) (TTY 617-994-6196).

HAZING

No student shall engage in the activity of hazing a student while on or off school property, or at a school sponsored event regardless of the location. No organization that uses the facilities or grounds under the control of the School Committee shall engage in the activity of hazing any person while on school property.

Any student who observes what appears to them to be the activity of hazing another student or person should report such information to the Principal including the time, date, location, names of identifiable participants and the types of behavior exhibited. Students and employees of the Easton Public Schools

are obligated by law to report incidents of hazing to the police department.

Any student who is present at a hazing has the obligation to report such an incident. Failure to do so may result in disciplinary action by the school against that student and could involve suspension from school for up to three days.

Any student who participates in the hazing of another student or other person may be subject to suspension from school.

Any student determined by the Principal to be the organizer of a hazing activity may be subject to a long-term suspension, up to 90 days.

In all cases relating to hazing, students will receive procedural due process.

INTERNET / TECHNOLOGY ACCEPTABLE USE POLICY

Purpose

The Easton Public Schools shall provide access for employees and students to the system/network, including access to external networks, for limited educational purposes. *Educational purposes* shall be defined as classroom activities, career and professional development, and high quality self-discovery activities of an educational nature. The purpose of the system/network is to assist in preparing students for success in life and work by providing access to a wide range of information and the ability to communicate with others. The system/network will be used to increase communication (staff, parent, and student), enhance productivity, and assist staff in upgrading existing skills and acquiring new skills through a broader exchange of information. The system/network will also be utilized to provide information to the community, including parents, governmental agencies, and businesses.

Availability

The Superintendent or designee shall implement, monitor, and evaluate the system/network for instructional and administrative purposes.

Access to the system/network, including external networks, shall be made available to employees and students for instructional and administrative purposes and in accordance with administrative regulations and procedures.

Access to the system/network is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations and procedures governing use of the system and shall agree in writing to comply with such regulations and procedures. Noncompliance with applicable regulations and procedures may result in suspension or termination of user privileges and other disciplinary actions consistent with the policies of the Easton Public Schools. Violations of law may result in criminal prosecution as well as disciplinary action by the Easton Public Schools.

Acceptable Use

The Superintendent or designee shall develop and implement administrative regulations, procedures, and user agreements, consistent with the purposes and mission of the Easton Public Schools as well as with law and policy governing copyright.

Monitored Use:

Electronic mail transmissions and other use of electronic resources by students and employees shall not be considered confidential. Network administrators may review communications to maintain integrity system-wide and ensure that users are using the system responsibly for instructional and administrative

purposes. All communications including text and images may be disclosed to law enforcement officers or other third parties without prior consent of the sender or the receiver.

Liability

The Easton Public Schools shall not be liable for users' inappropriate use of electronic resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The Easton Public Schools shall not be responsible for ensuring the accuracy or usability of any information found on external networks.

Safety Issues

Use of the Internet has potential dangers. Users are encouraged to read two brochures regarding Internet safety that the Massachusetts Attorney General's Office has prepared. The brochures are entitled *The Internet, Your Child and You; What Every Parent Should Know* and *Internet Safety: Advice from Kids Who Have Faced Danger Online*. Copies of these brochures are available in the school office or on the Internet at www.ago.state.ma.us.

The following are basic safety rules pertaining to all types of Internet applications.

- Never reveal any identifying information such as last names, ages, addresses, phone numbers, parents' names, parents' employers or work addresses, or photographs.
- Use the "back" key whenever you encounter a site that you believe is inappropriate or makes you feel uncomfortable.
- Immediately tell the Principal of the building if you receive a message that you believe is inappropriate or makes you feel uncomfortable.
- Never share your password or use another person's password. Internet passwords are provided for each user's personal use only. If you suspect that someone has discovered your password, you should change it immediately and notify the Principal of the building.

Student Use of the Internet

Access to the Easton Public Schools Internet Service is a privilege, not a right. The internet is to be used for educational purposes only. Students may not use the internet to access personal e-mail or for instant messaging.

Easton Public Schools reserves the right to deny, revoke or suspend specific user privileges and/or to take other disciplinary action, up to and including suspension or expulsion, for violations of this policy. The District will advise appropriate law enforcement agencies of suspected illegal activities conducted through the Easton Public Schools Internet Service. The District will also cooperate fully with local, state, and/or federal officials in any investigation related to any suspected illegal activities conducted through the service.

MASSACHUSETTS INTERSCHOLASTIC ATHLETIC ASSOCIATION ELIGIBILITY RULE WAIVERS: AN ADVISORY

1. In the general interest of 365 Massachusetts Interscholastic Athletic Association (MIAA) member schools and for the general well-being of the 160,000 student athletes who participate in more than 90,000 athletic contests annually, a number of statewide student eligibility requirements (rules) exist.
2. The MIAA has established a due process procedure which provides a full and multifaceted review of all requests to set aside an eligibility requirement for an individual high school student.
3. Initially, a student or his/her parent should notify the high school principal of the student's desire to participate in the school's interscholastic athletic program in spite of being ineligible by virtue of a rule. The principal may then initiate the MIAA "waiver request" process as outlined in the

Rules and Regulations Governing Athletics (Blue Book) established by the MIAA.

- A. The MIAA waiver process begins with a review of the written record by the Association's Eligibility Review Board (ERB) which then votes to grant or deny the requests for a waiver of the rule. Your high school principal should endorse (by signature) the original request to the ERB.
- B. An adverse decision by the ERB may be personally appealed to the three member eligibility committee of the Board of Control provided that this appeal is formally endorsed by your superintendent of schools and school committee.

PROTECTION OF PUPIL RIGHTS AMENDMENT

The Easton Public Schools adheres to the Protection of Pupil Rights Amendment (PPRA), a federal law that affords parents and eligible students (those who have reached the age of 18) certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. An overview of these rights follows:

A. Consent to federally funded surveys concerning "protected information." Schools must obtain written consent of the parent or eligible student prior to requiring the student to participate in a survey that is funded in whole or in part by a program of the United States Department of Education (USDOE) if the survey concerns one or more of the following protected areas of Information ("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
8. Income, other than as required by law to determine program eligibility.

B. Opt out of certain surveys and exams even if not federally funded. Parents and eligible students must receive notice of any of the following activities and have the right to opt out of them.

Any protected information survey, regardless of funding.

Any non-emergency, invasive physical exam or screening that is required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under State law.

Activities involving collection, disclosure, or use of personal information obtained from students for the purposes of marketing or selling or otherwise distributing the information to others.

Note: Mass. Gen. Laws Chapter 71, §57 requires schools to conduct physical examinations (of students) to "ascertain defects in sight or hearing, postural or other physical defects tending to prevent his receiving the full benefits of his school work and to ascertain physical defects of the feet which might unfavorably influence the child's health or physical efficiency."

Note: Personal information is defined as individually identifiable information including a student or parent's first and last name; home address; telephone number, or social security number 20USC §123h(c)(6)(E).

Note: The requirements concerning activities involving the collection and disclosure of personal information from students for marketing purposes do not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or

providing educational products or services for, or to, students or educational institutions, such as the following: college or other post-secondary education recruitment, or military recruitment; book clubs, magazines, and programs providing access to low-cost literacy products; curriculum and instructional materials used by elementary schools and secondary schools; tests and assessments used by elementary schools and secondary schools to provide formative, evaluative, diagnostic, clinical, aptitude or achievement information about student; the sale by students of products or services to raise funds for school-related or educational-related activities; student recognition programs.

C. Inspect certain materials. Upon request, parents and eligible students have the right to inspect the following before the school administers or uses them:

1. Protected information surveys of students;
2. Surveys created by a third party;
3. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes and
4. Instructional materials used as part of the educational curriculum.

Note: The term "instructional materials" is defined as instructional material that is provided to the student, regardless of format, including printed or representational materials, audio visual materials (such as materials accessible through the internet.) The term does not include academic tests or academic assessments. USC §1232h(c) (6) (A).]

D. Receive notification of the district's policies on the PPRA. After consultation with parents, the Easton Public Schools has adopted the following policies to implement the PPRA

Notice of Rights: The Superintendent will arrange for direct notice to parents and eligible students of this policy at the beginning of each school year, either through the U.S. Mail or handbooks, and will provide updates within a reasonable time period after any substantive changes. The Superintendent may also include notice of this policy along with other routine legal notices in one or more local newspapers.

Notice of Activities: The building principal will arrange for direct notice to parents/eligible students at least annually at the beginning of the school year of the activities or surveys identified in the PPRA that the Easton Public Schools anticipates conducting. The building principal will provide parents/eligible students with consent forms or the opportunity to opt a child out of activities, if applicable.

Inspection of Materials: Parents or eligible students who wish to exercise their right to inspect surveys and instructional materials as identified in the PPRA may do so by sending written notice to the Superintendent of Schools or the School Principal. The Superintendent/Principal will respond to requests within ten calendar days. Opportunity for inspection of applicable materials will be provided at the school or district administrative offices.

Protections of Student Privacy: The Superintendent will ensure that procedures are in place to protect student privacy in the administration of protected information surveys and in the collection, disclosure or use of personal information for marketing, selling or other distribution purposes.

Parents or eligible students who believe their rights under the PPRA have been violated may file a complaint within the district by contacting Dr. Michael Green, Assistant Superintendent.

Complaints may also be filed with:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

PHYSICAL RESTRAINT POLICY

Maintaining an orderly, safe environment conducive to learning is an expectation of the Easton Public Schools, and the district uses a number of strategies to address that expectation. However, use of restraint is limited. Indeed, students of the Easton Public Schools are protected by law from the unreasonable use of physical restraint.

Physical restraint is the use of bodily force to limit a student's freedom of movement. It is only used when other interventions would be ineffective and when the student's behavior poses a threat of imminent serious harm.

Physical restraint is not to be used as a form of discipline or punishment for non-compliance with staff requests or school rules. The primary intervention options used by staff when a student exhibits escalating behavior will be utilized to assist the student to regain behavioral control, such as providing verbal redirection and setting reasonable limits.

Therapeutic time-out or an emergency counseling session may also prove helpful. However, if a student exhibits behavior that is aggressive or assaultive and staff determine the student to be a danger to himself/herself or others, physical restraint may be initiated.

Selected school district staff members have participated in in-depth training and are certified in nonviolent restraint techniques.

SECTION 504: DISABLED STUDENTS

Section 504 is a civil rights law which prohibits recipients of federal funds from discriminating against qualified disabled individuals, on the basis of their disability, in employment practices and access to programs or facilities, as well as education.

The Easton Public Schools comply with section 504 which reads:

No otherwise qualified disabled individual in the United States shall solely by reason of his disability be excluded from participating in, be denied of the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

SECTION 32 A: AN ACT RELATIVE TO SEX EDUCATION

Parents have the right to exempt their children from any portion of a curriculum that primarily involves human sexual education or human sexuality issues, through written notification from the parent/guardian to the school principal. Further, parents have the right to inspect program instruction materials for these curricula. A copy is available for review at the school.

SMOKING AND TOBACCO

Smoking, chewing, or other use of tobacco products including e-cigarettes by staff, students, and members of the public shall be banned from all Easton Public Schools' buildings. All forms of tobacco use shall be prohibited on all Easton Public Schools' property. In addition, tobacco use by students is banned at all school-sponsored events, even when this use does not take place on school grounds.

Definition of Tobacco: Tobacco includes chewing tobacco, cigarettes, cigars and other products containing tobacco.

Investigation: All violations of the Tobacco Free Schools policy should be brought to the attention of the building principal. The Easton Public Schools will promptly investigate and, if a violation is found, take

reasonable steps to prevent its recurrence.

Consequences: The following consequences escalate for one school year. Infractions shall not carry over from one school year to the next. Each student shall receive a fresh start with each new school year.

First offense--will result in a one-day suspension, parent notification/meeting, and participation in a Tobacco Education Program.

Second offense--will result in a two-day suspension, parent notification/meeting, and participation in a Tobacco Education Program.

Third offense--will result in a three-day suspension, parent notification/meeting, and participation in a Tobacco Education Program.

SPECIAL NEEDS STUDENTS AND THE DISCIPLINE POLICY

The Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973 (Section 504), and related regulations provide eligible students with certain procedural rights and protections in the context of student discipline.

A brief overview of these rights is provided below.

In general, special education students may be excluded from their programs, just as any other student can be, for up to ten school days per year. However, when a special education student is excluded from his/her program for more than ten school days in the school year, the school district may be required to provide alternative educational services for the student. In addition, in many instances, the student's Team must convene to determine whether the student's behavior was a direct result of his/her disability (a "manifestation determination").

If the Team determines the behavior was not a direct result of the student's disability, the school may discipline the student according to the school's code of student conduct, except that the district must continue to provide the student with educational services as determined by the Team during the period of suspension or expulsion. However, if the Team determines that the behavior was a direct result of the disability, the student may not be excluded from the current educational placement (except in the case of weapons, drugs, or serious bodily injury) until the Team develops and the parent(s)/guardian(s) consent(s) to a new IEP. The Team must also conduct a functional behavior assessment and develop or revise a behavioral plan for the student.

In the event a student possesses uses, sells or solicits a controlled substance or possesses a weapon, or seriously injures an individual at school or a school function, a school may place a student in an interim alternative education setting for up to 45 days. Hearing officers may also order the placement of a student in an appropriate interim setting for up to 45 days upon determination that the current placement is substantially likely to result in injury to the student or others.

When a parent(s)/guardian(s) disagrees with the Team's decision on the "manifestation determination" or with a decision regarding placement, the parent(s)/guardian(s) has a right to request an expedited due process hearing from the Bureau of Special Education Appeals.

Similar procedures apply to eligible students with disabilities as defined by Section 504.

Additional information regarding the procedural protections for special education students can be obtained from the Special Education director, who can be reached at 508-230-3200.

DISCIPLINE OF STUDENTS NOT YET DETERMINED ELIGIBLE FOR SPECIAL EDUCATION

The IDEA protections summarized above also apply to any student who has not yet been found eligible for an IEP if the school district is deemed to have knowledge that the student was eligible for an IEP before the conduct that precipitated the disciplinary action occurred. The IDEA provides that a school district is “deemed to have knowledge” if: (1) The child’s parent had expressed concern in writing to district supervisory or administrative personnel or the child’s teacher that the child needs special education and related services; (2) the child’s parent had requested an evaluation of the child to determine eligibility for special education services; or (3) the teacher of the child or other school district personnel had expressed specific concerns about a pattern of behavior by the child directly to the district’s office of special education or to other supervisory personnel. However, a school district is not “deemed to have knowledge” if the district evaluated the student and determined that the child was not eligible for special services or the child’s parent refused an evaluation of the child or IDEA services.

If the school district has no knowledge that a student is an eligible student under the IDEA before taking disciplinary measures against the student, the student may be disciplined just as any other student may be. If, however, a request is made for an evaluation to determine eligibility while the student is subject to disciplinary measures, the district must conduct the evaluation in an expedited manner. Pending the results of the evaluation, the student must remain in the educational placement determined by school authorities, which may include suspension or expulsion with services provided through the school-wide education service plan as applicable to all students. If the student is determined eligible for an IEP as a result of the evaluation, the school district must provide the student with special education and related services in accordance with the IDEA.

SPECIAL SERVICES

Instructional Support Team

Each school has established an Instructional Support Team, composed of a variety of professional personnel. The Instructional Support Team, which is chaired by the school principal, serves as a resource to classroom teachers to assist in helping all students succeed in the classroom.

Remedial Reading

Each school is staffed with a Reading Specialist who works in conjunction with faculty to address the needs of students in the area of English/Language Arts.

School Psychologist/Adjustment Counselor

Our staff includes the services of a school psychologist and an adjustment counselor, whose functions are varied. Primary emphasis of the psychologist role rests with the identification, evaluation, and remediation of problems which impede development, adjustment, and learning process of children. To facilitate this role, the psychologist serves as both Chairperson of the school’s Evaluation Team and as a member of that team to assist resource and classroom teachers in developing prescriptive educational objectives for children with special needs.

The psychologist provides confidential, supportive counseling services for students and parents on a scheduled basis and on an unscheduled basis when intervention would be helpful. Appropriate services are offered upon request or recommendation individually or on a group basis. The psychologist consults with parents, teachers, administrators, and various specialists in order to maximally enhance the student’s overall development, adjustment and educational progress. Appointments with the psychologist may be scheduled at any time by contacting the school office or your child’s teacher.

The adjustment counselor role includes working towards resolution of personal, social or emotional problems that may interfere with students' adjustment to school and their capacity to achieve success in school. A variety of methods are used to assist the students in their adjustment process.

Speech/Language Therapist

The Speech/Language Therapist is a licensed speech pathologist who is available to all children in the Easton Public Schools who have articulation problems, voice disorders, fluency problems or certain language acquisition or language development difficulties. Any child may be referred by the teacher at any age or grade level. Children are evaluated, and if services are necessary, children are seen by the Speech/Language Therapist for 20 minute sessions individually or in small groups. Children in the Speech program work on a variety of activities including the use of technology, tape recorders, puppets and numerous speech and language games. Children with language problems work on a variety of activities in the areas of syntax, vocabulary, morphology and other expressive language skills.

Special Education Teachers

The special education teachers work directly with children according to Chapter 766. These teachers screen children referred to the program, participate in Team evaluation and re-evaluation meetings and the writing of educational plans, and provide individualized programs within the most appropriate and least restrictive environment.

STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) and the Massachusetts Student Records Regulations ("Regulations") together provide parents and eligible students (those who have reached the age of 14 or who have entered ninth grade) certain rights with respect to the student's education records. A general overview of those rights is provided below. Parents and students may obtain a complete copy of their rights under the Massachusetts Student Record Regulations by contacting the building principal.

- (a) The right to access the student's education records. Parents or eligible students should submit their request for access to the building principal. Access is generally provided within 10 days of a request. However, Massachusetts General Laws c.71, §34H ("Section 37H") law provides specific procedures that must be followed prior to release of records to a parent who does not have physical custody of a child. These procedures include submitting a written request and other documentation to the principal on an annual basis. Information about these procedures can be obtained from the building principal.
- (b) The right to request amendment of the student's education records. Parents or eligible students should direct their request to the principal, clearly identifying the part of the record they wish to have amended, and why.
- (c) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA and the Massachusetts regulations authorize disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interest in the records. Such school officials include professional, administrative and clerical staff who are employed by or under agreement with the Easton Public Schools and who need access to a record in order to fulfill their duties. Such school officials may also include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with regard to the use and maintenance of education records. The Easton Public Schools also discloses student records without parent/eligible student consent to officials of other elementary or secondary schools in which a student enrolls, or seeks, intends, or is instructed to enroll upon receipt of a request from

such school officials so long as the disclosure is for purposes related to the student's enrollment or transfer.

In addition, the Easton Public Schools has a practice of releasing directory information without consent. Directory information consists of the following: the student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of athletic teams, class, participation in recognized activities and sports, honors and awards, and post-high school plans. In the event a parent or eligible student objects to the release of any of the above information, the parent/eligible student may state that objection in writing to the building principal. Absent receipt of a written objection, the directory information will be released without further notice or consent. For a deadline date for the written objection, contact the school administration.

(d) The right to file a complaint concerning alleged failure by the District to comply with the regulations and laws governing student records. Complaints may be filed at the
Massachusetts Department of Elementary and Secondary Education
350 Main Street, Malden MA 02148

In addition, complaints relative to federal statutes and regulations governing student records may be filed with the

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW, Washington D.C.

TUTORING

Section 502.7 of the Chapter 766 Special Education regulations specifies the school system's responsibility to provide home-based tutoring. Tutoring services are available to any student who, with the written verification of his/her physician will be out of school for no less than fourteen(14) days or more than sixty (60) days during the school year.

Referrals for home tutoring services may come from parents, guidance counselors, school psychologists, physicians, and teachers.

In order for a child to receive this service, Special Education Form 16 ("the blue form") must be completed and signed by the physician in charge of the student's medical problem. This form can be sent directly to the physician from the Special Education Office, or the parent can pick it up and take it to the doctor for signature.

Tutors are arranged through the Guidance Department at the secondary level. If the student's current teachers are not available, the Special Education Office advertises within the system and from the substitute teachers' list. The teachers who then become involved contact parents directly regarding hours of tutoring and subject area provided. The maximum hours are nine (9) per week, three (3) per subject, unless the doctor specifies a different number. Teachers send a written report every two (2) weeks to the Special Education Office stating the work content addressed and progress noted.

WEAPONS

Any student found in possession of a dangerous weapon at school or school-related events is subject to expulsion by the principal. If such weapon is a firearm, the student must be excluded from the Easton Public Schools for a period of not less than one year, except as determined by the Superintendent on a case-by-case basis. The definition of a “firearm” includes, but is not limited to, guns (including a starter gun), bombs, grenades, rockets, missiles, mines, and similar devices, as set forth in the Gun Free Schools Act.

Students should also be aware that the possession of a firearm or certain other dangerous weapons in any building or on the grounds of any elementary or secondary level school is a crime punishable by a fine of not more than one thousand dollars (\$1,000) or by imprisonment for not more than one year, or both.

School department personnel are required by statute to file written reports on any incidents, regardless of whether they occur during school hours, involving a student’s possession of a dangerous weapon on school premises. Under the statute provisions, the principal will file copies of such report with the local chief of police, the Department of Children and Families (DCF), the Special Services Office, and the School Committee. The district will work with these agencies to arrange for an assessment of the student along with counseling services. Such services can include counseling available with the district and provided by district personnel and/or counseling available through other agencies.