

Medway Middle School

Grades 5 - 8



2008 – 2009

Student / Parent Handbook

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Dear Student and Parent(s)/Guardian(s):

Welcome to Medway Middle School!

The new school year is upon us and it is an opportunity for all to have a fresh start and accept new challenges. It is our hope that this handbook will serve as a reference for you throughout the year and that reviewing its contents will familiarize you with the rules, regulations, and expectations that enable us to provide a challenging, safe, and happy learning environment for our students.

It is requested that each parent/guardian sign and return the perforated sheet, located in the back of the handbook, to indicate that a copy of the handbook has been received.

As the year progresses, a member of the Middle School administrative team is always available to answer any of your concerns.

MEDWAY MIDDLE SCHOOL **2007-2008 SCHOOL YEAR CALENDAR**

September	2 (Tues.)	Prof. Dev. Day / General Faculty Mtg.
September	3 (Weds.)	Opening Day - Grades K-12
September	30 (Tues.)	Rosh Hashanah – NO SCHOOL
October	9 (Thurs.)	Yom Kippur – NO SCHOOL
October	13 (Mon.)	Columbus Day – NO SCHOOL
November	11 (Tues.)	Veterans Day – NO SCHOOL
November	26 (Wed.)	Half Day - Grades K-12
November	27 – 28 (Thurs.-Fri.)	Thanksgiving Recess - NO SCHOOL
December	24 (Weds.) – through	Holiday Vacation - NO SCHOOL
January	2 (Fri.)	
January	5 (Mon.)	School Reopens
January	19 (Mon.)	Martin Luther King, Jr. Day - NO SCHOOL
February	16 – 20 (Mon.-Fri.)	Winter Vacation Week - NO SCHOOL
April	10 (Fri.)	Good Friday - NO SCHOOL
April	20 – 24 (Mon.-Fri.)	Spring Vacation Week - NO SCHOOL
May	25 (Mon.)	Memorial Day - NO SCHOOL
June	18 (Thurs.)	180th Day-Tentative Closing Day - Half Day
June	19-30 (Fri. - Tues.)	Inclement Weather Makeup Days (if necessary)

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PHILOSOPHY AND MISSION STATEMENT

During the transition from childhood to adolescence, the middle school student experiences dramatic changes. This time of change is called transescence. It is the period of rapid physical and mental change which begins prior to the onset of puberty and extends through the early adolescent years.

The Medway Middle School staff believes that all children want to learn. The programs in place strive to develop the transescent youngster's capabilities to his/her full potential. Student growth in all areas, physical, intellectual, social, and artistic are recognized and integrated. The students are encouraged to develop sensitivity toward human relationships and to respect the abilities, values and attitudes of others.

Mission Statement

The mission of the Medway Middle School reflects the needs of those it serves. Accordingly, the Medway School Committee commits itself to:

1. Provide a planned educational transition between the elementary school and the high school.
2. Provide a professional staff who implements, through familiarity with research, the latest techniques, services, and curriculum implications, which support the unique needs of the transescent child.

The Medway Middle School Staff commits itself to:

1. Foster opportunities for success by development of independence through self-motivation, self-discipline, and responsibility.
2. Accept the worth of each individual.
3. Encourage the further development of self-respect and trust.
4. Encourage understanding and tolerance for each person's rights and beliefs.
5. Develop the academic, physical, social, and creative potential of the child.
6. Provide services to support the physical, intellectual, and emotional changes in the transescent child.
7. Improve student demonstration of learning as reflected in achievement and overall academic performance.
8. Encourage the development of thinking skills that enable students to solve problems in life situations.
9. Involve students in the many aspects of school and community life by offering active participation in school/community-related services and activities.
10. Encourage continual cooperation between home and school, because we recognize the family unit as a major factor in the child's development.

STUDENT RIGHTS AND RESPONSIBILITIES

All students have the same rights. The rights of any individual student are maintained by protecting and preserving the rights of all students. The rights of the individual student end when they infringe upon the rights of others. Students differ in their capacity to accept responsibility in exercising their rights and privileges. Students will be given every opportunity to demonstrate that they are capable of handling their rights and responsibilities in a positive manner. Students must also be fully aware of the consequences of their behavior.

APPEALS PROCESS

Any student who feels his/her rights have been violated may appeal to the administrator who has the responsibility and authority to make a judgment and decision regarding the violation.

BELL SCHEDULE

GRADE 5

HOMEROOM	7:40 - 7:47
Period A	7:50 - 8:36
Period B	8:39 - 9:25
Period C	9:28 - 10:14
Period D	10:17 - 10:37
LUNCH	10:40 - 11:02
Period D (cont'd)	11:04 - 11:27
Period E	11:30 - 12:17
Period F	12:20 - 1:06
Period G	1:09 - 1:55

GRADE 7

HOMEROOM	7:40 - 7:47
Period A	7:50 - 8:36
Period B	8:39 - 9:25
Period C	9:28 - 10:14
Period D	10:17 - 11:02
LUNCH	11:05 - 11:27
Period E	11:30 - 12:17
Period F	12:20 - 1:06
Period G	1:09 - 1:55

GRADE 6

HOMEROOM	7:40 - 7:47
Period A	7:50 - 8:36
Period B	8:39 - 9:25
Period C	9:28 - 10:13
Period D	10:17 - 11:02
Period E	11:05 - 11:27
LUNCH	11:30 - 11:52
Period E (cont'd)	11:55 - 12:17
Period F	12:20 - 1:06
Period G	1:09 - 1:55

GRADE 8

HOMEROOM	7:40 - 7:47
Period A	7:50 - 8:36
Period B	8:39 - 9:25
Period C	9:28 - 10:14
Period D	10:17 - 11:02
Period E	11:05 - 11:52
LUNCH	11:55 - 12:17
Period F	12:20 - 1:06
Period G	1:09 - 1:55

ACADEMIC GUIDELINES

PARENT-TEACHER CONFERENCES

May be requested at any time throughout the year by parents, teachers, counselors or administrators. Although such conferences are optional, the middle school strongly advocates conferences throughout the year. Conferences are held during the day, usually during team planning time. To arrange a conference, parents may call Homeroom Teachers (grade 5), Team Leaders (grades 6, 7 & 8), or the Guidance Office at 508-533-7654

PROGRESS REPORTS

Progress Reports will be sent by subject teachers at the half-way point of each marking period or when there is a serious decline in work performance and/or danger of failing for the term. Progress reports will be given to the pupils. Teachers will keep a record of this. Parents will be notified if students do not return the report signed. The third term progress report will include a statement regarding the Summer School Policy and indicating the student's status regarding not being promoted.

REPORT CARDS

Report cards will be sent home four times each year. The first three marking terms will have two copies sent home with students. One copy should be signed by the parent/guardian and returned to the Team Leader (7/8) or Homeroom teacher (5/6). The fourth term will be mailed home.

HONOR ROLL

A "C" in any major subject (Mathematics, English, Social Studies, Language Arts, Reading, Science, or Foreign Language) shall disqualify a student from the honor roll regardless of his/her academic average. Students who fail an exploratory subject are not eligible for the Honor Roll. This recognition program is for grades 6 through 8.

HIGH HONORS – a cumulative average of "90" for all major subjects with no grade lower than "85"

HONORS – a cumulative average of "85" for all major subjects with no grade lower than "80"

HONORABLE MENTION – a cumulative average of "80" for all major subjects with no grade lower than "80".

SCHOLASTIC AWARDS PROGRAM

The aim of this program, which is distinct from the honor roll, is to honor students who maintain an “88” or above average for the first three terms in their major subjects. After the third term, a list is published with the names of those who have maintained an “88” average. In early June, these students will receive their awards. This recognition program is for Grades 5-8.

ACADEMIC INTEGRITY

Our school community values the qualities of honesty, respect, responsibility, and accountability. As our students mature, it is essential that they thoroughly understand the concept of academic integrity and that they accept their personal responsibility toward completing their own work. Our staff will work with the student population to clarify for them the behaviors that are considered to be reflective of academic dishonesty. These behaviors may include, but are not limited to:

- Copying material during a test/quiz or copying a classmate’s assignment
- Allowing the copying of material during a test/quiz or of an assignment
- Communicating with another student during a test/quiz
- Using unauthorized notes or devices
- Obtaining, removing, or accepting a copy of or information about a test/quiz without knowledge or permission of the teacher
- Changing answers and seeking credit on an assignment/test/quiz after the work has been graded and returned
- Altering a teacher’s grading system
- Submitting a paper/project which is not the student’s work – issues relating to plagiarism (Teachers will review and clarify with students what actions are considered incidents of plagiarism).

Consequences for incidents of academic dishonesty are listed under the **Code of Behavior**.

PROMOTION POLICY

A student must pass four major subjects, including both math and English, in order to be promoted. A student cannot be promoted if two major subjects are failed. Extenuating circumstances will be dealt with by the administration.

SUMMER SCHOOL

1. A student has to receive a minimum grade of 50 for the year in the middle school course in order to be allowed to attend either summer school or receive approval for private tutoring.
2. A maximum of two failed middle school courses may be made up in a summer school and/or with private tutoring.
3. If a student is in danger of failing to the degree he/she will be ineligible for the summer school, a notice will be sent when third term progress reports are sent.
4. A student, with administration approval, may receive private tutoring equivalent to the number of hours he/she might have received in a regular session of summer school. In addition to this private tutoring, a student must pass an exam approved by the appropriate department. The administration must give prior approval to the tutoring. The tutor must be a certified teacher in the subject area in which the student is being tutored.

HOMEWORK GUIDELINES

Since homework is viewed as a supplement and extension of the school day, it is a very important part of the child's middle school education. Although the actual work time may vary for each individual child, our guidelines are the following:

- Grades 5/6:** Students in grades five and six are generally assigned an average of one to one and a half hours, Monday through Thursday, exclusive of long-range assignments. *
- Grade 7:** Normal homework time will be one and a half hour for five nights per week, exclusive of long-range assignments. *
- Grade 8:** Normal homework time is approximately one-half hour per subject each night, exclusive of long-range assignments. *

* Students who have been absent and need to do "make-up work", along with current assignments, may need to spend more than the minimum recommended time completing their work.

MAKE-UP WORK

Homework and tests missed because of excused absences are to be made up within the number of school days the student was absent (e.g., 3 days out -- 3 school days to make up). For an extended illness, different arrangements can be made. It is the student's responsibility to contact his/her teachers about work assigned during the absence. One day's absence: Rely on a classmate to gather homework. Two or more days' absence: Parent may call the school before 8:00 a.m. Parents are responsible for picking up the work.

The school will provide tutoring for a student who is ill for a period of at least two weeks. Parents should notify the Special Education Department when an extended illness or recuperation period occurs so that early arrangements can be made for tutors.

Teachers **will not** furnish assignments in advance for students planning to go on vacation, overstaying a vacation, or leaving prior to dismissal for holidays. Due to the special nature of some laboratory work and special classroom projects, some work may not be able to be made up after a vacation absence.

EXTRA-HELP

Students may receive extra-help after school. Students should make an appointment with their teacher to arrange extra help sessions.

GUIDANCE SERVICES

The fundamental role of the guidance program is to work with students, parents, and faculty members to enable each student to adjust and work to their potential in the middle school. Individual counseling services are available to aid the students in understanding and recognizing their academic, personal, or social problems, and to help them to learn how to solve these problems. Placement services involve the counselor working with the principal throughout the scheduling process by placing students within various recommended courses, levels, and special programs. Placement is an on-going process in the middle school and involves the students, parents, teachers, and counselor working together in planning, evaluating, and implementing the best possible program of studies for the individual student.

Middle school guidance services also include orientation of new students and providing placement assistance and information to parents as well as helping in the transition and adjustment to the new school setting. Similarly, assistance is also provided to students and parents in course selection information for the transition to Medway High School or in applying to some other vocational or private high school.

To help students achieve greater academic success as well as maximize their social and emotional adjustments, the middle school counselor meets weekly with each team of teachers, and on a more frequent basis with the administrators and school specialists, to maintain open lines of communication between the school and parents. The counselor's role, in consultation with parents, includes interpreting test results, acquainting parents with school policy and procedures, making parents aware of in-school and out-of-school referral agencies, and assisting parents in understanding adolescent growth and development.

The guidance counselor works with the classroom teachers to develop Individual Curriculum Accommodation Plans for students experiencing difficulty, chairs all 504 meetings, and provides assessments to the Team during Special Education evaluations.

The guidance staff is responsible for the maintenance of students' permanent records, which involves the collecting and reviewing of educational information pertaining to each student's achievement and progress, standardized testing, and special programming.

Parents/guardians are encouraged to contact the guidance department to address any concerns. Students are always urged to see the counselors to discuss any problems or unfamiliar situations.

HEALTH SERVICES

SCHOOL HEALTH POLICIES

1. **Medication Policy:** No medications (including over-the-counter medications) are allowed in school without a written order from a physician or dentist, and a parental signature on a special form, which is available from the school nurse. Medications should be delivered directly to the nurse by the parent/guardian. All medications must be in the prescription bottle, labeled with child's name, doctor's name, name of medication, and dosage.
2. **Excuses from Physical Education Program:** Under normal circumstances, a parent can request that a student be excused from one gym class. A student, who must be excused for more than one class, is required to bring a note from a physician or medical facility.
3. **Mandated Screenings:** Testing for vision and hearing is done annually on all students. Postural screening is done on all students in grades five through eight during Physical Education classes. Female students may be asked to bring in a bathing suit or halter-top. This type of clothing facilitates the back examination. The school nurse will recheck all students with positive findings and will send referral notices for follow-up medical evaluation.
4. The revised Massachusetts Department of Public Health Law requires that all students entering the seventh grade show proof of a second dose of MMR (measles, mumps, and rubella) vaccine, three doses of

Hepatitis B vaccine, an Adult booster for Tetanus, and either the Varicella vaccine or proof of having had chicken pox disease.

5. **Physical exams are required by law of all students in grade seven. A copy of the exam, completed by the family's Primary Care Physician, should be sent to the school nurse, before the first day of school.** This copy will be kept in the student's health file.
6. **Nurse's Office:** The school nurse is available to students during the normal school day. If a student is not feeling well, the classroom teacher will give the student a pass for the nurse's office. If the student is unable to go to the office the nurse will go to the student. The nurse may administer only medications prescribed by a physician. In order to maintain health records, the nurse should be informed of any medical conditions, injuries, or recent immunization. The nurse should also be given all physicians' notes excusing students from physical education class or school.

DISCIPLINE POLICIES

CODE OF BEHAVIOR

Responsibility and respect help establish a school climate in which all students feel safe and accepted. We expect our students' behavior to support our efforts to make Medway Middle School a place where trust and respect for self and others can grow. Our students are encouraged to think about what actions they should take when facing decisions and to reflect on the possible consequences of their actions. It is a system of essential standards.

Classroom teachers will continue to handle routine classroom discipline. Twenty-four hours notice will be given to all students when detentions are assigned. Situations requiring the assistance of the administration will be handled as listed under the **Specific Offenses and Demerits**.

Bullying: Medway Middle School is a community that does not accept bullying. Bullying is defined as repeated, intentional, hurtful acts committed by one child or group of children against another. Bullying behaviors can be direct or indirect. Direct behaviors that will be considered bullying are: maliciously teasing/taunting, threatening, hitting, stealing/intentionally damaging property. Indirect behaviors include: spreading rumors, encouraging others to reject or exclude someone, targeting a peer for social isolation, and cyber bullying.

Listed below are some of the behaviors that show a lack of responsibility and respect for self and others. Consequences for each infraction are also listed.

SPECIFIC OFFENSES AND DEMERITS

OFFENSE	PENALTY		
Arson	20	-	2-day suspension
Assault or Battery (Fighting)			
1 st Offense:	10	-	1-day suspension
2 nd Offense	20	-	2-day suspension
Bullying:			
1 st Offense:	10 demerits		1 office detention
2 nd Offense:	20 demerits		1-day suspension Parent conference
Destruction of school property	15	-	2 office detentions Restitution Parental Conference
Disruptive Behavior:	5	-	1 office detention
In cafeteria			
In corridor			
On school grounds			

Drug and Alcohol				Police & parent notified
Possession/Usage				Recommend school-approved counseling
1 st Offense:	20	-		3-day suspension
2 nd Offense:	20	-		5-day suspension
3 rd Offense:	20	-		10-day suspension
4 th Offense:	20	-		10-day suspension
Selling/Distribution				Police & parent notified
				Recommend school-approved counseling
1 st Offense:	20	-		5-day suspension
2 nd Offense:	20	-		10-day suspension
Eating food, chewing gum or consumption of liquids outside of cafeteria between 7:25 a.m. & 1:55 p.m. (after a warning)	5	-		1 office detention
Failure to Report:				
To cafeteria	5	-		1 office detention
To teacher detention	5	-		1 office detention
To homeroom	5	-		1 office detention
To class	10	-		1 office detention
To office detention				
1 st Offense:	10	-		1 office detention
2 nd Offense:	20	-		1 day in-house suspension
				Parental conference
To office when directed	10	-		1 office detention
Hazing	15	-		2 office detentions
(Includes physical or emotional abuse as defined by statute G.L. 269-S19)				
A student shall not intimidate, threaten or behave in such a way to cause physical or emotional injury to school staff, other students or visitors while under the jurisdiction of the school. This jurisdiction includes, in addition to the school day, athletic events, riding on the school bus, field trips and other activities sponsored by the school.				
Leaving School Grounds	20	-		1 day in-house suspension
				Zero for work completed in class missed
				Parent conference
No Corridor Pass	5	-		1 office detention
Late to class (5 minutes or more)	5	-		1 office detention
(less than 5 minutes – teacher detention)				
Academic Dishonesty				
1st Offense:				A zero is given for the assignment in which either plagiarism or cheating has occurred. A letter is sent to the parent by the administration.
2 nd Offense:	10	-		1 office detention
				Same penalties as listed for the first offense, and a parental conference with the teacher, student, and administrator is required.
	10	-		1 office detention

3rd Offense:			In addition to the parental conference, 10 percentage points will be taken off the course grade. 1 day suspension
	10	-	
Possession of dangerous weapons/instruments on school property	20	-	3-day suspension (minimum) Police notification
Possession of or Smoking/ Chewing Tobacco	10	-	1 day suspension 2 office detentions
Refusal to Leave Classroom when Directed			
1 st Offense:	15	-	2 office detentions Parent notification
2 nd Offense:	15	-	1 day suspension 2 office detentions Parent notification
Riding Elevator w/o permission	5	-	1 office detention
Sent from Class to Office	10	-	1 office detention Letter to parents
Skateboarding on school property without permission	10	-	1 office detention
Snowball throwing			
1 st Offense:	5	-	1 office detention
2 nd Offense:	10	-	2 office detentions
Stealing	10	-	1-day suspension
Students are not allowed to <u>use or carry</u> cell phones (or other electronic equipment: walkmans, I-pods, palm pilots,etc.) during the school day without permission.	10	-	2 office detentions Parent notification
Truancy	20	-	5 office detentions Zero for any work completed in classes missed.
Vulgarity (Directed toward Staff)			
1 st Offense:	10	-	1-day suspension
2 nd Offense:	20	-	3-day suspension
Vulgarity (Undirected)	5	-	1 office detention
Writing on or defacing front of lockers, desks, or other school property	10	-	1 office detention Repair of damage

OFFICE DISCIPLINE:

The administration will arrange an appointment with the student. Demerits, detentions, and suspensions will be assigned, according to the offense, during this time. Parents will be notified when students have accumulated 40 demerits

Level 1: If a student accumulates 50 demerits, he/she will be suspended for a minimum of one day and up to a maximum of five days. A parental conference with the administration will be required prior to the student returning to school. All detention penalties will be doubled for students who have accumulated 50 or more demerits. For example, the penalty for “Cutting a Teacher Detention” is five (5) demerits and one (1) detention.

If within five school days the parent has not met with the administration, the next step will be taken. A student who has accumulated 50 demerits will be ineligible for all extracurricular activities. This includes, but is not limited to, the following: intramurals and dances. Students who accumulate 50 demerits or more will be ineligible for non-academic field trips.

After a marking term without demerits, some restrictions may be removed so as to allow the student to participate in extracurricular activities.

Level 2: If a student accumulates 100 or more demerits he/she will be suspended for a minimum of two days and a maximum of five days. A parental conference with the principal will be required prior to the student returning to school.

Detention penalties will be tripled for students who have accumulated 100 or more demerits. For example, the penalty for “Cutting a Teacher Detention” will receive five (5) demerits and one (1) detention.

When a student receives 100 demerits, the principal may recommend that a Pupil Referral Conference be held to indicate whether a TEAM evaluation is advisable.

Level 3: If a student accumulates 150 or more demerits, he/she will be suspended a minimum of three days and a maximum of five days and will be required to meet with the Superintendent of Schools. At this time, the Superintendent will decide as to what further action will be taken. This action could result in a recommendation to the School Committee for expulsion. Suspension is defined as exclusion from school for a designated period of time. A student, during this time, is not permitted on school property and cannot attend any school function. Make-up work is allowed.

Demerits and other offenses will be handled at the discretion of the assistant principal or principal.

DETENTION: 2:00 p.m. - 3:00 p.m., Room to be announced.

APPEAL PROCEDURE FOR DISCIPLINE

All appeals must be made in person by the parent or guardian. The parent or guardian may appeal an adverse decision of the middle school to the Superintendent of Schools. The parent or guardian may appeal an adverse decision of the Superintendent of Schools to the School Committee. Appeals to the School Committee will be in writing to the Superintendent of Schools who will place the parent’s or guardian’s appeal on the School Committee agenda for the next regular meeting.

EARN-BACK DEMERITS

This is a behavior modification program through which students are given the opportunity to earn back ten (10) Demerits at any one time. Student must seek out the earn-back policy before reaching 50 Demerits. Student must go five (5) school days without receiving a Discipline Slip. The student may then apply to earn back ten (10) Demerits by picking up a form from the assistant principal. The student agrees to perform a school service project at this time; i.e., pick up trash outside building, wash blackboards, etc. normally requiring 30 to 45 minutes to complete. Then another five (5) school days without a Discipline Slip fulfills the responsibilities required to earn ten (10) Demerits back. Demerits for very serious offenses are not allowed to be earned back. Students cannot go below zero in Demerits.

STUDENT REMOVAL

A student will be removed from a class and/or the school premises when (1) that student poses a continuing danger to other students or to school property; (2) when a student disrupts the academic process within a classroom or elsewhere on school premises; (3) when a student has demonstrated that he/she is unwilling to cooperate with the rules of the Medway School System.

1. The principal or assistant principal may remove the student from curricular or co-curricular activities or from the school premises.
2. If no administrator is available at a co-curricular activity, the teacher present may take the necessary action.
3. Normal procedures for disciplinary action will be followed. In addition to the specific offenses listed, the following will result in an assignment of 20 demerits and an immediate two-day suspension. Each violation will be treated as a separate offense. Violators may be referred to civil authorities and may be subject to expulsion. In all suspensions, students WILL NOT be readmitted to school until a parental conference is held.
 - A. Assault or Battery - A student shall not intimidate, threaten, or behave in such a way as to cause physical injury to school staff, other students, or visitors while under the jurisdiction of the school. This jurisdiction includes, in addition to the school day, school dances, athletic events, field trips, and any other activities by the school even if these activities do not take place on the school grounds or during the regular or normal school hours. It also includes riding on the school buses.
 - B. Dangerous Weapons and Instruments - A student shall not possess, handle, transmit, or conceal any object that might be considered a dangerous weapon or instrument of violence. A student shall not cause people to believe that a dangerous device is located on school property. It also includes riding on school buses.
 - C. Arson - A student shall not knowingly cause a fire to occur on school property.

STUDENT DRESS CODE

Expectations

It is commonly understood that student behavior and the total school environment are strongly influenced by the dress and appearance of students. Our goal is to establish self-discipline. Middle school students should maintain a clean and neat appearance, and their clothing should be in good taste at all times. Any apparel or unusual accessory that detracts from school decorum will not be permitted.

Rules

1. Head apparel, except for religious or medical purposes, must not be worn inside the school building.
2. No wearing of coats within the school building. (Exceptions will be made when warranted by building temperature).
3. Clothing/jewelry cannot include obscene, sexually orientated, drug/alcohol/tobacco related messages.
4. Undergarments and midriff (front and back) must be covered.
5. Neckline of tops must provide complete coverage of chest.
6. Dresses, skirts, shorts, and skorts must reach tips of fingers when student is standing with arms at sides.
7. No tank tops, strapless tops, sheer tops, or tops with spaghetti straps.
8. Tops must reach waistline of pants, shorts, skirts, or skorts.
9. No "heelies".
10. Sneakers must be worn during physical education classes.

As a safety issue, we strongly advise students and parents that "flip-flops" are not the best choice of footwear in the warmer months. They present problems as the students are navigating the stairways and also leave the exposed foot subject to injury.

The school principal and/or assistant principal shall make judgment in matters related to dress code issues.

1 st Offense	Parent notification Exchange item for appropriate school clothes
2 nd Offense	Parent notification Exchange item for appropriate school clothes Office detention and 5 demerits

3rd Offense

Parent notification
Exchange item for appropriate school clothes
Two office detentions and 5 demerits
Administration-parent conference

STUDENT CONDUCT ON SCHOOL BUSES

The following are the rules and regulations for pupil conduct on Medway school buses:

1. The driver is in complete charge of the bus and the pupils while enroute to and from school. All passengers must follow the instructions issued by the driver for loading, unloading, and personal conduct.
2. Pupils must ride the assigned buses and load and depart at designated stops only.
3. Passengers leaving buses must cross in front of the bus under the direction of the driver who is able to see traffic in both directions while passengers cannot. The bus shall not move until all passengers are safely on their side of the street.
4. Pupils must stand off the roadway while waiting for the bus. Pupils may not cross the street until signaled to do so by the driver. The driver will not signal students to move from the bus stop until after the red lights are flashing and the driver has verified that traffic has stopped.
5. Bulky objects carried onto a bus are to be stored as directed by the driver.
6. In addition to the above, students must comply with the following rules while on Medway School buses.
 - a. No smoking or use of tobacco.
 - b. No lighting of matches or other devices.
 - c. No part of the anatomy is to be extended out of bus windows.
 - d. No standing or moving about when the bus is moving.
 - e. No object is to be thrown from within the bus for any reason.
 - f. No interference with anyone passing to or from a seat.
 - g. No food of any kind is to be eaten on the bus.
 - h. Papers and other rubbish are to be kept off the floors and seats.
 - i. No profanity.
 - j. No loud talking.
 - k. No disruptive behavior.
7. Students will be held liable for any damage resulting from defacing or causing destruction of school property.
8. Students may not ride unassigned buses without written parental request and administrative approval.

Failure to comply with the above regulations will result in the following:

- a. **First Offense:** Written notification by bus driver to building administrator who will meet with the student and notify parents;
- b. **Second Offense:** Written notification by bus driver to building administrator who will notify parents; building administrator will review circumstances and, if verified, will remove student from bus for up to three (3) school days;
- c. **Third Offense and any Additional Offenses:** Written notification by bus driver to building administrator who will notify parents; building administrator will review circumstances and, if verified, will remove student from bus for no more than ten (10) days.
- d. The principal reserves the right to remove a student from the bus if the infraction is determined to merit such action.

PROCEDURES FOR PUPILS WITH INDIVIDUALIZED EDUCATIONAL PLANS

The Commonwealth of Massachusetts, Department of Education, Division of Special Education requires that the following procedures be implemented for students who have Individualized Educational Plans (IEP).

1. The TEAM determines if the student can/cannot meet regular discipline code and writes this into the IEP.
2. The Special Education Administrator provides administrator responsible for discipline with the name of the student who has IEP and information as to whether the student can/cannot be expected to meet the regular school discipline code.
3. If the student commits a suspendable offense, the administrator may review the IEP and confer with the

- administrator responsible for discipline regarding the disciplinary action.
4. Both administrators complete necessary record-keeping procedure.
 5. (a) If a suspension will result in exclusion for less than 10 cumulative days in a given year and if the IEP indicates that the student can meet the regular school discipline code, the Special Education Administrator advises the administrator who is responsible for the discipline that the suspension is appropriate.
 - (b) If suspension will result in exclusion for more than 10 days and if the IEP indicates that the student can meet the regular school discipline code, the student is suspended; however, a TEAM meeting is convened to review the IEP and to determine alternative special education service delivery during the period of exclusion Services should be provided after the tenth day.
 - (c) If the IEP indicates a modified discipline code for the student, the student will be disciplined in accordance with the provisions of the IEP.

Procedures Regarding a Manifestation Review and other Discipline Procedures

When a student with disabilities receives a suspension of longer than ten consecutive days or a series of suspensions that are shorter than ten days but constitute a change in placement, the Team convenes to develop or review a functional behavioral assessment (FBA) of the student's behavior to modify a plan or develop an assessment plan, to identify an appropriate alternative educational settings, and to determine the relationship between the disability and the behavior. This is called a manifestation decision and the following questions need to be answered by the Team:

- . Is the IEP appropriate?
- . Is the placement appropriate?
- . If there was a behavior plan, was it implemented?
- . Does the student understand the impact and consequences of the behavior?
- . Can the student control the behavior?

If the Team determines that the behavior is not a manifestation of the disability, the district may suspend or expel the student consistent with policies applied to any student. The district must also offer an appropriate educational program to the student that may be in another setting. Regardless of the manifestation determination, the district may place the student in an interim alternative educational setting for up to forty-five days if the behavior involves weapons or illegal drugs while at school or a school function, or if the district has evidence that the student is "substantially likely" to injure himself or others and a hearing officer orders the alternative placement, and curriculum to receive services on the IEP.

If the Team determines that the behavior is a manifestation of the disability, the district takes steps to correct the IEP, the placement, or the behavior plan and does not suspend the student again during the school year. the district provides written notice to the parents of all rights to appeal and to an expedited hearing. If the parent chooses an appeal, the student remains in the placement on the last accepted IEP, or the interim alternative placement, unless the parent and school agree otherwise.

State Regulations

M.G.L. Ch. 76, Sections 16-18 and Ch. 71, Section 37H

GENERAL INFORMATION

ATTENDANCE POLICY

1. All pupils are required to be in their assigned rooms when the tardy bell rings.
2. A student will be allowed five excused tardies per term. An excused tardy is one in which a note or a telephone call is received from the parent or guardian on the day of the tardy. Any tardy which is not excused or more than five tardies per term will result in an office detention.
3. Pupils tardy to school must report to the administrative office prior to attending classes. If a student accumulates seven tardies, a parental conference may be held.
4. If a student is absent from school, a parent/guardian is requested to telephone the school (533-3230) and punch in Extension 5444 between 3:30 p.m., and 7:30 a.m. and the message will be recorded on the answering machine. After 7:30 a.m., the call will be answered personally. If we do not receive a call, the school secretary will call the home. No notes will be required after telephone contact has been made with a parent. In case of no telephone contact, we will require a written explanation of the absence.

5. When a student is truant, the principal or assistant principal will assume responsibility for contacting parents at once.
6. The school calendar provides three school vacation weeks. Occasionally family vacation plans are made for times when school is in session, and student absences are the result. The middle school administration discourages parents and students from this practice and reminds them that the school WILL NOT provide advance homework when students and their families vacation when school is in session. It is the student's responsibility to make up the missed work and he/she will have as many days as missed to make up work. If a student missed two days, he/she will have two days to make up that work.
7. Parents of students who exceed ten (10) days of absence may be required to produce documentation verifying student absences. Parents, please understand that multiple absences DO affect student performance.
8. Parents/guardians will be notified when a student has reached ten (10) absences. This will enable the parents to take the action necessary to improve the student's attendance.
9. Notes are required for all absences not confirmed by telephone and must be received on the day of the student's return. These notes are to be given to the homeroom teacher.
10. Absences due to religious holidays, funerals, or death of relative will be excused.

BACKPACKS

Students are not permitted to carry daypacks, backpacks, etc. from classroom to classroom during the school day. They may carry these packs to and from school only.

BIKE RACKS

Bike racks are provided for all students. Students are encouraged to lock their bikes. This is the only location where bikes may be parked.

CAFETERIA

Students must eat during assigned lunch periods. No food is to be consumed outside of the cafeteria. Students are not to wander about the cafeteria and are to abide by the decisions of the supervisors in regard to seating arrangements and other concerns.

These rules are to be followed:

1. Walk.
2. Respect the rights of others.
3. Remain seated in your chair during lunch.
4. Return all trays and disposable items to appropriate areas.
5. All tables are to be cleaned.
6. Classroom behavior is expected.
7. Permission is required to leave the cafeteria.
8. No cutting in line.

DANCES

Students attending dances are reminded that, as a school function, students are expected to abide by the same rules that are in effect during a normal school day. Students attending a dance must remain at the dance upon arrival and will not be dismissed unless parental confirmation is made. If a student is absent from school on the day of a dance, they may not attend the dance. When dances are held in the Old Gym, we ask that students wear sneakers and keep all food and drink out in the hall.

ELEVATORS

Students are not allowed to ride the school elevators without permission of administration.

EARLY DISMISSAL

A student wishing to be excused from school will present a signed note from his parent to the main office before school begins. The note will indicate the reason and the desired time of departure. Students will be given a dismissal form which is to be shown to the teacher before leaving the classroom. Dismissals should be requested only when other arrangements cannot be made. Students being dismissed from school must be picked up in the main office and signed out by a parent, guardian, or other recognized adult.

FIRE DRILLS

Instructions for procedure in case of a fire drill are posted in every classroom of the building. The instructions are to be followed exactly. Students should walk silently to designated area and remain with their class and instructor throughout the drill.

INTRAMURALS

Due to budget cuts, the Medway Middle School Intramural Program was eliminated. Intramural activities are offered through the Community Education department.

LOCKERS

Each student will be assigned a locker upon entering the school in September. This locker is the responsibility of the individual to whom it is assigned and must be used for clothing, books, papers, etc. Some lockers have portable locks. The lock is easily removed if it is not locked securely. If the lock is lost during the school year, the pupil is responsible for the cost of replacing the lock. Locker maintenance is student responsibility, and lockers will not be shared, unless because of numbers, students are asked to double up. Students must use the school-issued padlock unless given administrative permission to do otherwise.

NO SCHOOL ANNOUNCEMENTS/EARLY DISMISSALS/DELAYED OPENINGS

No School Announcements

No School Announcements will be carried on the following radio and television stations:

WBZ-TV – Channel 4	WBZ-Radio – 1030 AM
WCVB-TV – Channel 5	WMRC-Radio 1490 AM
WHDH-TV – Channel 7	WRKO-Radio – 680 AM

Early Dismissals

In cases when school will be dismissed early because of worsening storm conditions or other emergency, an announcement of the time of dismissal will be made on the Television and Radio stations that carry the No School Announcements.

Delayed Openings:

There may be occasions when conditions justify delaying the opening of schools by one or two hours. In the case of a delayed opening, school schedules and bus schedules will be delayed for the amount of time announced. For example: if a bus run normally starts at 7:30 a.m., and a two hour delay is announced, the bus run will begin two hours later at 9:30 a.m. Since the Middle School normally begins classes at 7:40 a.m., a two hour delay would mean that school will begin at 9:40 a.m. School lunches will be served as usual on days when the school opening has been delayed. Delayed opening announcements will be carried on the same Television and Radio stations that carry the No School Announcements.

PHYSICAL EDUCATION

All students are expected to participate in physical education. This is required by law, and unless they have a letter from their doctor stating a physical handicap prevents participation, they absolutely must attend classes. If a student is unable to participate in gym for a particular day, a written explanation from a parent will be necessary. Only a written note from a doctor will excuse a student from gym for an extended period. It is expected that all students in grades 6, 7, and 8 will change to appropriate clothing for physical education classes. All students in grades 5, 6, 7, and 8 will wear sneakers during physical education classes.

SEARCH AND SEIZURE

Searches by school officials will be conducted when a teacher, school employee, or another student reports that a student was observed with contraband on school premises or when school officials receive a reliable report, even if from an anonymous source.

Contraband is defined as material prohibited by school regulations and/or material that is illegal and would interfere with school discipline and order, or materials that are dangerous to the health and safety of the school. There should be no expectations of privacy of desks and/or lockers.

Any search conducted will be free of embarrassment to the student. The school is not required to call in the police before searching a student or his/her locker nor does the school official have to obtain a search warrant.

An attempt will be made to contact the parent/ guardian to notify them that a search is to be conducted. If the parent/guardian is unable to be contacted, the search will be conducted and parent/guardian will be notified of this as soon as possible.

The basis of the above is the principle “loco parentis,” that is, school officials may act in place of parents/guardians to protect the safety, health, and security of students and provide a disciplined educational environment.

SURVEILLANCE

Parents and students should be advised that video surveillance cameras are operational in the hallways and will used for security purposes.

VISITORS

All visitors are to report to the main office, sign in and take a Visitor Pass to wear while in the building. When visitors are finished with their business, they should sign out in the office and return their Visitor Passes. Outside students from Medway must have prior permission from the administration. An office pass is required.

DISTRICT POLICIES
(Including Federal/State Mandates)

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The *Family Educational Rights and Privacy Act* (FERPA), a federal law, requires that Medway Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Medway Public Schools may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Medway Public Schools to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include; but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories: names, addresses and telephone listings; unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.¹

If you do not want Medway Public Schools to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by October 15. Your written request not to disclose directory information should be addressed to the Office of the Superintendent of Schools, 45 Holliston St., Medway, MA 02053 (No faxes please). Medway Public Schools has designated the following information as directory information:

Note: an LEA may, but does not have to, include all the information listed below.

Student’s name	Dates of attendance
Address	Grade level
Telephone listing	Participation in officially recognized activities and sports
Electronic mail address	Weight and height of members of athletic teams
Photograph	Degrees, honors, and awards received
Date and place of birth	The most recent education agency or institution attended
Major field of study	

Date: December 17, 2003

¹ These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-110); the legislation that provides funding for the Nation’s armed forces.

This Civil Rights Policy is a formal statement of the long-standing commitment of Medway Public Schools to uphold civil rights and to encourage multi-racial and multi-cultural respect, appreciation and harmony. The Tolerance Acceptance Committee, composed of community members, parents, students, clergy and police, played an important role in developing this policy.

In addition to the procedures for filing claims and the requirements for reporting violations provided in this policy, students, employees and members of the community are encouraged to share with the administration any concerns about civil rights violations in Medway Public Schools.

Commitment to Multi-Cultural Understanding

Medway Public Schools is committed to:

promoting multi-cultural understanding, appreciation and harmony to ensure that no student is denied access to any educational program or other activity in Medway Public Schools for reason of race, color, ethnic background, national origin, religion, sexual orientation, disability, economic status or gender; and to:

complying with all applicable state and federal laws, including state and federal civil rights and anti-discrimination laws relating to the employment practices, educational programs and all other activities of Medway Public Schools.

Standards of Conduct

Students and employees of Medway Public Schools shall not at any time do or say anything that would in any way tend to harass, degrade, demean, abuse, insult or cast aspersions on the race, color, ethnic background, national origin, religion, sexual orientation, economic status or gender of any individual or group, or otherwise engage in racist or any other unlawful discriminatory behavior.

In interpreting and applying this Civil Rights Policy, Medway Public Schools does not intend to interfere with the rights of students, teachers, and other members of the Medway Public Schools community to engage in freedom of expression protected by law.

IMPLEMENTATION AND ENFORCEMENT

Complaint Procedures

1. Any employee, parent/guardian or student of Medway Public Schools may file a complaint alleging violations of this Civil Rights Policy.
2. Complaints shall be filed and resolved in accordance with the following procedures:
 - a. Complaints are to be in writing and signed. They are to be submitted to the Building Principal, Assistant Principal, Assistant Superintendent or the Superintendent of Schools, as follows:

Richard Pearson, High School Principal, 508-533-3227

Frank Jackson, High School Assistant Principal, 508-533-3227

Joanne Senier-LaBarre, Middle School Principal, 508-533-3230

Mary Ellen Hasenfuss, Middle School Assistant Principal, 508-533-3230

Leigh Ann Becker, Burke/Memorial School Principal, 508-533-3266

Eileen Harvey, Burke/Memorial School Assistant Principal, 508-533-3242

Wendy Rocha, McGovern School Principal, 508-533-3243

Denise Rochlin, Assistant Superintendent of Student Services, 508-533-3229

Judith A Evans, Superintendent of Schools, 508-533-3222

The above people are also available to discuss any concerns an individual may have and to provide information about the district's policy on civil rights and the complaint process.

- b. Within five (5) school days after the receipt of the written complaint, an investigation shall be conducted.
- c. Upon receipt of the investigation results, the Building Principal, Assistant Principal, Assistant Superintendent, or Superintendent will determine if there has been a violation of this Civil Rights Policy.

Action With Respect to Violations

If a violation is determined to have occurred, the Principal, Assistant Principal, or Superintendent shall, subject to all applicable provisions of law, collective bargaining agreements or student handbook, take such action as he/she may deem appropriate.

First Offense, Student:

The following actions may be taken:

- 1. Minimum of three (3) office detentions. Twenty (20) demerits (in the case of a middle school or high school student).
- 2. Up to ten (10) days suspension from school, waived if the parties agree to participate in mediation.
- 3. Volunteer participation in mediation.
- 4. Referral to police/courts for prosecution under state and federal laws.
- 5. Referral for further action to Superintendent of Schools.

Second Offense, Student:

- 1. Twenty-five (25) day suspensions from school.
- 2. Referral for further action to Superintendent and possible school expulsion.
- 3. Referral to police/courts for prosecution under state and federal laws.

School Personnel Disciplinary Action:

If it is determined that inappropriate conduct has been committed by a school district employee, such action will be taken as is appropriate under the circumstances. Such action may range from counseling to termination of employment, and may include such other forms of disciplinary action as deemed appropriate under the circumstances.

State and Federal Remedies

In addition to the above, if a student or employee believes he/she has been subjected to civil rights violations, he/she may file a formal complaint with the governmental agencies set forth below. Using the complaint process does not prohibit an individual from filing a complaint with these agencies. The agencies may have a short period for filing a claim (EEOC: 180 days; MCAD: 6 months).

Students:

U.S. Department of Education
Office for Civil Rights
33 Arch Street
Boston, MA 02109
617-289-0111

Massachusetts Commission Against Discrimination
Boston Office: Springfield Office:
One Ashburton Place 436 Dwight Street

Sixth Floor
Boston, MA 02108
617-727-3990

Second Floor
Springfield, MA 01103
413-739-2145

Employees:

U.S. Department of Education
Office for Civil Rights
33 Arch Street
Boston, MA 02109
617-289-0111

United States Equal Opportunity Commission
475 Government Center
Boston, MA 02203
617-669-4000

Massachusetts Commission Against Discrimination

Boston Office:
One Ashburton Place
Sixth Floor
Boston, MA 02108
617-994-6000

Springfield Office:
436 Dwight Street
Second Floor
Springfield, MA 01103
413-739-2145

First Reading: October 28, 1998
Adopted: November 12, 1998
Revised: October 18, 2007

NON-DISCRIMINATION

Policy #09

No person in the Medway Public Schools shall be excluded from or discriminated against in admission to a public school in Medway or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, sex, religion, national origin, sexual orientation, and/or disability. Persons who have complaints or feel that they have been discriminated against because of their race, color, sex, religion, national origin, sexual orientation, and/or disability, may enter their complaint with the Title IX compliance officer.

The school committee's policy of non-discrimination will extend to students, staff, the general public, and individuals with whom the Medway Public Schools does business.

First Reading: March 2, 2006

Adopted: March 16, 2006

NON-DISCRIMINATION ON THE BASIS OF HANDICAP

Policy #70

Title II of the Americans With Disabilities Act of 1992 requires that no qualified individual with a disability shall, because the district's facilities are inaccessible to or unusable by individuals with disabilities, be excluded from participation in, or be denied the benefits of the services, programs, and activities of the district or be subject to discrimination. Nor shall the district exclude or otherwise deny services, programs, or activities to an individual because of the known disability of a person with whom the individual is known to have a relationship or association.

Definition

A "qualified individual with a disability" is an individual with a disability who, with or without reasonable modification rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the district.

Reasonable Modification

The district shall make reasonable modification in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless the district can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity.

Communications

The district shall take the appropriate steps to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others. To this end, the district shall furnish appropriate auxiliary aids and services where necessary to afford an individual with a disability an equal opportunity to participate in, and enjoy the benefits of, a service, program, or activity conducted by the district. In determining what type of auxiliary aid or service is necessary, the district shall give primary consideration to the requests of the individuals with disabilities.

Auxiliary Aids and Services

"Auxiliary aids and services includes (1) qualified interpreters, note-takers, transcription services, written materials, assisted listening systems, and other effective methods for making aurally delivered materials available to individuals with hearing impairments; (2) qualified readers, taped texts, audio recordings, Braille materials, large print materials, or other effective methods for making visually delivered materials available to individuals with

visual impairments; (3) acquisition or modification of equipment or devices; and (4) other similar services and actions.

Limits of Required Modification

The district is not required to take any action that it can demonstrate would result in a fundamental alteration in the nature of a service, program, or activity or in undue financial and administrative burdens. Any decision that, in compliance with its responsibility to provide effective communication for individuals with disabilities, would fundamentally alter the service, program, or activity or unduly burden the district shall be made by the school committee after considering all resources available for use in funding and operating the program, service, or activity. The decision shall be accompanied by a written statement of the reasons for reaching that conclusion.

Notice

The district shall make available to applicants, participants, beneficiaries, and other interested persons information regarding the provisions of Title II of the Americans With Disabilities Act (ADA) and its applicability to the services, programs, or activities of the district. The information shall be made available in such a manner as the school committee and superintendent find necessary to apprise such persons of the projections against discrimination assured them by the ADA.

Grievance Procedure

A person with a grievance concerning handicap discrimination will submit the grievance in writing to the administrator who has immediate jurisdiction over the school unit involved. The administrator will meet with the grieving person within five (5) school days of the filing and will answer the grievance in writing within five (5) school days after the meeting, stating the reason(s) for the decision. If the decision is in favor of the aggrieved person, the administrator shall promptly take such steps as may be necessary to put the decision in effect.

If the grievance is general in nature, it shall be addressed to the Director of Student Services.

In the event that any decision of the administrator/director of student services is not satisfactory to the aggrieved person, the person shall have the right to appeal to the Superintendent of Schools. Request for such appeal shall be in writing to the Superintendent of Schools within five (5) school days of the receipt of the administrator's/director of student services' answer.

The superintendent shall, within ten (10) school days thereafter, meet with the grievant and attempt to settle the grievance. The superintendent shall make a written disposition of the grievance with the grievant within five (5) school days after the date of such meeting. If the decision is in favor of the aggrieved person, the superintendent shall promptly take such steps as may be necessary to put the decision into effect.

In the event that any decision of the superintendent is not satisfactory to the aggrieved person, that person shall have the right to appeal to the Chairperson of the School Committee for referral to the full committee. The chairperson shall answer the grievance in writing within ten (10) school days after the next regular school committee meeting. The decision of the school committee shall be final and binding to the extent of the jurisdictional limits and authority of the school committee.

First Reading: March 2, 2006

Adopted: March 16, 2006

The Medway School Committee, in accordance with Title IX of the Education Amendments of 1972, declares that the school system does not and will not discriminate on the basis of sex in the educational programs and activities of the public schools. This policy will extend not only to students with regard to educational opportunities, but also to employees with regard to employment opportunities.

The school committee will continue to ensure fair and equitable educational and employment opportunities, without regard to sex, to all of its students and employees.

Grievance Procedure

A person with a grievance concerning sex discrimination will submit the grievance in writing to the administrator who has immediate jurisdiction over the school unit involved. The administrator will meet with the grieving person within five (5) school days of the filing and will answer the grievance in writing within five (5) school days after the meeting, stating the reason(s) for the decision. If the decision is in favor of the aggrieved person, the administrator shall promptly take such steps as may be necessary to put the decision in effect.

If the grievance is general in nature, it shall be addressed to the Director of Student Services.

In the event that any decision of the administrator/director of student services is not satisfactory to the aggrieved person, the person shall have the right to appeal to the Superintendent of Schools. Request for such appeal shall be in writing to the Superintendent of Schools within five (5) school days of the receipt of the administrator's/director of student services' answer.

The superintendent shall, within ten (10) school days thereafter, meet with the grievant and attempt to settle the grievance. The superintendent shall make a written disposition of the grievance with the grievant within five (5) school days after the date of such meeting. If the decision is in favor of the aggrieved person, the superintendent shall promptly take such steps as may be necessary to put the decision into effect.

In the event that any decision of the superintendent is not satisfactory to the aggrieved person, that person shall have the right to appeal to the Chairperson of the School Committee for referral to the full committee. The chairperson shall answer the grievance in writing within ten (10) school days after the next regular school committee meeting. The decision of the school committee shall be final and binding to the extent of the jurisdictional limits and authority of the school committee.

First Reading: March 2, 2006

Adopted: March 16, 2006

SEXUAL HARASSMENT

Policy #36

I. Introduction

It is the goal of Medway Public Schools to promote an educational environment and workplace that is free of sexual harassment. Sexual harassment of students or employees by anyone, including a fellow student, teacher, coach, supervisor, co-worker, vendor, or other third party is unlawful and will not be tolerated. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated. To achieve its goal of providing an environment free from sexual harassment, the conduct that is described in this policy will not be tolerated, and Medway Public Schools has provided a procedure by which inappropriate conduct will be dealt with, if encountered by students or employees.

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

Please note that while this policy sets forth Medway Public Schools' goals of promoting an educational environment and workplace that is free of sexual harassment, the policy is not designed or intended to limit its authority to discipline or take remedial action for conduct which it deems unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

II. Definition of Sexual Harassment

"Sexual harassment" means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

A. Submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment, academic standing, athletic standing, school related opportunities, or as a basis for employment decisions; or

B. Such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's academic or work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

Under the definition stated above, direct or implied requests by a teacher, supervisor, or any individual in a position of school authority or work for sexual favors in exchange for actual or promised job benefits such as favorable review, salary increases, promotions, increased benefits, or continued employment, better grades, athletic favors, recommendations or other advantages, constitutes sexual harassment.

The legal definition of sexual harassment is broad and, in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating an educational environment or a workplace environment that is hostile, offensive, intimidating or humiliating to male or female students or workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which, if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- ε Unwelcome sexual advances, whether they involve physical touching or not;
- ε Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- ε Displaying sexually suggestive objects, pictures, cartoons;
- ε Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments; and
- ε Discussion of one's sexual activities or inquiries into others' sexual experiences.

All individuals should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated.

III. Complaints of Sexual Harassment

If any of Medway Public Schools students or employees believes, in good faith, that he or she has been subjected to sexual harassment, as described above, the student or employee has the right to file a complaint with the School Department. This may be done in writing or orally.

If any student or employee would like to file a complaint, he or she may do so by contacting any Building Principal, Assistant Principal or the Superintendent of Schools, as follows:

Richard Pearson, High School Principal, 508-533-3227
Frank Jackson, High School Assistant Principal, 508-533-3227
Joanne Senier-LaBarre, Middle School Principal, 508-533-3230
Mary Ellen Hasenfuss, Middle School Assistant Principal, 508-533-3230
Leigh Ann Becker, Burke/Memorial School Principal, 508-533-3266
Eileen Harvey, Burke/Memorial School Assistant Principal, 508-533-3242
Wendy Rocha, McGovern School Principal, 508-533-3243
Denise Rochlin, Assistant Superintendent of Student Services & Title IX Coordinator, 508-533-3229
Judith A. Evans, Superintendent of Schools, 508-533-3222

These people are also available to discuss any concerns a student or employee may have and to provide information to students and employees about Medway Public Schools' policy on sexual harassment and its complaint process.

IV. Sexual Harassment Investigation

When the Medway Public Schools receives a complaint of sexual harassment, it will investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent consistent with a fair and full investigation and practicable under the circumstances. The investigation will include private interviews with the person filing the complaint and with witnesses or other individuals who the Medway Public Schools believes would be useful to the investigation. Medway Public Schools will also interview the person alleged to have committed sexual harassment. When Medway Public Schools has completed its investigation, it will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

In cases that involve students either filing a complaint or who allegedly commits the inappropriate action, parents/guardians will be informed and included in the procedures for resolution.

If it is determined that inappropriate conduct has occurred, Medway Public Schools will act promptly to eliminate the offending conduct; and, where it is appropriate, Medway Public Schools will also impose disciplinary action.

V. Procedures for Resolution

A. Before initiating the formal procedure, the student or employee should, if possible, resolve any complaint regarding an alleged discriminatory practice on an informal basis.

1. The student can raise the issue to his or her teacher, assistant principal, principal or the Director of Student Services.
2. The employee can raise the issue to either his or her supervisor, or to the Superintendent of Schools.

The appropriate school administrators or department shall attempt, within his/her or its authority, to work with the individual to resolve the complaint fairly and expeditiously within ten (10) school or working days of receiving the complaint.

Whichever option is chosen, attempts will be made to resolve the matter to the satisfaction of the student or employee who has made the complaint. If the student or employee is not satisfied with the resolution, or if the student or employee does not choose informal resolution, then the student or employee can begin the formal complaint process.

- B. Both students and employees may direct the complaint to the administrator or supervisor who has immediate jurisdiction over the school involved. Students and employees are expected to direct the complaint no later than twenty (20) calendar days after the alleged discriminatory practice occurred in order for an expeditious investigation to be conducted, unless extenuating circumstances exist. The student or employee shall submit the complaint in writing and will state the name of the individual and the location of the school/department where the alleged harassment practice occurred, the basis for the complaint and the corrective action the student or employee is seeking.

If the complaint involves an administrator or supervisor, it shall be addressed to the Director of Student Services.

After filing the formal written complaint, the appropriate administrator, supervisor, or director will conduct the necessary investigation promptly after receiving the complaint. In the course of the investigation, the appropriate administrator, supervisor, or director shall contact those individuals that have been referred to as having pertinent information related to the complaint. This process shall include, at a minimum, contacting the complainant and the person against whom the complaint was filed and/or the principal or appropriate authority involved.

Strict timelines cannot be set for conducting the investigation because each set of circumstances is different. For example, sometimes the students or employees that are involved in the complaint are not immediately available. The appropriate administrator, supervisor, or director, however, will make sure that the complaint is handled as quickly as is feasible and will strive to complete the investigation within thirty (30) school or working days. When more than thirty (30) school or working days is required for the investigation, the administrator, supervisor, or director shall inform the student or employee who filed the complaint that the investigation is still on-going.

After completing the formal investigation of the complaint, the administrator, supervisor, or director shall request a meeting with the person against whom the complaint was filed to discuss the findings and, at the same time, to give the person against whom the complaint was filed an opportunity to respond to the findings, and to seek to resolve the complaint. When feasible and appropriate, the administrator, supervisor, or director will make every attempt to resolve the issue within the time parameters of this initial meeting; however, more than one meeting may be necessary. The administrator, supervisor, or director will strive to complete both the investigation and the resolution of the complaint within thirty (30) school or working days. When more than thirty (30) school or working days is required for the investigation and resolution process, the administrator, supervisor, or director shall inform the student or employee who filed the complaint and the individual against whom the complaint was filed that additional time is needed for the resolution process.

If the administrator, supervisor, or director finds that there is reasonable cause for believing that a harassing practice has occurred, he/she will refer the matter to the Superintendent of Schools for the Medway Public Schools for appropriate action, up to and including expulsion for students or termination for employees.

If no satisfactory resolution can be reached through either the informal or formal resolution procedures detailed above, the student or employee has the right to take the complaint to an appropriate state or federal agency. Moreover, it should be noted that Medway Public Schools' complaint process does not prohibit any student or employee from filing a complaint with these agencies. For students, complaints may be taken to:

**The Office for Civil Rights
John W. McCormack Building
Post Office and Court House
Boston, MA 02109-4557**

**The Bureau of Equal Education Opportunity
Massachusetts Department of Education
350 Main Street
Malden, MA 02148-5023**

or other appropriate state or federal agency.

For employees or applicants for employment, complaints may be taken to:

**The Massachusetts Commission Against Discrimination
One Ashburton Place
Boston, MA**

**Equal Employment Opportunity Commission
One Congress St., 10th Floor
Boston, MA**

or other appropriate state or federal agency.

VI. Disciplinary Action

If it is determined that inappropriate conduct has been committed by a Medway Public Schools student or employee, the Medway Public Schools will take action that is appropriate under the circumstances. Action may range from counseling to termination of employment or discipline, up to and including expulsion.

VII. State and Federal Remedies

In addition to the above, if a student or employee believes he or she has been subjected to sexual harassment, he or she may file a formal complaint with either or both of the governmental agencies set forth below. Using Medway Public Schools' complaint process does not prohibit a student or employee from filing a complaint with these agencies. Each of the agencies has a short period for filing a claim (EEOC: 180 days; MCAD: 300 months).

**The United States Equal Opportunity Commission
("EEOC")**

JFK Building, Room 475 Boston, MA 02114 Phone: 617-565-3200	1801 L Street, N.W. Washington, D.C. 20507 Phone: 202-663-4900
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**The Massachusetts Commission Against Discrimination
("MCAD")**

Boston Office: One Ashburton Place Room 601 Boston, MA 02108 Phone: 617-727-3990	Springfield Office: 424 Dwight Street Room 220 Springfield, MA 01103 Phone: 413-739-2145
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First Reading: April 27, 2006

Adopted: May 18, 2006

FREEDOM FROM HARASSMENT

Policy # 49

Harassment of any type (including sexual harassment) will not be tolerated in Medway Public Schools. Any person who believes he/she has been the victim of harassment by a student or employee of the school district is encouraged to report the alleged act immediately to a teacher, counselor, assistant principal, principal or other supervisor. Any individual with knowledge or belief of conduct that may constitute harassment is required to report the alleged act immediately to a teacher, counselor, assistant principal, principal or other supervisor.

The principal (or the superintendent's designee) is responsible for receiving oral or written reports of harassment. The principal (or the superintendent's designee) will immediately inform the superintendent of the complaint, and immediately investigate the complaint considering all the facts and circumstances.

The school will take immediate steps to protect all parties involved in the case. A high degree of confidentiality will be maintained by the school district.

Harassment may take various forms. They may include:

- Verbal: remarks, jokes or comments
- Physical: assault, offensive touching
- Visual: offensive pictures, cards, cartoons

Harassment is unlawful and is contrary to district policy. Sexual harassment is a problem that deserves particular attention. A specific policy on sexual harassment has been adopted by the School Committee and is in effect.

If it is determined that an individual has been harassed, the consequences to the offending party may include the following:

For students:

- Parent conference
- Police notification
- Suspension from school
- Exclusion from school

For adults:

- Reprimand
- Suspension
- Dismissal

First Reading: October 15, 1998
Adopted: October 28, 1998

INJURY TO STUDENTS

Policy #31

The procedure for handling injury to students shall be as follows:

1. Schools shall maintain parent/guardian information on file that:
 - a. Directs school authorities as to the preferred physician to contact upon injury to the student; and
 - b. Provides additional information necessary for an emergency.
2. Nurses, principals, or other school staff shall be authorized, if necessary, to:
 - a. Call 911 in an emergency; and
 - b. Transport injured students to emergency care facilities.
3. School personnel shall be responsible for making every possible attempt to reach parents/guardians on a continued basis during emergencies involving injury to students.
4. School personnel shall be responsible for completing written accident reports and filing the reports with the nurse and administration.

First Reading: **January 31, 2006**
Adopted: **February 16, 2006**

STUDENT DISCIPLINE

Policy

#26

The Medway School Committee recognizes the importance of high standards of conduct in our schools. Such standards allow our schools to fulfill their mission of effectively educating the youth of Medway. Our community takes pride in our schools and the successes of our students.

The philosophy of the Medway Public Schools articulates our desire to optimize the human financial resources of our community and focusing these resources on the individual needs of the learner. Furthermore, it expresses our desire to encourage the town's young people to commit their minds to inquiry, their hearts to compassion, and their lives to the service and betterment of mankind.

The Medway School Committee endorses the concept that effective discipline involves the participation of staff, parents and students in a process which is constructive, fair and designed to protect the rights and responsibilities of all involved.

Suspension is intended to underscore the seriousness of an infraction (a single act or series of acts) and to focus the attention of all concerned (the student's parents, teachers, and other students) on the child and the problem. It is not the purpose of a suspension to adversely affect the student's academic record or long-term participation in school life. In the context, students will be allowed to make up school work missed during a suspension and the student shall receive credit for work completed. It should be noted that the teachers are not responsible for reteaching the material missed during suspension.

Each principal in the Medway Public Schools shall establish a discipline code for their school that is consistent with this policy. Such discipline codes will be published in the school's student handbook after the approval of the Medway School Committee.

First Reading: April 2, 1996

Second Reading: May 22, 1996

STUDENT TRANSPORTATION

Policy

#24

School bus transportation will be provided in accordance with state and federal law and applicable regulations.

1. General Policy

- (a) The purpose of school transportation is to get students who live outside a specified distance from their assigned school, to school and back home in as safe, efficient and economical manner as possible.
- (b) Unless a student is eligible for transportation provided by the Medway Public Schools, the transportation of such student to and from school becomes the responsibility of the parent/guardian.
- (c) It is the parent/guardian's responsibility to see that the student gets to his/her assigned bus stop. The behavior and/or actions of the student while at a designated bus stop are subject to the parent/guardian's supervision and will not be the responsibility of the School Department.

2. Transportation Committee

- (a) The Transportation Committee shall report to the Superintendent of Schools and will consist of the Director of Operations (as chairperson), Safety Officer, Transportation Coordinator, Bus Company Coordinator and no more than two (2) School Committee members.
- (b) Under the direction of the Superintendent, the Transportation Committee shall be responsible for the determination of bus routes, bus stops and all other matters relative to the transportation program. The Transportation Committee shall update the Superintendent on school transportation issues, as required.
- (c) The transportation program shall be monitored by the Transportation Committee and subject to periodic evaluations by it, as necessary.

3. Busing Eligibility

- (a) Children in the elementary schools who live more than one (1) mile from the school they are required to attend shall be eligible for school bus transportation to and from school and home at bus stops designated by the Transportation Committee.
- (b) Students in the middle school who live more than one and one-half (1-1/2) miles from the middle school shall be eligible for school bus transportation to and from school and home at bus stops designated by the Transportation Committee.
- (c) Students in the high school who live more than two miles (2) miles from the high school shall be eligible for school bus transportation to and from school and home at bus stops designated by the Transportation Committee.
- (d) Virtually all kindergarten students shall be eligible for school bus transportation to and from school and home at bus stops designated by the Transportation Committee, with the understanding that there will be no extra cost to the district and that a continuation will be voted on each year.

4. School Bus Safety

- (a) A school bus safety program shall be conducted by the Safety Officer in conjunction with the bus contractor.
- (b) There shall be no "standees" allowed on school buses, except in rare instances when the situation demands and it is approved by the Transportation Coordinator.
- (c) Cases of misconduct by any student while on a school bus will be reported to the Principal of his/her school and may result in loss of transportation privileges.

5. Scheduling and Routing

- (a) All bus assignments, routes and scheduling will be determined by the Transportation Committee and will be based upon home addresses only.
- (b) Bus routes and designated stops will be designed for main roads (class #1 streets). Exceptions may be made by the Transportation Committee for a special needs bus, areas where a bus must turn around and areas where students would otherwise be required to walk more than one (1) mile to a designated stop. In most cases, buses will not travel outside of town lines as Medway cannot be responsible for or determine road conditions in surrounding towns.

- (c) With the exception of day care requests (paragraph d below), all students in Grades 1-12 are allowed only one A.M. bus assignment and one P.M. bus assignment, and they must be the same for every day of the week. All students in Grade K are allowed only one A.M. and one P.M. bus assignment and it must be the same for every day he/she is scheduled for kindergarten. Students will be allowed to ride only their assigned bus. Requests for temporary changes in bus assignments will not be granted.
- (d) In order for a request to provide transportation to day care providers to be considered, numbers 1, 2 and 3, which follow, must be met in full.
 - 1. If a student's day care provider falls within the routing of his/her assigned school, the School department will attempt to drop off as close as possible to the day care without re-scheduling or re-routing the bus.
 - 2. The request for drop off at a day care must be for every day of the week.
 - 3. If a request requires transportation on a bus other than the student's assigned bus, the request will be honored on a space available, first-come-first-served basis.

6. Request/Complaint Procedure

- (a) Requests/complaints must be submitted in writing to the Transportation Coordinator and/or Safety Officer for review. Such review shall be completed and the request/complaint will be responded to within fifteen (15) school days of receipt of request/complaint.
- (b) Anyone wishing to refer his/her request/complaint to the next level (Transportation Committee) must do so in writing within fifteen (15) school days of receipt of response by Transportation Coordinator and/or Safety Officer. Such review shall be completed and the request/complaint will be responded to within fifteen (15) school days of receipt of request/complaint at this level.
- (c) Anyone wishing to refer his/her request/complaint to the next level (Superintendent of Schools) must do so in writing within fifteen (15) school days of receipt of response by the Transportation Committee. The Superintendent will then:
 - 1. Uphold or overturn the decision of the Transportation Committee;
 - or
 - 2. Send request/complaint back to Transportation Committee for further review.

Such decision by the Superintendent shall be completed and the request/complaint will be responded to within fifteen (15) school days of receipt of request/complaint at this level.

- (d) Anyone wishing to refer his/her request/complaint to the next level (School Committee) must do so in writing within fifteen (15) school days of receipt of response by the Superintendent. The Superintendent will forward such written request/complaint, along with his/her recommendation, to the School Committee for review. The School Committee may vote to have the matter placed on a future agenda for discussion and possible action. Such decision by the School Committee shall be made known to the complainant in writing by the Superintendent.

7. Other

- (a) This policy shall become a permanent part of the student handbook at the elementary, middle and high school levels.

First Reading: April 6, 1995
 Adopted: April 27, 1995

Revisions:

First Reading: September 18, 1997
 Adopted: October 9, 1997

First Reading: August 10, 2000

Adopted: September 7, 2000

First Reading: August 5, 2004
Adopted: September 2, 2004

First Reading: September 8, 2005
Adopted: September 22, 2005

CUSTODIAL AND NON-CUSTODIAL PARENT RIGHTS AND RESPONSIBILITIES

Policy #51

Not all public school students come from homes that include two parents. Some students are from one-parent families, and others have non-parent guardians. Also, a child may have two parents who are not living together. Custody of the student may be joint, or may be by only one of the parents.

On October 25, 2005, the Massachusetts Board of Education voted to adopt emergency amendments to the student regulations pertaining to access to student records by non-custodial parents. 603 CMR 23.07(5) The changes were designed to make the state regulations consistent with federal law concerning non-custodial parental access to student records.

I. Access to Student Records

As required by Massachusetts General Law Chapter 71, Section 34H, a non-custodial parent may have access to the student record in accordance with law and Department of Education Regulations. The school district will follow the law and the regulations developed by the Massachusetts Department of Education to standardize the process by which public schools provide student records to parents who do not have physical custody of their children ("non-custodial parents").

As required by M.G.L. c. 71, § 34H, a non-custodial parent may have access to the student record in accordance with the following provisions.

- (a) A non-custodial parent is eligible to obtain access to the student records unless:
 - 1. The parent has been denied legal custody based on a threat to the safety of the student or to the custodial parent, or
 - 2. The parent has been denied visitation or has been ordered to supervised visitation, or
 - 3. The parent's access to the student or to the custodial parent has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record.
- (b) The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).
- (c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.
- (d) Upon receipt of the request, the school must immediately notify the custodial parent by certified mail and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after twenty-one (21) days, unless the custodial

parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07(5)(a).

- (e) The school must delete the electronic and postal address and telephone number of the student and custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.
- (f) Upon receipt of a court order which prohibits the distribution of information pursuant to M.G.L. c. 71, § 34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

II. Right to Visit Child At School or Remove Child From School Property

Both custodial and non-custodial parents have the right to visit the child briefly at school. Both also have the right to participate in parent/teacher conferences (although, in the school's discretion, there may be separate conferences for each parent).

Only the custodial parent has the right to remove the child from school property. If a non-custodial parent asks to remove the child from school, the following steps should be followed:

- (a) The principal, or his/her designee, shall explain that school staff is responsible for the child's welfare while at school. In the non-custodial parent's presence, the custodial parent should be contacted by telephone, and the request to visit explained. If the custodial parent agrees, then the school may comply with the request.
- (b) If the custodial parent does not agree, explain to the non-custodial parent the rights of both parents (see above). Confirm that the school will allow a brief visit by the non-custodial parent. Make clear that the child will stay in the office area during the visit, will not leave school property, and will return to class after the visit. (This discussion of the conditions of the visit should take place, when possible, within the hearing of both parents).
- (c) Escort the child to the office. (Do not send the non-custodial parent to the classroom.) Explain to the child how the visit will be handled. Emphasize that the child will be returned to the classroom after the visit. Provide a place for the visit than can be observed by office staff. After the visit, escort the child back to class.

First Reading: **June 15, 2006**

Adopted: **July 13, 2006**

STUDENT ABUSE

Abuse is defined as physical injury by other than accidental means, which causes or creates a substantial risk of death or protracted impairment of the function of any bodily organ. Neglect is the impairment of a child's physical, mental, or emotional condition as a result of the failure of the child's parents or other person responsible for his/her care to exercise a minimum degree of care:

1. In supplying the child with adequate food, clothing, shelter, education, or medical care, though financially able to do so or offered financial or other reasonable means to do so; or
2. In providing the child with proper supervision or guardianship.

A child is defined as any male or female under the age of 18 years.

PROCEDURE FOR REPORTING STUDENT ABUSE

1. The concerned person, student, contacts his/her building principal, if available. Otherwise contact either the assistant principal, guidance counselor, school nurse, walk-in center counselor, or any teacher.

2. The principal calls together the abuse team which consists of the principal, school nurse, guidance counselor, and reporting person. This team must be convened within 48 hours except in an emergency. The purpose of the team is to collect information and assess the situation. In case of physical abuse, the nurse shall examine the child on the day of the complaint.
3. The team decides whether it is advisable and or possible to inform the parents of its action. The principal shall assume this responsibility.
4. If the decision of the team is to file a complaint, the principal is to call the Worcester Regional Office, Neglect and Abuse. The office is opened 24 hours per day.
5. The principal and reporter will file a written report within 48 hours of the oral report. It will be sent Certified Mail, Return Receipt to:
Dept. of Social Service Protective Service Unit, 253 Main Street,
Webster, MA 01570.
6. The state law provides that no mandatory reporter shall be liable in any civil or criminal action by reason of submitting a report. No other person making a report shall be liable in any civil or criminal action by submitting such a report if it was made in good faith.

STUDENT RECORDS

Purpose of Student Records

Individual student records are developed and maintained for each student in the system in accordance with federal and state regulations, School Committee policy and administrative procedures. These records provide the data needed to plan and implement legitimate and recognized educational goals for each student. Student records include any records, files, documents and other materials which contain information directly related to a student and which are maintained in writing, on film or on tape by the school system or persons acting for the school system. Private, personal or working notes made by a system employee are not regarded as records so long as such notes are for that person's sole use or by the use of his/her substitute.

Contents of Student Records

Cumulative Folder

The Medway Public School District requires that essential data be maintained for each student. The following types of information, which constitute the minimum data necessary to reflect the student's educational progress and to operate the educational system, are maintained in a student's cumulative folder:

Identifying information (name, address, date of birth, name of parent/guardian, address, telephone number)

Attendance information

3. Subject performance information (academic work and level of achievement, grade level and year completed.)

Additionally, an individual student's cumulative folder may include other information relevant to recognized educational goals, such as, but not limited to:

4. Individual reading tests
5. Report Cards
6. Transcripts from other schools
7. Standardized test information

Speech and hearing evaluations

Limited Access Folder

Other types of data which may be obtained only with the written informed consent of a parent/guardian and kept in a limited access folder may include such information as, but not limited to:

Notations regarding individual student's specified needs

2. Counselor notations
3. Disciplinary data
4. Psychological or psychiatric reports
5. Court documents
6. Social histories

This limited access folder is maintained in the local school building and/or Special Education Office.

The above descriptive listing of the types of information contained in student school records will be available in the School Committee Policy Book in each school principal's office and will be made available to parents/guardians upon request.

Collection, Maintenance and Access of Records

The Superintendent of Schools is responsible for the district-wide maintenance of records. Each building principal is responsible for the records maintained in his/her school building. Information about a student and his family shall be collected upon the student's entry into the Medway Public Schools. All students' records shall be kept current. Student records are available for review by parents or legal guardians, or by students who are over 13 years of age and/or entering ninth grade, with an appropriate school system employee present to interpret these records. Requests for such reviews should be directed to the school principal or to the Superintendent of Schools.

Release of Information

Upon a student's enrollment in any other elementary or secondary school, all records, excluding those in the limited access folder, will be transferred to that school upon written request for records from the school. The transfer of any additional data to other institutions or schools requires the written informed consent of the parent/guardian or eligible student. A record will be kept of all such requests and transfer of records.

Personally identifiable information may also be disclosed without written consent to those federal, state, and local authorities listed in Section 99.31 of the regulations of the Family Education Rights and Privacy Act.

Personally identifiable information may be disclosed to appropriate persons without parental consent in an emergency, if the knowledge of such information is necessary to protect the health and/or safety of the student or other persons.

The release of any student records, other than in transfers as specified above, to any other third party requires the written informed consent of the parent/guardian or eligible student, except in compliance with a court order, subpoena, or statute. Advance notice to parents of compliance with a court order or subpoena is required.

Certain personally identifiable student directory data, specifically limited to name and participation in officially recognized activities and sports, weight and height of members of athletic teams, and honors or awards received, may be made known to the public through such vehicles as school athletic handbills, school playbills, school newspapers, and school yearbooks, or may be released to news media.

However, if a parent, guardian or eligible student requests that such data not be released, such request shall be honored.

Notice of Student Records

The Medway Public Schools shall publish this regulation annually in the student handbook and it shall serve as the notice describing School Committee Policy and the applicable statutes and regulations governing student records. The School Committee Policy and Commonwealth of Massachusetts Department of Education Regulations governing student records are available for public inspection during regular business hours in the Office of Superintendent of Schools, the Offices of the Building Principals, and the Office of the Assistant Superintendent of Integrated Student Services.

Destruction of Records

All student records will be reviewed periodically. Material which is no longer relevant for the provision of an appropriate educational program will be removed from the student records and will be destroyed following an opportunity by the parent/guardian or eligible student to examine and copy such records.

The minimal personal data needed to operate the school system (including name, address, telephone number, attendance data, and transcripts of grades) will be retained for sixty (60) years following graduation of a student's class. All other data will be destroyed within five (5) years following graduation.

Parents/guardians or eligible students who wish to examine records prior to their destruction may make a written request to the custodian of records prior to June 30 of each school year. This request should be addressed to: Superintendent of Schools, Medway Public Schools, 45 Holliston Street, Medway, MA 02053.

Challenge of Contents of Student Records

Parents/guardians or eligible students (students 14 years of age or in the ninth grade, whichever comes first) shall have an opportunity to challenge the accuracy of data/information in the student records in accordance with the applicable federal and state statutes and regulations.

ACCEPTABLE USE POLICY FOR SCHOOL NETWORK, INTERNET, AND EQUIPMENT

Grades 7& 8

Policy #21-A

The District's goal in providing computer network technology and Internet access to teachers and students is to promote educational excellence by facilitating resource sharing, innovation, and communication.

Proper and Ethical Use

Students and staff must understand and practice proper and ethical use. All students and staff must be aware of the proper procedures, ethics and security involving using the Internet.

The smooth operation of the network relies upon the proper conduct of the end users that must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. If a Medway user violates any of these provisions, his or her access will be suspended and may continue to be denied in the future. The signature(s) at the end of this document is (are) legally binding and signifies the party (parties) who signed has (have) read the terms and conditions and understand(s) their significance.

Medway Public Schools School Network and Internet Use - Terms and Conditions

Personal Responsibility

As a representative of this school, I will accept full responsibility for my own actions and for reporting any misuse of the network and/or equipment to an appropriate authority. Misuse can come in many forms, but it is commonly viewed as any message(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described below. All rules of conduct of the Medway Public Schools apply when you are on the network.

Acceptable Use

The use of your account must be in support of education and consistent with the educational objectives of the Medway Public Schools. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any United States or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is not acceptable. All users assume full liability; legal, financial, or otherwise for inappropriate actions.

Privileges

The use of the school network and the Internet is a privilege; inappropriate use will result in a cancellation of the privilege. The school administrators will deem what is inappropriate use and their decision is final. Also, the school administrators may choose to terminate access at any time as required. The administration, faculty, and staff of Medway Public Schools may request the network administrator to deny, revoke, or suspend specific user access.

Monitoring

The Medway Public Schools reserve the right to review any material on user accounts and to monitor file server space in order for the District to make determinations on whether specific use of the network is inappropriate. In reviewing and monitoring user accounts and file server space to determine appropriate use, the Medway Public Schools shall respect but does not guarantee the privacy of user accounts.

Network Etiquette

You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Be polite. Do not get abusive in your messages to others.

- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Illegal activities are strictly forbidden.
- Do not reveal your personal information.
- Note that electronic mail (e-mail) is not guaranteed to be private.
- Do not use the network in a way that would disrupt its use.

Warranties

The Medway Public Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Medway Public Schools will not be responsible for any damages you suffer. This includes loss of data or service interruptions. Use of any information obtained via the Internet is at your own risk. The Medway Public Schools specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Security

Security on any computer system is a high priority, especially when the system involves many users. Do not use another individual's account without written permission from that individual. Attempts to logon to the network or Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems will be denied access to all network resources.

Vandalism and Harassment

Vandalism and harassment will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data or equipment. This includes, but is not limited to, the altering of workstation operating system files, and uploading or creation of computer viruses. Harassment is defined as the persistent annoyance of another user, or the interference of another user's work.

Procedures for Use

Student users must adhere to the guidelines established by the teacher. All users have the same right to use the equipment. Therefore, users shall not use the computer resources for non-academic activities when other users require the network resources for academic purposes. **The district prohibits the use of privately owned equipment in conjunction with the school's network without prior consent of the technology department.**

Encounter of Controversial Material

With access to these resources also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The Medway Public Schools has taken precautions to restrict access to controversial materials. However, it is impossible to control all materials and an industrious user may discover controversial information. It is the user's responsibility not to initiate access to such material. Any decision by the Medway Public Schools to restrict access to Internet material shall not be deemed to impose any duty on Medway Public Schools to regulate the content of material on the Internet.

Agreement must be signed annually. Building administration or designee must monitor agreements to ensure that all active accounts have a valid agreement.

First Reading: May 22, 1997

Adopted: May 29, 1997

Revised: August 2, 2007

***** Parent and Student must sign the
grade-appropriate acceptance form
found at the end of this handbook.**

ACCEPTABLE USE POLICY FOR SCHOOL NETWORK, INTERNET, AND EQUIPMENT

GRADES 5 & 6

Policy #21-B

In accordance with the Child Internet Protection Act, Medway Public Schools provides content filtering on computer workstations within the district.

SUMMARY

In order for a student to use the Medway Public Schools Internet connection, which is provided for educational purposes only, he/she must read these guidelines or have them read and explained by a parent/guardian. All Internet use at the elementary level is under the supervision of a teacher or responsible adult. Unless the statement below is signed and returned, it is assumed that the student does not have permission to use the Internet in school.

Acceptable Use by Student

- I will use the computer as instructed by my teachers.
- I may use the Internet and world wide web only when a teacher or other adult is present and I have permission to do so.
- I will not download any files or software without the permission of a teacher or other adult.

Safe Use

- I will never give out personal information about others or myself over the Internet.
- I will not use my name, only my first initial, if I am doing project work over the Internet.
- I will inform my teacher immediately if I find materials or sites that make me uncomfortable.
- I understand that I must learn to evaluate the information that I find on the Internet and world wide web.

Internet Etiquette (“netiquette”)

- I will be polite.
- I will only use language that is acceptable in my school.
- I will use the computer in ways that will not harm the computer system or other people's work.

Consequences

I understand that I must follow the rules and guidelines of the school and my teachers. If I do not follow the rules, I will have my computer privileges taken away and I will also have to meet with my school principal and classroom teacher to review my behavior. My parents will also be notified.

First Reading: July 12, 2007

Adopted: August 2, 2007

***** Parent and Student must sign the
grade-appropriate acceptance form**

found at the end of this handbook.

I have read, understand, and will abide by the School Network, Equipment, and Internet Use Agreement. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action.

**FAILURE TO RETURN THIS FORM INDICATES
THE STUDENT DOES NOT HAVE PERMISSION
TO USE THE SCHOOL NETWORK.**

Print Student's Name: _____ **Grade:** _____ **Homeroom:** _____

Student's Signature: _____

Date: _____

Parent/Guardian

As the parent or guardian of this student, I have read the School Network, Equipment, and Internet Use Agreement. I understand that this access is designed for educational purposes. I recognize it is impossible for Medway Public Schools to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to grant access to the Internet for my child and certify that the information contained on this form is correct.

Print Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____

Date: _____

STUDENT/PARENT HANDBOOK

I HAVE RECEIVED AND REVIEWED THE MEDWAY MIDDLE SCHOOL STUDENT HANDBOOK.

Student: _____

Please print name

Parent/Guardian's Signature: _____

Date: _____

Please return this form to your Homeroom teacher.

**FAILURE TO RETURN THIS FORM INDICATES
THE STUDENT DOES NOT HAVE PERMISSION
TO USE THE INTERNET AT SCHOOL.**

We have reviewed the rules and wish to participate in Internet use at school.

Student: _____ **Grade:** _____ **Homeroom:** _____
Please print name

Date: _____

Student's Signature: _____

Parent/Guardian: _____
Please print name

Parent/Guardian Signature: _____

STUDENT/PARENT HANDBOOK

I HAVE RECEIVED AND REVIEWED THE MEDWAY MIDDLE SCHOOL STUDENT HANDBOOK.

Student: _____
Please print name

Parent/Guardian's Signature: _____

Date: _____

Please return this form to your Homeroom teacher.