

# GATES INTERMEDIATE SCHOOL



## Student/Family Handbook 2009-2010

### “Charting a Course for Excellence and Equity”

Richard Blake, Principal  
Sharon Seyller, Assistant Principal

327 First Parish Road  
Scituate, Massachusetts 02066

Telephone: (781) 545-8760  
Fax: (781) 545-8767  
Web Site: <http://www.scituate.k12.ma.us>

*This agenda belongs to:*

Name

---

Address

---

City/Town

---

State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_

Grade \_\_\_ Homeroom \_\_\_\_\_ Locker # \_\_\_\_\_ Bus # \_\_\_\_\_

## Index

Course of Study	3
Staff Listing	4-5
PTO	6
Parent/Guardian Pages	6-7
Welcome/Mission/Vision	8
Objectives	8-9
Marking System	9
Attendance	9-11
Health Information	11-12
General Information/Visitors	13
Tobacco-Free Schools	13
Media Center	14
Student Services	14
Guidance	14
Students with Special Needs	15
Section 504	15
Team Meetings	15
Procedural Requirements	16
Extra Help	16-17
Lockers/ Corridors	17
Buses/Bicycles	17-18
Fire Drills	18
No School Notification	18-19
Dress Code	19
Lunch Program	19-20
Homework	20-21
Plagiarism	21
Promotion Policy	21-22
Discipline	22-25
Suspensions	23
Due Process	23
School Sponsored Events	23-24
Discipline for Students w/ Special Needs	24-25
Discrimination/Harassment policy	26-32
Controlled Substance Procedures	32-33
Possession of Weapons	33
Expulsion Procedure	34-35
Physical Restraint	35-37
Human Sexuality Ed	37
Internet Use - Guidelines	38-39
Student Activities	39-42
Band/Chorus	40
Project D.A.R.E.	40
Dance Rules	40-41
Religious Days	41
Awards	41
National Jr. Honor Society	42
School Council	42
Homework Buddies Chart	42-43
Bell Schedule	43-44

## Course of Study

### Grade 7

English  
Social Studies  
Science  
Math  
Foreign Language (Latin, French or Spanish)  
Physical Education  
Art  
Music  
Technology Skills  
Engineering  
Health  
Family & Consumer Science  
Math Literacy\*\*  
Literacy\*\*

### Grade 8

English  
Social Studies  
Science  
Math  
Foreign Language (Latin, French, or Spanish)  
Physical Education  
Art  
Music  
Engineering  
Health  
Family & Consumer Science  
Math Literacy\*\*  
Literacy\*\*

\*\*Small group instruction for those students identified as in need of additional support

## GATES STAFF

Richard Blake, Principal  
Sharon Seyller, Assistant Principal

### TEAM B

Janine LeBlanc	English
Adam Culbert	Math
Kim Woodford	Science
Jen O'Malley	Social Studies

### TEAM D

Ruth Yasin	English
Kimberly Morrissey	Math
Ken Carrison	Science
Sara McLaughlin	Social Studies

### TEAM F

Cathy Hall	English
JoAnn Webber	Math
Allison Martino	Science
Laura Messner	Social Studies

### MUSIC

Nadia Swartz	Chorus/Music
Greg Lessard	Band

### HEALTH/PHYSICAL EDUCATION

Gayle Coughlin	PE
Brian Riordan	PE
Jaime Dwyer	Health Education

### LITERACY SPECIALIST

Maureen Sullivan

### FAMILY & CONSUMER SCIENCE

Noreen Hebert

### TEAM C

Bethany Dobyna	English
Karen Smith	Math
Jean Chambers	Science
Brian Robinson	Social Studies

### TEAM E

Pat Murphy	English
Mandy Kruggel	Math
Leah Herr	Science
Kerrie Lirosi	Social Studies

### FOREIGN LANGUAGE

Kathy McCarty	Latin
Diane Dufault	French
Emilie Green	French/Spanish
Ed Donovan	Spanish
Acadia Jewett	

### ART

Skip Toomey	Grade 7 Art
Stacey Hendrickson	Grade 8 Art

### TECHNOLOGY SKILLS

Beth Niece

### ENGINEERING

Shoukry Makar

### MATH SPECIALIST

Mary Ellen Gaziano

### MEDIA SPECIALIST

Pamela LaBreck

## **GATES STAFF (continued)**

### **STUDENT SERVICES**

Amy Mahoney	Gr. 7 Guidance
Jen Fiske	Gr. 8 Guidance
Deb Edgren	School Psychologist
Ann Sullivan	Social Worker
Beth Phelan	Team B Special Education
Jodi Skypeck	Team C Special Education
Christine Kane	Teams D & E Special Education
Shan Morrissey	Team F Special Education
Heidi Branca	Life Skills
Meredith Hilditch	Speech and Language

### **AIDES**

Pam Kane  
Patty Fritz  
Kelley Mitchell  
Maureen Keys  
Pam Molinari  
Sue Cook-Egan  
Julie Rosen

### **SECRETARIES**

Sue Lowrance  
Nadine McLaughlin  
Maura Dawley

### **CUSTODIANS**

Joe Bergman  
Peter Kent  
Eric Heggie  
Donna Street

### **NURSE**

Kellie Murphy

### **METCO**

Heidi Harris Lemmel

### **ELL TUTOR**

Vivienne Leonard

### **CAFETERIA**

Louise Fitzgerald  
Denise Bowes  
Christine Clifford-Walker

### **D.A.R.E.**

Officer Dom D'Arcangelo

To email any staff member, please click on the Gates website and look for that person's email link.

<http://www.scituate.k12.ma.us/gates/index.shtml>

## Parent/Guardian Pages

- ❖ **Parent Coffee Dates** – The following dates have been reserved for parents and guardians to meet their child’s teachers. During the first week of school, please make a note of your child’s team and plan to join us in the Gates Media Center from 8:00-9:00 am on that date. We look forward to seeing you then!

**Team B - Monday, 9/14**

**Team C - Wednesday, 9/16**

**Team D - Monday, 9/21**

**Team E – Wednesday, 9/23**

**Team F – Wednesday, 9/30**

- ❖ **Connect-Ed** – The Gates community utilizes this communication software to notify parents and guardians of upcoming events at Gates. *Please be sure we have your preferred Conned-Ed phone number and email address.*
- ❖ **Contact any Gates staff member** - We encourage you to contact any of your child’s teachers, guidance counselor or administrator. Here are some ways to initiate communication:
  1. Check the Gates website for email links to staff members and send an email.
  2. Write a note/question in your child’s agenda book and ask your child to bring it to the teacher for a response.
  3. Call the main office (781) 545-8760 and leave a message for the teacher.
- ❖ **Newsletters** – A bi-monthly newsletter containing a variety of interesting and helpful information is emailed to all parents and guardians. Please make sure we have your email address.
- ❖ **Website** - Click on to the Gates website for the staff directory, PTO news, virtual backpack forms, daily announcements, school council updates, bus information, teacher pages, program of studies, student handbook, school calendar and more! <http://www.scituate.k12.ma.us/gates/index.shtml>
- ❖ **First Friday** – Every first Friday of each month can be “Hat Day”, beginning with October 2, 2009. Students are allowed to wear a hat on those Fridays provided they bring in cafeteria wipes. Students should report to the Main Office during Home Room to get a sticker for their hat. Hats must be appropriate for school.
- ❖ **Gates P.T.O.** The P.T.O at Gates Intermediate School is committed to fostering and encouraging excellence and equity in the educational environment by promoting communication among students, teachers, parents/guardians and administrators. Members of the Gates P.T.O volunteer their time and energy to raise funds, host events, and research opportunities for improving education at the middle-school level through events that directly involve and benefit the entire Gates community. Through the cultural enrichment program, student and staff teaming events, parent/teacher socials, the teacher support program, and others, the Gates P.T.O provides a tremendous opportunity for all parents/guardians, students, teachers, and administrators to work toward creating a valuable partnership in education.



## **WELCOME**

This student/family handbook is designed to acquaint all members of the Gates community with an overview of the policies and procedures of Gates Intermediate School; it is not intended to include all aspects of governing the school. Please review this so that you will become familiar with the expectations and policies of Gates Intermediate School. Our goal is to provide students and parents a positive experience; we will strive to develop strong, trusting relationships in order to create a school environment that encourages a commitment toward learning and respect.

Richard Blake, Principal  
Sharon Seyller, Assistant Principal

## **MISSION STATEMENT OF THE SCITUATE PUBLIC SCHOOL SYSTEM**

The mission of the Scituate Public Schools is to provide the opportunity for a comprehensive education for all students, which focuses on cognitive, emotional, physical and social development. The educational program fosters students' reading, writing, calculating, problem solving, critical thinking skills and creative expression. The school environment nurtures self-confidence, independence, cooperation, and the physical well being of all students. The schools encourage students to develop a sense of values and responsibilities that enable them to be contributing members of their community and of the multicultural, global society. In partnership with the family, the schools guide students toward becoming lifelong learners with a positive outlook on the world.

## **MISSION STATEMENT OF GATES INTERMEDIATE SCHOOL**

The mission of the Gates Intermediate School is to uphold the ideals of the Scituate Public Schools' mission while recognizing the uniqueness of the early adolescent learner.

## **VISION STATEMENT OF GATES INTERMEDIATE SCHOOL**

The vision of the Gates Intermediate School is to create a positive and safe environment that provides a comprehensive and challenging education for 7<sup>th</sup> and 8<sup>th</sup> grade students. By strengthening the home-school connection, healthy patterns of growth and learning will promote the development of responsible and independent community members.

## **GATES INTERMEDIATE SCHOOL OBJECTIVES**

1. To provide a curriculum of basic skills and concepts in English, mathematics, science, social studies and foreign languages.
2. To provide a Literacy program for students at various grade levels.
3. To develop and maintain good physical and mental health.
4. To develop a sense of self-discipline, self-respect and self-reliance.
5. To help students make the transition from elementary to high school.
6. To encourage students to understand the principles of responsibility to a democratic society.
7. To help students become proficient in computation and communication skills.
8. To identify, clarify and develop values that will help students relate to society in an intelligent way.
9. To provide students with opportunities for enrichment experiences.
10. To provide students the opportunity for remedial help.
11. To consider the physical and emotional development of the students.

12. To provide exposure to exploratory courses in fine arts and practical arts.
13. To provide a pleasant, cheerful and professional school environment where students and teachers feel relaxed, comfortable and respected.
14. To provide students with basic courses in the foreign languages of Latin, French and Spanish.
15. To encourage students to participate in extra-curricular activities.
16. To provide resources for special needs students to receive equal educational opportunities.
17. To provide library and media services which support the curriculum in all areas.
18. To provide health education to all students.
19. To provide a safe, positive and comfortable environment for all members of the Gates Intermediate School community.

### MARKING SYSTEM

A+	97 and above
A	93.0 - 96.9
A-	90.0 - 92.9
B+	87.0 - 89.9
B	83.0 - 86.9
B-	80.0 - 82.9
C+	77.0 - 79.9
C	73.0 - 76.9
C-	70.0 - 72.9
D+	67.0 - 69.9
D	63.0 - 66.9
D-	60.0 - 62.9
F	59.4 and below
P	Pass
I	Incomplete *

\*Under normal circumstances, incomplete grades must be made up within five school days of the issuance of the report cards.

**High Honors** – Students must receive A's in all academic subjects and no grades less than B's in special subjects (Family and Consumer Science, Music, Health, Art, Engineering, Technology Skills, Physical Education, Band and Chorus).

**Honor Roll** – Students must receive A's or B's in all academic subjects and no grades less than B's in special subjects (Family and Consumer Science, Music, Health, Art, Engineering, Technology Skills, Physical Education, Band and Chorus).

### ATTENDANCE

Nothing replaces the knowledge gained through direct instruction and participation in class work. By attending school everyday students experience lessons first hand, have the opportunity to ask questions, and gain practice under the skilled supervision of their teachers. Attending school regularly not only keeps the student directly involved in their education, but also builds the necessary life skills of regular attendance and punctuality.

### Chapter 76: Section 5 Place of attendance; discrimination

Every person shall have the right to attend the public schools of the town where he actually resides, subject to the following section. No person shall be excluded from or discriminated against in admission to a public school of any town. Or in obtaining the

advantages, privileges and courses of study of such public school on account of race color, sex religion, national origin or sexual orientation.

**Absence from School** – Massachusetts General Law Chapter 76 Section 2 requires regular attendance at school. The administration requires that all absences be documented. A legitimate absence, according to School Committee policy, is for one of the following reasons: medical, dental, legal, or home emergency.

### **Procedure in Case of Absence**

1. If your child is going to be absent, please call the school office after 7:15 am.
2. Students who have been absent from school must bring a note to their homeroom teacher stating the reason for the absence. The note must be signed by a parent and be brought in on the day the student returns to school.
3. Failure to pass in an absence note within two (2) days of return to school may result in a teacher detention. If the absence note is not turned in within three (3) days, the student may be referred to the office for possible disciplinary consequences.
4. Students, who are absent from school for more than seven (7) days during a trimester without medical documentation, can expect that their excessive absences may result in a lowering of report card grades. Students will be allowed to make up work for missed days; all work should be made up within one (1) week. The child's teacher(s) may grant an extension if extenuating circumstances exist.
5. Students who continue to have poor attendance without medical documentation (more than seven (7) days during a trimester) may be asked to attend a meeting with their parent/guardian and an official from the district court. If attendance is not immediately improved and sustained after that meeting, the school is permitted by law to file a truancy petition with the district court.

**Make Up work** – For work that is missed due to absence, please follow these guidelines:

- For the first two consecutive days out, students should contact their “Homework Buddies” listed at the end of the handbook section.
- For the third consecutive day out, parents/guardians can request missed work by emailing the teachers directly or by contact the main office.

**Tardiness to School**– Students will be marked tardy if they have not reported to their homeroom before the 7:55 a.m. bell. If a student is tardy, an admittance pass must be obtained from the office. A tardy is considered unexcused with the exception of one that is due to a medical condition or a dental procedure. A note from a doctor or a note the student's parent/guardian specifying a medical condition is necessary in order for a tardy to be excused. If a student is late more than four (4) times during a trimester, they will be required to serve either an office or lunch detention for the fourth (4<sup>th</sup>) tardy *and* for each subsequent tardy during the current trimester. Chronic, excessive tardiness (8+ per trimester) may be referred to the district court for further investigation.

**Tardiness to Class** - Any student tardy to class may be assigned a detention by the teacher. Use of lockers or bathrooms may not be accepted as an excuse for tardiness. Excessive tardiness will be cause for referral to administration for further disciplinary action, including office detentions or possible suspension.

**Vacation Policy** - The Gates School administration strongly advises parents to schedule their family vacations to coincide with the school vacations in order that their children not miss daily classroom instruction. In the event that this is not possible, the following procedures must be followed for the student's absence to be excused.

- ❖ The parent/guardian must submit a letter to the Gates School administration regarding the planned family vacation two weeks in advance.
- ❖ It will be the teacher's prerogative to give homework and class work assignments in advance to students who will be on vacation during school time. It will be the student's responsibility to make up all assignments within one (1) week of their return to school if vacations are taken during school time.
- ❖ Teachers are not required to give tutorial assistance to students who have missed class time due to a family vacation.
- ❖ Report cards will not be printed early for those students leaving on vacation prior to the standard distribution time. Students may pick up their report cards from their homeroom teachers when they return.

**Dismissal** – Early dismissal should be kept to a minimum. The only acceptable reasons for dismissal are as follows: a doctor and/or dentist appointment, family emergency, or illness. The administration reserves the right to deny dismissal requests. Students requesting dismissal from school must present a note from home stating the time and reason for the dismissal and the name of the person to whom the student will be dismissed. This note should be brought to the office before school so that the student's name may appear on the attendance bulletin. A parent or authorized adult must sign out students. Identification may be required. Students must remain in class until being called for dismissal.

## **HEALTH INFORMATION**

School Physician: Dr. Stephen Lane, MD

School Nurse: Kellie Murphy-Roche RN, BSN, NCSN

**Immunizations** - The Massachusetts Department of Public Health has strict immunization guidelines that we must adhere to. Mandatory school immunizations are as follows: By 7<sup>th</sup> grade entry every student must have:

1. Tetanus Booster: 1 dose
2. Hepatitis B: 3 doses (or 2 dose series)
3. MMR: 2 doses
4. Polio: 4 doses
5. Varicella Vaccine: under 13: 1 dose, over 13: 2 doses (or Physicians verification of Chicken Pox)

**Prescription medication to be administered during the school day** - Prescription medication *must be delivered to the school by a parent or guardian*. Students are not allowed to carry prescription medication to school, with the exception of inhalers and epipens. A written physician's order and a written parent consent form must accompany the medication. It must be in the original container and be labeled with the child's name, medication name, dose, directions, and prescribing physician's name. Per the Massachusetts Department of Public Health, no prescription medication shall be administered without all of the above being present. Medication consent forms are

available in the nurse's office. We are not allowed to store prescription medication in the school over the summer. Therefore, it must be picked up by the last day of school or it will be discarded.

### **Non-prescription medication to be administered during school hours**

Every September, non-prescription medication consent forms are sent home with students. This includes permission for medications such as Tylenol, Ibuprofen, Benedryl, etc. Please be advised that the only medications that will be administered to your child are those that are designated by the parent/guardian on the form. Medications will not be administered without this consent form. The form is updated on an annual basis only, so please inform the nurse if at any time during the school year you would like to make any changes to it.

### **Asthma Inhalers**

Middle school students will be allowed to have possession of their own inhalers provided the physician's order and parental consent forms have been completed and indicate that (a) the parent agrees that the student should retain custody of the asthma inhaler and warrants that the student has been instructed in the safe and proper use of the inhaler and that (b) the parent holds the school department harmless from any incident involving the availability of ultimate use of the asthma inhaler. It is recommended that an extra inhaler be kept in the health office for emergency purposes. In the event that school personnel become aware that an asthma inhaler is being improperly utilized, the inhaler will be placed in the custody of the nurse or principal, and parents will be notified immediately.

### **Health Considerations**

It is School Committee policy that home injuries are not to be treated by the school nurse. Please inform the school nurse of any health considerations your child may have. This includes student medications, allergies, asthma, diabetes, vision or hearing difficulties or any other issues. There are a growing number of students with severe allergies. Please inform the nurse immediately if your child has any food/insect/other allergy in order to provide the safest possible environment at school. The information received will be shared with pertinent staff members to develop an emergency care plan to better accommodate your student.

### **Health Updates**

In order to provide the best care possible for your child during school hours, please inform the nurse of any health concerns your child may have, including any changes in his or her health that may arise during the school year. Updated medical forms, especially immunization records, are always appreciated if your child has a physical exam during the school year. Physicians will usually give parents a copy of the immunizations and physical if it is requested.

### **Health Screenings**

Hearing, vision, and postural screenings are done annually. These are merely screenings, not diagnostic exams. If your student is found to have any problems in any of these areas, you will receive a letter home stating the findings, and asking you to take your student to the appropriate healthcare provider for follow up. If you would prefer your student does not participate in these screenings, a written request to that effect must be sent to school.

### **Absences/Dismissals**

Understandably, parents (and usually students) do not want class absences. However, when your student is ill, please keep them home. Students with a temperature of 100 degrees or greater, those with vomiting, diarrhea or other illnesses, should always remain home until all symptoms have been absent for 24 hours. Students that are prescribed antibiotics for any reason need to be taking them for 24 hours before returning to school. In the event that your student becomes ill during the day, a parent or guardian will be contacted to pick up the student. With parental permission, the student may be dismissed to another family member or friend, provided proper identification is shown. If the school is unable to reach the parent, the emergency contact (designated each September on the emergency card) will be called to pick up the student. Communication between home and school is vital to your student's well being.

### **GENERAL INFORMATION**

- ❖ Lost and found articles are put in a box in the lunchroom. In cases of jewelry or eyeglasses, students are asked to bring these items to the main office. The school will not assume responsibility for lost or stolen articles.
- ❖ Students should not carry large amounts of money or other valuable articles to school. If an exception arises, leave the money or article in the office for safekeeping until the end of the day.
- ❖ Lost or damaged books must be paid for by the end of the year. Students' parents will be notified of outstanding bills. Report cards may be held until obligations are fulfilled.
- ❖ Daily announcements are made during homeroom and again after 6<sup>th</sup> period. Announcements are also posted on our website.
- ❖ Use of the office telephone during the day is restricted to emergency situations only. Students must have a pass to use the phone between 7:50 a.m. and 2:20 p.m.
- ❖ Food may be eaten only in the cafeteria at lunchtime, and with teacher permission for special classroom activities.
- ❖ Candy and gum are not permitted during school hours.
- ❖ Cell phones may be kept inside a student's locker and must be turned off during school hours. Violation of this policy will result in confiscation of the phone. The phone will be returned to the student for the first offense. For any further violations of this policy, the cell phone will be returned only to the parent/guardian.
- ❖ Electronic devices such as pagers, ipods/MP3 players, video games, cd players, digital cameras, laser pens etc. are not allowed to be on a student's person during school hours. In cases where a student is doing a special project that requires an electronic device, permission from the administration must be obtained prior to the student bringing the device to school.

### **VISITORS**

All visitors must enter the building through the front entrance on First Parish Road. Visitors must sign in at the front office and sign out when leaving the building. Visitors will be issued a pass that must be worn while in the building and returned to the office when leaving. Teachers who are expecting visitors will meet them in the office and escort them to their destination.

### **TOBACCO-FREE SCHOOLS**

Massachusetts State law 37H prohibits the use of any tobacco products on school grounds by any individual. The Scituate Public Schools enforce this law.

## **MEDIA CENTER**

The media center is an essential component of the learning experience for students at Gates Intermediate School. The use of its resources is critical to providing the best possible education. It is a resource center which thrives due to the support of the administration and the utilization and cooperation of the staff.

### **The objectives of the *Gates Media Center* are to provide:**

- ❖ Opportunities for students to browse, explore, and utilize all resources available in the media center
- ❖ Opportunities for staff to incorporate media center-based units of instruction into the curriculum
- ❖ Assistance to students in completing resource-based learning assignments and activities
- ❖ An atmosphere conducive to active, constructive learning for students and staff
- ❖ Resources for teachers to supplement their instruction and curriculum

Books may be kept for a period of two weeks. If students do not return their books by the due date, a detention may be assigned. If a book is lost, students will be billed an amount equal to the replacement cost of the book.

Works Cited: (1) Anderson Middle School, <http://www.anderson.k12.ky.us/> (2) Phoenix City Intermediate School at [www.pcboe.net/pcis/mediastatement.html](http://www.pcboe.net/pcis/mediastatement.html)

## **STUDENT SERVICES**

Special Education staff and Guidance Counselors make up the Gates *Student Services* department. This allows for an integrated approach in which to support all students.

## **GUIDANCE**

Every student will be assigned a Guidance Counselor who will work with students in an entire grade for two years. This “looping” practice allows for counselors to build positive relationships with their students and their families. Guidance counselors are available to assist students in the process of successfully navigating their middle school years. Students are encouraged to meet with their counselors about any problem or issue that is interfering with their ability to succeed academically or socially. Guidance counselors design programs to meet the needs of all their students; these activities focus on career exploration, positive peer relationship development, and study skills. Counselors also meet with those students individually who need assistance with a variety of issues including, but not limited to: improving peer relationships, managing increasing independence and taking responsibility for their own learning. Counselors may also make referrals to a school psychologist, social worker and/or outside agencies as necessary. Private and vocational school applications are processed through the Guidance Department as well. Parents are encouraged to contact their child’s counselor with any concerns.

The Gates Intermediate School and South Shore Mental Health have collaborated to provide a Licensed Clinical Social Worker to be available to students and their families on site. Referrals are made through the guidance counselors and counseling is funded through third party billing.

### **SPECIAL EDUCATION: 603 CMR 28.00 (Formerly known as Chapter 766)**

The provisions of the state special education law and the federal special education law (Individuals with Disabilities in Education Act) are designed to help students between the ages of 3 and 22 years of age who have not yet received a high school diploma and who are not making effective progress in the regular classroom due to the existence of a disability. A student may be referred for an evaluation by a parent or any person in a care giving or professional position concerned with the student's development. The school will send written notice to the student's parent(s) within five school days of receipt of the referral. Upon consent of a parent, the school will complete the evaluation within 30 school days. Within 45 school working days after receipt of a parent's written consent to an initial evaluation or reevaluation, the school will convene a Team meeting to review the evaluation data, determine whether the student requires special education and, if required, develop an IEP in accordance with state and federal laws.

In order to be eligible for special education, the student's Team must find that the student has a disability (as defined by law), the student is not making effective progress in school because of that disability, and that the student requires specially designed instruction or related services to access the general curriculum. Questions regarding special education should be directed to the Director of Special Needs.

### **SECTION 504**

Section 504 is a federal statute that prohibits discrimination based upon a disability. Obligations for school districts start when federal funds are received. Section 504 covers eligible students and other individuals with disabilities for reasonable accommodations that enable them to work or learn. A team knowledgeable of the person determines if the individual meets eligibility criteria. The following is the definition of a disability under Section 504. A student must: 1) Have a mental or physical impairment, which substantially limits one or more of such person's major life activities. ("Major life activities including functions such as: caring for one's self, performing manual tasks, walking, seeing, hearing, speaking and breathing and have documentation of such impairment; or is regarded as having such impairment.

When a condition does not substantially limit a major life activity, the individual does not qualify for services under Section 504. It is the intent of the district and the school to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled under this policy even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA). For more information or if you have questions, please contact the Assistant Superintendent.

### **TEAM MEETINGS**

It may be beneficial for team teachers, guidance counselor (and support staff if appropriate) and parents/guardians to meet together to discuss ideas that will support a student who is having difficulties with learning, homework completion, behavior, and/or social interactions. Parents/guardians will be contacted if the need arises. If a parent/guardian would like to request a team meeting for your child, please call the school and ask for your child's guidance counselor. They will set up a time to meet with your child's team teachers. Communication between home and school is strongly encouraged

## **PROCEDURAL REQUIREMENTS APPLIED TO STUDENTS NOT YET DETERMINED ELIGIBLE FOR SPECIAL EDUCATION**

If prior to the disciplinary action, the Scituate Public Schools had knowledge that a student may be a student with a disability, then the Scituate Public Schools makes all protections available to the student until and unless the student is subsequently determined not to be eligible.

The Scituate Public Schools may be considered to have prior knowledge if:

- a. the parent had expressed concerns in writing;  
or
- b. the parent had requested an evaluation;  
or
- c. Scituate staff had expressed concern that the student had a disability.

If the Scituate Public Schools had no reason to consider the student disabled, and the parent requests an evaluation subsequent to the disciplinary action, Scituate will conduct an expedited evaluation to determine eligibility. This evaluation follows all related regulatory requirements. The Scituate Public Schools will arrange priority status of the student to complete the evaluation and to schedule the IEP Team Meeting.

If the student is found eligible, then he/she receives all procedural protections subsequent to the finding of eligibility.

### ***Exception:***

If the parent has not allowed the Scituate Public Schools the option of evaluation in the past or has refused services, or if the determination was already made that the student was not eligible.

## **DIRECTED STUDY HALLS**

It is the expectation that students do school work in study hall. If students do not have homework or study materials, they must bring reading material with them.

## **PERFORMANCE BLOCK**

Every Monday and Wednesday, students who are in Chorus and Band will report to their respective classrooms for instruction and practice. Other students will stay in their assigned *Performance Block* class and will be allowed to complete make-up work, read independently, and perform other educationally-based tasks.

## **EXTRA HELP**

Teachers are generally available for extra help after school Monday through Thursday from 2:20 to 2:50 p.m. During that time, academic help and makeup work are available. In some cases, after school “academic detentions” are mandatory after a child misses two homework assignments for the current term. At times, teachers may have prior

commitments (e.g., faculty meetings, department meetings) and are unavailable to students after school. For this reason, students must check with their teachers in advance to scheduling a time for extra help. Students are encouraged to attend after school extra help sessions to enhance their academic achievement. **Any student staying after school must have a specific purpose and must remain with their teacher at all times.** Students who need to move from one teacher to another must have a pass that is signed by their teacher in order to do so. Students found loitering in the school or on the school property after school hours may be subject to disciplinary action.

## **LOCKERS**

Each student will be assigned a locker for storing coats, hats, books, cell phones, ipods and other electronic devices as well as other personal belongings. The need to go to a locker does not excuse a student for being tardy to class. Students will be issued a lock to use for the year. It is strongly recommended that students keep their locks closed and secure at all times. If personal or school materials are taken from a locker, it will be assumed that the student left his/her locker unlocked, or has given the lock combination to another student. This will hold him/her (not the school) responsible for any missing items, including the lock. The cost to replace a lost lock is \$5.00 and may be purchased through the main office. Students waive their ownership rights to the lock while it is on their locker, as lockers are school property. The school administration reserves the right to remove locks at any time in order to conduct locker searches for legal, health or safety reasons. Students who vandalize lockers will be subject to disciplinary action. Students are not allowed to keep their belongings in other students' lockers. Students found violating this rule will be subject to disciplinary action.

## **CORRIDORS**

Students are expected to proceed in a quiet, respectful manner, keeping to the right while passing between classes. Running, pushing, shoving and yelling are not allowed in the corridors. Misbehavior in the hallway will be subject to disciplinary action. Passes are required at all times when a student is out of class during class time.

## **BUSES**

Students must be well behaved on the bus at all times. The safety of all bus students is dependent on the proper conduct of every student. Students may lose their bus riding privileges if they violate the normal procedures. Parents will be notified of any loss of bus privileges. ***Students may ride only on their assigned busses.*** Students will not be allowed to change busses or get off at a stop different from their own, unless approved by the principal (or designee) on the morning of the change. Only family emergencies will be approved for bus changes. **Please review the following school bus safety rules:**

- ❖ Arrive at the bus stop five minutes before the regular pick-up time. For safety reasons, please leave all pets at home.
- ❖ Keep as far off the road as possible until the bus arrives, stops and opens its doors. Do not run or fool around while waiting for the bus.
- ❖ If you have to cross the street to get to your bus, wait for the bus driver to signal to you, and then ***look both ways before crossing.*** Some cars do not stop when the school bus lights are flashing.
- ❖ Get onto the bus and off the bus in single file and allow younger students to get on first.
- ❖ Do not touch or push anyone.
- ❖ Take a seat and remain seated until the bus arrives at your destination.

- ❖ Do not throw anything in the bus or out of the bus windows. Do not hang out of the windows.
- ❖ Pay attention to the instructions of your bus driver. Do not distract your driver.
- ❖ Do not use profane, loud or boisterous talk, or make any other noises that may distract the driver. Use of laser lights is not permitted at any time on the bus.
- ❖ In case of damage to the bus, the offender will pay for damage to equipment.
- ❖ Smoking, lighting matches and chewing tobacco are not allowed.
- ❖ When you are off the bus, stay clear of the area where the bus driver may not be able to see you. If you drop something under the bus, do not try to get it. Instead, report the problem to your bus driver.
- ❖ If you must cross the street, let the bus driver know, wait for the bus driver to signal you, then pass in front of the bus at a distance where the bus driver can see you. ***Remember to look both ways before crossing.***

**The principal or assistant principal may suspend bus-riding privileges if there are violations of these rules or if pupils engage in any action that jeopardizes the health and safety of those riding the bus.** Depending on the severity of the incident, the following is the general disciplinary procedure followed:

- Conference with the principal/assistant principal and student, and office detentions will be assigned.
- Contact parent and/or conference with principal, student and driver.
- Loss of bus riding privilege for a definite period of time and written notification to the parent.

In all cases, the principal/assistant principal must make a report to the parents of the child involved and to the Superintendent of Schools where an appeal can be made.

## **BICYCLES**

Students who ride their bikes to school are expected to practice safe riding habits on their way to and from school. Helmets should be worn at all times. Students are expected to park their bikes in the bike rack as soon as they arrive at school in the morning. They are not to ride around the school property. It is also recommended that students provide a lock for their bikes. Students riding bikes are not to leave the bike rack area until all buses have left the driveway. As with all students' personal property, the school is not responsible for lost or stolen bicycles.

## **FIRE DRILLS**

Safety is the most important issue in any school. Students should pay strict attention to the rules and regulations that are posted in each room. The homeroom teacher will review these rules periodically. When the alarm rings (a buzzer and red flashing light), students must leave the building in single file and follow the directions of the teacher. Talking is not allowed. Teachers are required to take attendance to make sure that all students are accounted for. If students are not with a teacher when a fire drill is being conducted, they should go to the nearest exit and report to the first teacher that they see.

## **NO SCHOOL NOTIFICATION**

There may be days on which school is closed or the opening of school is delayed due to inclement weather. Families who have provided phone numbers and email addresses will be notified through Connect Ed. Local television and radio stations may also announce this information. In the event that there is a storm or an emergency that

develops during the school day that necessitates closing the school, there will be an early dismissal. Should this occur, parents are advised to have a plan in place directing their child or children where to go when there is no one at home.

### **DRESS CODE**

Students' appearance should be neat and suited for the learning environment. There is a distinct difference between self-expression and deliberate offensiveness. Any apparel that makes reference to drugs, alcohol, sex or profanity is considered inappropriate. ***The following items are not appropriate for school:***

- ❖ Hats & headgear inside the school building, unless for religious reasons
- ❖ Outerwear jackets inside the school building
- ❖ Halter-tops
- ❖ Tank tops with “spaghetti straps” or with thin straps that expose bra straps
- ❖ T-shirts or blouses that expose the midriff
- ❖ Low cut tops that expose cleavage
- ❖ Pants that expose underwear
- ❖ Shorts & skirts that are shorter than mid-thigh in length
- ❖ Pajama bottoms and/or slippers
- ❖ Pants with a logo on the buttocks
- ❖ Clothing referencing drugs, tobacco, alcohol or sex
- ❖ Blouses that are sheer (“see-through”) which exposes undergarments

The courts have ruled that the schools have authority to regulate students' dress and, in some cases, hair styling. Students who are dressed inappropriately for school will be requested to change their clothing. Parents may be called and requested to bring in appropriate attire for their children. Health regulations require that shoes must be worn at all times in a public building. Students who violate the dress code for the first time will be asked to call their parents to bring in appropriate clothing. Students who repeatedly violate the dress code will face a progression of disciplinary consequences. **The final decision regarding a particular student’s dress lies with the administration.**

### **LUNCH PROGRAM**

A class “A” Federal Lunch is served daily in the cafeteria. Students may bring their own lunches if they wish. Sandwiches, fruit, cookies, and ice cream may be purchased separately. Parents are asked not to send candy in lunches brought from home. All food is to be eaten in the cafeteria at lunchtime. Students should report to the cafeteria immediately after the bell rings for the start of lunch. **Students are expected to follow these cafeteria rules:**

- ❖ Talk quietly to students at your table.
- ❖ Stay seated at your table except for when disposing of trash.
- ❖ Ask permission from a teacher or administrator if you need to leave the cafeteria for any reason. You must sign out stating the time of departure and the time of return.
- ❖ Do not cut in the lunch line.
- ❖ Do not ask or pressure other students for food or money.
- ❖ Recycle bottles and cans in the appropriate containers.
- ❖ Take turn every day cleaning the top of the table with the cloth provided.
- ❖ Make sure you check under the tables and remove any trash or food that may have been spilled. Dustpans and brushes are available.

**Violation of cafeteria rules may result in the assignment of a new table, lunch detentions, office detentions, community service or removal from the cafeteria for a period of time.**

### **STUDENT PASSES**

It is the school's legal obligation to know where each student is at all times. **If students are out of class for any reason, they must have a pass.** If found in the halls or other parts of the building without a pass, students will be referred to the office for disciplinary action up to and including suspension from school.

### **HOMEWORK PHILOSOPHY**

Homework is an extension of the student's daily instructional program and is assigned in order to meet the following educational goals and activities:

- ❖ To positively and meaningfully review, reinforce, and refine the skills and concepts that are taught in the classroom.
- ❖ To pursue independent or enrichment studies of the classroom curriculum.
- ❖ To develop in each student a sense of responsibility and accountability.
- ❖ Homework assignments should not include skills or concepts that have not been taught previously.

### **HOMEWORK GUIDELINES**

- Homework should be assigned in increasing amounts from grades one through twelve. It is recommended that the total time for all subjects fall within the following time guideline: Grades 7-8: An average of less than two hours per night.
- Homework should be evaluated for completion, accuracy and content. Homework assignments that have been evaluated should be included when determining a student's quarterly grade average. The homework component should not exceed the following guideline: Grades 7-8: No more than 25%.
- Students and parents should be made aware of each teacher's grading philosophy during the first few weeks of each school year. Academic grouping levels in the higher grades can have an affect on the frequency, length and grading policies regarding homework assignments.
- These policies are recommended as guidelines to establish consistency within the school system. They are not to be interpreted as a constraint upon a teacher's academic freedom nor upon any departmental policies regarding homework which would refine and clarify these policies. However, homework assignments should not be given for punitive reasons.
- The policy of the **Foreign Language department** regarding unexcused missing homework is as follows: The second time a student is missing their homework assignment, an after school homework detention is assigned. The detention is held from 2:20 p.m. until 2:50 p.m. and this time will be for completing past due work.
- Homework assignments missed through absenteeism due to illness, family emergencies, and vacations taken during school time must be made up. It must be understood that extra help and make up sessions do not take the place of being present for the regular daily instruction. **Please use your Home Work Buddy page at the end of this agenda.**
- Parental involvement in the homework process is strongly encouraged. It is recommended that parents provide a setting conducive to doing homework and a definite time period during which homework must be done. Parents can also act as a resource

- person to their children when requested. By assuming this role, parents can be in a position to check their child's progress and the quality of their homework assignments.
- It is recognized that long-term assignments increase a student's homework load over and above the normal time recommendations. Therefore, teachers should make every effort to avoid concurrent long-term assignments. If this is not possible, due dates for the assignments should be staggered.
  - It should be understood that a take home exam differs from regular homework assignments especially in terms of the grading process.

## **PLAGIARISM**

According to the American Heritage Student Dictionary, to plagiarize is "to take ideas or written passages from another and use them as one's own" Plagiarism occurs when a student uses a few sentences, paragraph, phrases, artistic creations, or ideas without giving proper citation or credit. Plagiarism also includes copying another student's homework, as it involves taking ideas and passing them off as one's own. Regardless of the form, plagiarism is cheating, and is an academically dishonest offense. Teachers will support academic honesty through instruction and reinforcement of these concepts. Examples of plagiarism include but are not limited to:

- Using sentences from a source (web site, book, article, etc.) and not giving credit to that source
- Copying another student's homework
- Allowing another student to copy your homework
- Passing in work that is not one's own (i.e., written by a parent, sibling, or anyone other than the student)

First offense: Student may earn an F for the assignment. Parent or guardian will be contacted. A detention slip will be filled out to track the offense.

Second offense: Student will not earn credit for the assignment. Student also will receive two office detentions. Parent or guardian will be contacted. A detention slip will be filled out to track the offense.

Third offense: Student will earn a 0% for the assignment. Student also will be suspended. Parent or guardian will be contacted.

## **PROMOTION POLICY**

The guidelines for promotion to the next grade require that students have accumulated twenty-one (21) points; four (4) of the points must be in English and four (4) points must be in math. Points are awarded if a student passes a subject for the year and will be determined by how often the course meets. The point system is outlined below:

English	4
Math	4
Science	4
Social Studies	4
Foreign Language	4
Physical Education	2
Art	1
Engineering	1
Music	1
Health	1
Family & Consumer Science	1

Students who do not accumulate at least twenty-one (21) points by the end of the school year must attend summer school. In order to be eligible for summer school, a student must pass three (3) “major” subjects and earn a minimum of thirteen (13) points.

A promotion review committee composed of administrators and counselors will discuss those students who have not met the promotion requirements. Students considered to be poor candidates for retention for a variety of reasons may be recommended for social promotion to the next grade if it is in their best interest. These recommendations will be referred to the superintendent for a final decision.

### **DISCIPLINE POLICIES AND PROCEDURES**

The atmosphere of a school is a reflection of the attitude of its students and staff toward the school and a function of parental and social attitudes toward education and teachers. It is very important that an atmosphere of order, self-discipline, and mutual respect be encouraged. The administration and staff will work with students to develop the maturity and good judgment to regulate their own behavior and accept the consequences of their decisions and actions.

### **PHYSICAL/VERBAL/WRITTEN THREATS**

Any student that makes any form of physical, verbal, or written threat(s) of violence to any faculty or staff member will be immediately removed from the school grounds by a parent or guardian or by the Scituate Police Department. A student will then be interviewed by members of law enforcement and suspended until a complete investigation has occurred.

### **CLASSROOM DISCIPLINE**

In case of misbehavior/disruption in the classroom, the teacher has the freedom to use his/her judgment and therefore may take any/or of the following steps:

1. A warning will be given by the teacher and progressive classroom discipline strategies will be utilized.
2. Teachers will attempt to re-engage student in learning, and will provide direction for the student regarding appropriate behavior.
3. The teacher may call or email the student's parent/guardian.
4. The teacher may request a conference with the student, parent, or both to discuss the student's classroom behavior.
5. The teacher may request assistance from the student's counselor, the principal or assistant principal.
6. The teacher may assign a “teacher detention” which begins directly after school and usually lasts no later than 2:50 for infractions involving the classroom rules and procedures.
7. If a student fails to serve the teacher's detention and/or continues to misbehave, the student will be referred to the school administration where consequences for these infractions will be given.

### **GENERAL DISCIPLINE**

Teacher detentions are usually assigned for infractions of classroom rules and procedures (less serious forms of misconduct). Teacher detentions may be held on any afternoon from 2:20 p.m. until 2:50 p.m. Office detentions and Saturday detentions are reserved

for more serious forms of misconduct or for repeated misconduct (i.e. frequent tardiness to class, defiance, and any disruption in the learning process) Office detentions are held on Tuesdays, Wednesdays, and Thursdays from 2:25 – 3:25 pm. Failure to report to an office detention will result in additional disciplinary consequences. Detentions may take the form of community service when the infraction warrants this type of consequence.

**Detention Procedures** - Communication between home and school is an essential part of helping students succeed. The detention slip your child brings home serves part of this purpose, and therefore should be signed and returned to the assistant principal within 24 hours after the detention has been assigned. Chronic offenders of this policy may be subject to additional disciplinary action. Your child will be provided a 24-hour notice prior to the detention.

**Suspensions** - There are two types of suspensions, and are reserved for serious violations of the rules.

Out-of-school suspension - the student is removed from his/her classes and sent home to be supervised by his/her parents. Parental contact will be made when a student is suspended (refer to section under Due Process) A parent or guardian can pick up in the main office schoolwork that will be missed 24 hours following the suspension.

In-school suspensions - the student reports to school and spends the day in isolation from his/her classmates. The student is monitored each by a teacher who supervises the completion of class work and homework for each subject area.

In either case, a parent conference may be required with a school administrator before the student will be readmitted to his/her program. **The administration has final discretion in all disciplinary matters, including suspensions.**

## **DUE PROCESS**

The Fourteenth Amendment says no person can be deprived of life, liberty or property without due process of law. The Supreme Court has held that a student's interest in a public education is a property right protected by the due process clause. The essential elements of due process are "notice" and "hearing". This means that a student cannot be suspended unless he/she is informed of the charge against him/her and the basis for the accusation, and unless he/she is given a chance to tell his/her side of the story.

## **SCHOOL-SPONSORED EVENTS**

The school's discipline and dress policies are to be adhered to at all school sponsored events at all Scituate Public Schools. School sponsored events include dances, field trips, assemblies and class or team activities. Grade level attendance at dances will be determined by the administration. While it is intended that all students take part in these activities, there may be some instances in which those who are supervising will recommend to the principal that certain students be excluded. Students, whose behavior or attitude is considered to pose a threat to his/her safety or the safety of those involved in the activity, may be excluded.

**A student may also be excluded from a school-sponsored event if he/she:**

- ❖ Has had more than three (3) office referrals for misbehavior resulting in detentions being assigned twenty (20) school days prior to the event.
- ❖ Has been truant (absent without excuse) within thirty (30) calendar days prior to the event.
- ❖ Has been suspended from classes within thirty (30) calendar days prior to the event.
- ❖ Is absent the day of the event.

Decisions regarding a student's participation in an activity will be made after consultation with the teachers involved in the activity, the student's guidance counselor, parent/guardian, assistant principal, and the student. The final decision lies with the administration. Students who choose not to participate in an activity and those excluded from the activity are responsible for completing assignments provided by their teachers.

Whenever a student is excluded from an event, it is suggested that the student and his/her parent confer with an administrator and/or the student's team teachers to determine a plan of action that will help the student to improve his/her behavior and allow the student to participate in future events. Monies that have been paid for a field trip will not be refunded if the student is suspended after the money has been paid to the company.

### **Discipline of Students with Special Needs**

All students are expected to meet the requirements for behavior as prescribed in this handbook. State and federal special education laws prescribe additional requirements concerning the discipline of students with special needs. Anytime school personnel seek to remove a student from his or her current educational placement for more than ten (10) school days in any school year, this constitutes a "change of placement." A change of placement invokes certain procedural protections under the IDEA, the federal special education law. The student's Team will convene to determine whether the student's misconduct that led to the change in placement was a manifestation of his/her disability. These include, but are not limited to:

- ❖ If the misconduct was a manifestation, the school will conduct a functional behavioral assessment and implement a behavior intervention plan, provided that the school did not already conduct such an assessment before the behavior that resulted in the discipline.
- ❖ If such an assessment was already conducted, the behavior intervention plan will be reviewed and modified as necessary. Additionally, if the behavior was a manifestation, the student will return to the placement from which he/she was removed, unless the school and the parent agree otherwise.
- ❖ If the behavior was not a manifestation, the school may apply the relevant disciplinary procedures to the extent they would be applied to a student not eligible for special education, except that a student eligible for special education who is removed from his/her current educational placement is entitled to continue receiving educational services to enable the student to continue to participate in the general curriculum, although in another setting, and to continue to progress toward meeting the goals set out in the student's IEP.

In special circumstances, the school may move students to an interim alternative educational setting for not more than 45 days without regard to whether the behavior that led to the removal was a manifestation of the student's disability. These special circumstances are when:

- a student carries or possesses a weapon to or at school, on school premises, or to or at a school function under the jurisdiction of a State or local educational agency; knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled

substance, while at school, on school premises at a school function under the jurisdiction of a State or local educational agency

- a student has inflicted serious bodily injury upon another person while at school, on school premises, at a school function under the jurisdiction of a State or local educational agency.

Copies of disability law requirements regarding discipline are available in the Special Education Office.

### **SAMPLE OF BEHAVIORS AND RANGE OF CONSEQUENCES**

We offer the following as a guideline for disciplinary issues. Please make note that this list is not intended to include all possible infractions or misbehaviors.

#### **GROUP A (Most Serious) Penalty: Minimum of 2 to 10 days suspension and/or referral for expulsion.**

- ❖ Physical aggression of any nature including, but not limited to fighting
- ❖ Threats of violence, including physical intimidation/aggression
- ❖ Possession of hazardous materials (fireworks, incendiary devices)
- ❖ Chronic defiance or insubordination
- ❖ Repeated violation of rules outlined in Group B
- ❖ Harassment of any nature
- ❖ Hazing – any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person
- ❖ Possession of weapons or facsimile
- ❖ Smoking or being in the presence of tobacco
- ❖ Initiating a false fire alarm
- ❖ A bomb threat call
- ❖ Possession, use, or sale of drugs or alcohol
- ❖ Drug related paraphernalia
- ❖ Stealing
- ❖ Defacing school property
- ❖ Leaving school grounds without permission
- ❖ Any disruptive act that significantly interferes with the educational atmosphere of a classroom or of the building
- ❖ Truancy
- ❖ Disruption of any school-sponsored event
- ❖ Spitting at another person

#### **GROUP B Penalty: Minimum of 2 office detentions, up to suspension**

- ❖ Failure to report to Office Detention
- ❖ Repeated violation of rules outlined in Group C
- ❖ Defiance or failure to comply with a request made by any staff member
- ❖ Knowingly lying to a staff member or administrator
- ❖ Failure to report to homeroom, class, lunch or study hall
- ❖ Encouraging or arranging fights
- ❖ Throwing food or objects of any kind
- ❖ Forgery
- ❖ Plagiarism of any type (see page 20 for description)

- ❖ Profanity, obscenity, discourtesy or blatant disrespect toward any staff member
- ❖ Damaging school property or other people's personal property
- ❖ Inappropriate physical contact, including horseplay and "fake-fighting"
- ❖ Making and/or throwing snowballs on school property
- ❖ Spitting on the ground
- ❖ Misrepresentation or failure to give correct identity when asked by school personnel
- ❖ Creating a safety hazard
- ❖ Disruption in, or having to be removed from office detention

**GROUP C                      Penalty: Minimum of 1 office detention**

- ❖ Disruptive conduct in class or school building, on school grounds or on school buses
- ❖ Disrespectful speech or action done toward any member of the school community in the building or on school grounds
- ❖ Failure to report to a teacher-assigned detention
- ❖ Habitual loitering after school hours
- ❖ In the hall without a pass or being in an area of the school without permission
- ❖ Card playing or gambling in school or on school grounds
- ❖ Selling, eating candy or chewing gum
- ❖ Unacceptable social behavior
- ❖ Drinks, other than water, outside of the cafeteria (unless permitted by a teacher for a special classroom activity)
- ❖ Failure to return and/or pay for lost or damaged books
- ❖ Repeated violation of dress code
- ❖ Possession and/or use of ipods, MP3 players, laser pointers and pagers
- ❖ Failure to report to the office when tardy to school
- ❖ Possession and/or use of a cell phone (regardless of the phone being turned on or off) during school hours

**The administration has the final decision in all disciplinary matters.**

**SCITUATE PUBLIC SCHOOLS NON-DISCRIMINATION POLICY AND PROHIBITION AGAINST SEXUAL HARASSMENT**

**I. Introduction**

The Scituate Public Schools have a commitment to maintaining an educational environment and workplace where bigotry and intolerance, including discrimination on the basis of race, color, national origin, sex, sexual orientation, religious beliefs, disability or age are not tolerated and where any form of intimidation, threat, coercion and/or harassment that insults the dignity of others and interferes with their freedom to learn or work is unacceptable.

The Scituate Public Schools strictly enforce a prohibition against harassment and discrimination, sexual or otherwise, of any of its students or employees by anyone, including any fellow student, teacher, supervisor, co-worker, vendor, or other third party, as such conduct is contrary to the mission of the Scituate Public Schools and its commitment to equal opportunity in education and employment.

Discrimination and harassment consists of unwelcome conduct, whether verbal or physical, that is based on a characteristic protected by law, such as sex, race, color, ancestry, national origin, religion, age, disability, marital status, or sexual orientation. The Scituate Public Schools will not tolerate harassing or discriminatory conduct that

affects employment or educational conditions, that interferes unreasonably with an individual's school or work performance, or that creates an intimidating, hostile, or offensive work or school environment. Discrimination and/or harassment of employees or students occurring in the schools or workplace is prohibited by law and will not be tolerated by the Scituate Public Schools. For purposes of this policy, "workplace" or "school" includes school-sponsored social events, trips, sports events, work related travel or similar events connected with school or employment. Further, any retaliation against an individual who has complained about discrimination, harassment or retaliation; or any retaliation against any individual who has cooperated with an investigation of a discrimination, harassment or retaliation complaint is similarly unlawful and will not be tolerated.

The Scituate Public Schools takes allegations of discrimination and harassment seriously and will respond promptly to complaints. Where it is determined that inappropriate conduct has occurred, the Scituate Public Schools will act promptly to eliminate the conduct and will impose corrective action as necessary, including disciplinary action where appropriate, which may include termination of employment or school-related discipline.

## **II. Definition of Discrimination and Harassment**

"Discrimination" and "Harassment" are defined as unwelcome conduct, verbal or physical, that is based on race, national origin, sex, sexual orientation, religious beliefs, disability or age. Discrimination and/or harassment includes, but is not limited to:

- ❖ Display or circulation of written materials or pictures that are degrading to a person or group described above.
- ❖ Verbal abuse or insults about, directed at, or made in the presence of an individual or group described above.
- ❖ Any action or speech that contributes to, promotes or results in a hostile or discriminatory environment to an individual or group described above.
- ❖ Any action or speech that is sufficiently severe, pervasive or persistent that it either (i) interferes with or limits the ability of an individual or group (as described above) to participate in or benefit from employment or a program or activity of the Scituate Public Schools; or (ii) creates an intimidating, threatening or abusive educational or working environment.

Many forms of harassment and discrimination have been recognized as violations of the civil rights laws (including Section 504 of the Rehabilitation Act of 1973, Title VI and Title IX) by federal courts, state courts, the U.S. Equal Employment Opportunity Commission, the U.S. Department of Education, Office for Civil Rights and the Massachusetts Commission Against Discrimination.

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

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

environment.

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

While it is not possible to list all circumstances that may be considered sexual harassment, the following are examples of conduct that are inappropriate and that, if unwelcome, may constitute sexual harassment. In each case, such a determination will depend upon the totality of the circumstances, including the severity of the conduct and its pervasiveness. Sexual harassment includes, but is not limited to:

- ❖ Any type of leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments.
- ❖ Unwelcome sexual advances, whether they involve physical touching or not.
- ❖ Sexual epithets, jokes, written or verbal references to sexual conduct, comments about an individual's body, comments about an individual's sexual activity, deficiencies, or prowess.
- ❖ Discussions of one's own sexual activities or inquiries into others' sexual experiences.
- ❖ Displaying sexually suggestive objects, pictures, cartoons.

The definitions of discrimination, harassment and sexual harassment are broad. In addition to the above examples, other unwelcome conduct, whether intended or not, that has the effect of creating a school or work environment that is hostile, offensive, intimidating, or humiliating to either male or female students or workers also may constitute discrimination, harassment and/or sexual harassment.

### **III. Reporting Complaints of Discrimination and Harassment**

If any Scituate Public Schools student or employee believes, in good faith, that he or she has been subjected to sexual harassment or any other form of harassment or discrimination described above, the individual has a right to file a complaint with the Scituate Public Schools through the assistant superintendent. This may be done verbally or in writing. Teachers or other staff members who observe incidents of harassment involving students should report such incidents immediately to the student's principal or assistant principal. Administrators aware of harassment involving any employee should report such incidents to the assistant superintendent.

If you wish to file a complaint, you may do so by contacting your immediate supervisor or the assistant superintendent in the case of employees; and your teacher, principal, assistant principal or assistant superintendent in the case of students.

### **IV. Complaint Investigation**

When the Scituate Public Schools receives a complaint of discrimination or 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 practicable under the circumstances. The investigation may include an interview with the person filing the complaint and also may include interviews with witnesses or other individuals who the Scituate Public Schools believes would be useful to the investigation. The Scituate

Public Schools also will interview the person alleged to have committed the discrimination or harassment. When the Scituate Public Schools has concluded its investigation, the Scituate Public Schools will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of the investigation.

These complaint investigation procedures cover complaints alleging discrimination or harassment based on race, color, national origin, sex, religion, age, sexual orientation and disability. The procedures are designed to promote the sensitive handling of employee and student issues, the thorough investigation of complaints, and to facilitate a prompt and expeditious internal review and a fair and equitable resolution of complaints alleging discrimination based on race, color, national origin, religion, sex, age, sexual orientation, or disability. An employee or student may select any of the routes identified above in Section III or identified below in Section IV.B to discuss a concern or file a complaint of discrimination or harassment. Employees and students are encouraged to attempt resolution within their school or administrative office and may seek advice from appropriate individuals within their school or administrative office or from the assistant superintendent without being required to file a formal complaint.

Please note that while these procedures relate to the Scituate Public Schools' policy of promoting a workplace and educational setting free from discrimination and harassment, including sexual harassment, as detailed further in this policy, these procedures are not designed nor intended to limit the Scituate Public Schools' authority to discipline or take remedial action for workplace and educational conduct which the Scituate Public Schools deems unacceptable.

#### **A. General Policies**

- ❖ No reprisals or retaliation shall be invoked against any employee or any student for processing, in good faith, a complaint, either on an informal or formal basis, or for participating in any way in these complaint procedures.
- ❖ No reprisals or retaliation shall be invoked against any employee or any student who, in good faith, has testified, assisted or participated in any manner in any investigation, proceeding, or hearing of a complaint or for otherwise participating in any way in these complaint procedures.
- ❖ Whenever possible, a conference should be scheduled during a time that does not conflict with scheduled work and/or school programs.
- ❖ The Scituate Public Schools will work with an individual who files a complaint of discrimination or harassment; including conducting an investigation and holding conferences, in order to fairly and expeditiously resolve the complaint.

#### **B. Procedures**

- ❖ Informal Resolution of Discrimination and Harassment Concerns. Before initiating the formal procedure, the student or employee should, if possible, resolve any complaint regarding an alleged discriminatory practice on an informal basis.
- ❖ The student can raise the issue to his or her teacher, principal, assistant principal or assistant superintendent.
- ❖ The employee can raise the issue to either his or her supervisor, or to the assistant superintendent.

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

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

### **Formal Resolution of Discrimination and Harassment Concerns**

Both employees and students may direct the complaint to the assistant superintendent for investigation. Employees and students 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 employee or student shall submit a written statement that will state the name of the individual and the location of the school/department where the alleged discriminatory practice occurred, the basis for the complaint and the corrective action the employee or student is seeking.

After filing the formal written complaint, the assistant superintendent shall promptly give written notification to the appropriate school/department identified in the complaint. This written notification shall be a copy of the complaint filed with the assistant superintendent. The assistant superintendent will conduct the necessary investigation promptly after receiving the complaint. In the course of its investigation, the assistant superintendent 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. If further documentation is needed, the assistant superintendent shall present to the appropriate authorities, written requests for additional information pertaining to the complaint. Strict timelines cannot be set for conducting the investigation because each set of circumstances is different. For example, sometimes the employees or students that are involved in the complaint are not immediately available. The assistant superintendent, however, will make sure that the complaint is handled as quickly as is feasible and will strive to complete the investigation within thirty (30) working days. When more than thirty (30) working days is required for the investigation, the assistant superintendent shall inform the employee or student who filed the complaint that the investigation is still ongoing.

After completing the formal investigation of the complaint, the assistant superintendent shall request a meeting with the person against whom the complaint was filed and/or the principal or appropriate authority involved, to discuss the findings of the assistant superintendent and, at the same time, to give the person against whom the complaint was filed and/or the principal, supervisor or appropriate authority involved, an opportunity to respond to the findings, and to seek to resolve the complaint. When feasible and appropriate, the assistant superintendent 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 assistant superintendent will strive to complete both the investigation and the resolution of the complaint within thirty (30) working days. When more than thirty (30) working days is required for the investigation and resolution process, the

assistant superintendent shall inform the employee or student who filed the complaint and the individual against whom the complaint was filed and/or the principal or appropriate authority involved that additional time is needed for the resolution process.

If the assistant superintendent finds that there is reasonable cause for believing that a discriminatory or harassing practice has occurred, the assistant superintendent will refer the matter to the superintendent of the Scituate Public Schools and/or his or her designee for appropriate action, up to and including termination for employees or expulsion for students.

If no satisfactory resolution can be reached through the informal or formal procedures detailed above, the student/employee has the right to take the complaint to an appropriate state or federal agency. Moreover, it should be noted that using the Scituate Public School's complaint process does not prohibit you from filing a complaint with these agencies. Student 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, Mass. Dept. 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., 10<sup>th</sup> Floor, Boston, MA; or other appropriate state or federal agency.

## **V. Disciplinary Action**

If it is determined that a Scituate Public Schools employee or student has committed inappropriate conduct, the Scituate 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.

## **VI. State and Federal Remedies**

In addition to the above, employees who believe they have been subjected to discrimination and/or harassment, may file a formal complaint with the respective state agency and/or the EEOC. Using the Scituate Public School's complaint process does not prohibit you from filing a complaint with these agencies. Each agency has a specific time period for filing a claim. The United States Equal Employment Opportunity Commission (EEOC) allows at least 180 days (may be longer in some circumstances) to file a complaint, and the Massachusetts Commission Against Discrimination (MCAD) allows at least 300 days to file a complaint.

### **1. The United States Equal Employment Opportunity Commission (EEOC)**

JFK Federal Building  
Room 475 1801 L Street, NW  
Boston, MA 02203  
Washington, DC 20507 (617) 565-3200  
TTY (617) 565-3204  
You can reach an EEOC field office by calling toll free: (800) 669-4000  
TDD (800) 800-3302

Massachusetts Commission Against Discrimination (MCAD)  
Boston Office:

Springfield Office:

One Ashburton Place  
Room 601  
Boston, MA 02108  
(617) 994-6000

436 Dwight Street  
Room 220  
Springfield, MA 01103  
(413) 739-2145

2. Students may also file complaints with the **Massachusetts Commission Against Discrimination** at the addresses listed above, and with the United States Department of Education, Office for Civil Rights, J. W. McCormack Building, Room 701, Boston, MA, 02109 – phone number is (617) 223-9662.

### **About Equity - Scituate Public Schools**

Federal law prohibits discrimination on the basis of race, color or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Education Amendments of 1972); or disability (Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990) in educational programs or activities receiving federal financial assistance. Pursuant to this, the following information is provided for use by Scituate Public School System, parents, students, and other interested parties.

### **Contact Information:**

District Equity Coordinator  
Dr. James Kelleher  
Assistant Superintendent of Curriculum, Instruction & Staff Development  
606 Chief Justice Cushing Highway, Scituate, MA 02066  
jkelleher@sps.scit.org  
Voice (781) 545-8759 X-321

**Students who are found to be harassing and/or bullying another student will be suspended for a minimum of two (2) days.**

### **CONTROLLED SUBSTANCE**

School policy and state law forbids the use of, possession of, being in the presence of, or sale/distribution of alcoholic beverages and/ or controlled substances. Students in the presence of others who are using, selling, distributing, or in open possession of these substances may be subject to disciplinary action up to and including the full application of this policy. The regulations are in effect during the school day and at all extra-curricular and school functions. Violations of these regulations will result in the following sanctions:

#### **A. Alcoholic Beverages (Use, possession, in the presence of, sale or distribution).**

##### **1<sup>st</sup> Offense**

- ❖ Notification of parents.
- ❖ Mandatory parent conference.
- ❖ Suspension from school for a minimum of five (5) days with a possible recommendation for an additional five (5) days.
- ❖ Assessment by school psychologist for counseling.
- ❖ Restricted from all school events or co-curricular activities for forty-five (45) school days.
- ❖ Student will be required to develop a contract with the building principal or his/her designee to perform twenty-five (25) hours of school-related service beyond the school day. The student will have two weeks to complete the school-related service.

- ❖ Students must relinquish any elected or appointed position for the remainder of the year.

### **2<sup>nd</sup> Offense**

- ❖ Notification of parents.
- ❖ Mandatory parent conference.
- ❖ Suspension from school for a minimum of five (5) days with a recommendation for an additional five (5) days.
- ❖ Assessment by school psychologist for counseling.
- ❖ Notification of Narcotics Bureau and Police (informally).
- ❖ Possible expulsion from school.
- ❖ Student will be required to develop a contract with the building principal or his/her designee to perform twenty-five (25) hours of school-related service beyond the school day. The student will have two weeks to complete the school-related service.
- ❖ Student will not be allowed to attend or participate in any school events or co-curricular activities for a minimum of sixty (60) school days, or the remainder of the academic year, whichever is longer.
- ❖ Students must relinquish any elected or appointed position for the remainder of the year.

### **B. Controlled Substances (Use of, possession of, in the presence of, sale or distribution of a Controlled Substance)**

#### **All Offenses**

- ❖ Notification of parents.
- ❖ Mandatory parent conference.
- ❖ Suspension from school for a minimum of five (5) days with a possible recommendation for an additional five (5) days.
- ❖ Mandatory expulsion hearing (per Education Reform law).
- ❖ Referral for counseling.
- ❖ Notification of Narcotics Bureau and Police informally.
- ❖ Restricted from all school or co-curricular activities for forty-five (45) school days. Student will be required to develop a contract with the principal or his/her designee to perform twenty-five (25) hours of school-related service beyond the school days. The student will have two weeks to complete the school-related service.
- ❖ Student must relinquish any elected or appointed position for the remainder of the year.

### **POSSESSION OF WEAPONS**

Many items can be classified as weapons if they are used improperly. Possession of a facsimile weapon also constitutes a violation of school rules and may result in disciplinary action.

- ❖ Notification of parents.
- ❖ Minimum of five (5) days suspension.
- ❖ Mandatory expulsion hearing.
- ❖ Referral for counseling.
- ❖ Notification of the police.
- ❖ Restricted from all school or co-curricular activities for forty-five (45) school days.
- ❖ Student will be required to develop a contract with the principal or his/her designee to perform twenty-five (25) hours of school-related service beyond the school days. The student will have two weeks to complete the school-related service.
- ❖ Student must relinquish any elected or appointed position for the remainder of the year.

## **EXPULSION PROCEDURE**

Controlled Substances, Dangerous Weapons, and Assaults on Educational Personnel –  
M.G.L. Chapter 71 Section 37H.

1. Any student who is found on school premises or at school sponsored events, including athletic games, in possession of a dangerous weapon, including but not limited to a gun, knife, or a controlled substance as defined in Chapter 94C, including, but not limited to marijuana, cocaine and heroin, may be subject to expulsion from school or the school district by the principal
2. Any student, who assaults a principal, assistant principal, teacher, teacher's aide, or other educational staff on school premises or at school-sponsored or school related events, may be subject to expulsion from the school or school district by the principal.
3. Any student who is charged with a violation of either (A) or (B) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.
4. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have 10 days from the date of the expulsion on which to notify the superintendent of his/her appeal. The expelled student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to the factual determination of whether the student has violated any provisions of this section.

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

### **Felony Complaints and Felony Convictions M.G.L. CHAPTER 71 SECTION 37H½**

Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal if the principal determines that the student's presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five (5) calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parents or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his/her behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal, including recommending an alternate education program for the student. The superintendent shall render a decision on the appeal within

five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal of a school in which the student is enrolled may expel said student if such principal determines that the student's continued presence in the school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent in writing if his/her request for an appeal no later than five (5) calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three (3) calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf; the student shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal, including recommending an alternate education program for the student. The superintendent shall render a decision on the appeal within five (5) calendar days of the hearing. Such decision shall be the final decision of the city, town, or regional school district with regard to the suspension.

Upon expulsion of such student, no school or school district shall be required to provide educational services to such student.

### **PHYSICAL RESTRAINT**

The Scituate Public Schools complies with the Department of Education (DOE) restraint regulations, 603 CMR 46.00 et seq. ("Regulations"), to the extent required by law. According to their terms, the Regulations apply not only at school but also at school-sponsored events and activities, whether or not on school property. A brief overview of the Regulations is provided below.

#### **Methods and Conditions for Implementation**

School staff may use physical restraint<sup>1</sup> only: (1) when non-physical interventions would be ineffective and the student's behavior poses a threat of imminent, serious harm to self and/or others or (2) pursuant to a student's IEP or other written plan developed in accordance with state and federal law and approved by the school and parent or guardian.

Physical restraint may not be used as a means of punishment or as a response to property destruction, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious, physical harm. Chemical<sup>2</sup> and mechanical restraint<sup>3</sup> may only be used if explicitly authorized by a physician and approved by a parent or guardian. Seclusion<sup>4</sup> is prohibited.

The Regulations do not prevent a teacher, employee or agent of the District from using reasonable force to protect students, other persons or themselves from assault or imminent serious harm or from restraining students as otherwise provided in the Regulations

### **Staff Training**

All school staff must receive training with respect to the district's restraint policy (i.e., following the Regulations), including receiving information about interventions that may preclude the need for restraint, types of restraint and related safety considerations, and administering physical restraint in accordance with known medical or psychological limitations and/or behavioral intervention plans applicable to an individual student. Additionally, the school must identify specific staff to serve as school-wide resources to assist in ensuring proper administration of physical restraint. These individuals must participate in in-depth training with respect to restraint and implementation of the Regulations.

### **Reporting Requirements and Follow-Up**

In instances where a physical restraint (1) lasts more than five minutes or (2) results in injury to a student or staff member, the school staff must report the physical restraint to the principal or a designee. The principal/designee must maintain an ongoing record of all such reported instances, which will be made available in accordance with state and federal law and regulations. The principal/designee must also verbally inform the student's parent or guardian of the restraint as soon as possible, and by written report postmarked no later than three school working days following the use of the restraint. The written restraint report must be provided to the parent or guardian in the language in which report cards and other necessary school-related information are customarily provided.

1 - Physical restraint is the use of bodily force to limit a student's freedom of movement and does not include touching or holding a student without the use of force for the purpose of directing the student, The Scituate Public Schools uses a variety of physical restraint methods, including but not limited to Children's Control Position, Team Control Position, and Transport Technique

2 - Chemical restraint is the administration of medication for the purpose of limiting the student's freedom of movement.

3 - Mechanical restraint is the use of a physical device to restrict the movement of a student or the movement or normal function of a portion of his or her body and does not include a protective or stabilizing device ordered by a physician.

4 - Seclusion is defined as physically confining a student alone in a room or limited space without access to school staff and does not include the use of "time out" procedures during which a staff member remains accessible to the student, reported restraint, provide a copy of the written report to DOE along with a copy of the school's record of physical restraints covering the thirty-day period prior to the date of the restraint.

For students who require the frequent use of restraint because they present a high risk of frequent dangerous behaviors, school staff may seek and obtain the parent or guardian's consent to waive reporting requirements for restraints administered to an individual student that do not result in serious injury to the student or staff member or constitute extended restraint (longer than 20 minutes). Follow-up procedures for restraint include

not only the reporting requirements set forth above, but also reviewing the incident with the student, staff and consideration of whether follow-up is appropriate for students who witnessed the incident.

### **Complaints**

A student or representative who has a complaint regarding the District's restraint practices may report the matter to the building principal. In the event the principal is alleged to have engaged in improper restraint practices, the report should be made to:

**Dr. James Kelleher, Assistant Superintendent  
Scituate Public Schools  
606 Chief Justice Cushing Highway Scituate, MA 02066 781-545-8759**

Complaints must be filed in writing within 30 school days of the event giving rise to the complaint and must include (1) a description, in as much detail as possible, of the alleged events; (2) the date and location of occurrence; and (3) all persons who have knowledge of the events (witnesses), as can be reasonably determined. District personnel will investigate the reported events, including interviewing witnesses deemed necessary and appropriate to determine the facts relevant to the complaint. Such investigation will generally be completed and a written disposition made within twenty school days of receiving the complaint. If this time line is not met, the reason(s) for not meeting will be documented. Employees should note that violation of this policy (i.e., the Regulations) can result in disciplinary action, subject to applicable procedural requirements. It is understood that in the event a resolution contemplated by the Scituate Public Schools involves disciplinary action against an employee, the complainant will not be informed of such disciplinary action, unless it directly involves the complainant (i.e., a directive to cease specific conduct with respect to the complainant). If the complaint is not satisfied with an initial disposition, the grievant may appeal to the superintendent, who can be contacted as follows:

**Dr. Susan Martin, Superintendent  
Scituate Public Schools  
606 Chief Justice Cushing Highway Scituate, Massachusetts 02066 781-545-8759**

Additional information, including a copy of the Regulations, can be obtained from the superintendent who can be reached as stated above. A copy of the Regulations may also be obtained at [www.doe.mass.edu](http://www.doe.mass.edu).

### **PARENTAL NOTIFICATION ABOUT HUMAN SEXUALITY EDUCATION**

In accordance with Massachusetts General Laws, Chapter 71, §32A, an act relative to Human Sexuality Education, the Scituate Public Schools provide this notification to parents regarding curriculum, which primarily involves human sexuality or human sexuality issues. This notification, provided through the student handbooks at the secondary level (Gates and Scituate High School) and by letter at the elementary level, will allow parents or guardians to have the flexibility to exempt their children from any portion of said curriculum through written notification to the school principal. No child so exempted shall be penalized by reason of such exemption; other work will be assigned to comply with the time and learning requirement. Human sexuality curriculum begins at the sixth grade level and continues on through the twelfth grade level, and is one component of the Scituate Public Schools comprehensive health education program.

## **GUIDELINES FOR USE OF INTERNET ACCEPTABLE USE POLICY**

The Internet is a vast, global network, linking computers at universities, high schools, science labs, and other commercial and cultural sites. Through use of the Internet, one can communicate with people all over the world through a number of discussion forums, as well as through electronic mail. In addition, many files are available for downloading on the Internet, many of which are of educational value. Because of its enormous size, the Internet's potential is boundless. It is possible to communicate with everyone from prominent scientists to world leaders to a friend at college. However, with such great potential for education also comes some potential for abuse. It is the purpose of these guidelines, as well as the Parental Permission Form for Internet use to make sure that all who use the Internet, both students and faculty, use this valuable resource in an appropriate manner.

The use of the Internet is a privilege, not a right, which may be revoked at any time for abusive conduct. Such conduct would include, but is not limited to, the placing of unlawful and/or inappropriate information on the Internet, and the use of abusive or otherwise objectionable language in either public or private messages, and attempts to access or download prohibited materials.

The primary purpose of the Scituate Public Schools' Internet connections is educational. Special filtering software has been installed to restrict access to appropriate information that has been rated to school use while blocking unwanted materials. It is essential that everyone who uses these connections understand that purpose. Therefore, anyone using the Internet connection for non-educational purposes shall lose Internet access privileges. It should be understood that as a result of the dynamic nature of the Internet, it is impossible to block all unwanted material. Therefore, any student accessing inappropriate information shall immediately exit such site and advise the supervising teacher. Scituate Public Schools reserves the right to examine any stored data obtained via the Internet link to make sure that all users are in compliance with these regulations. No user shall use the Scituate Public Schools' Internet links to perform any act that may be construed as illegal or unethical, including the use of the link to gain unauthorized access to other systems on the Internet. Also, all users should keep in mind that when they use the Internet, they are entering a global community, and any actions taken by them will reflect upon the Scituate Public Schools as a whole. As such, all users must behave in an ethical and legal manner. **All Scituate Public School staff and students are prohibited from:**

- Using any profane, vulgar, threatening, or libelous language
- Accessing any prohibited sites on the Internet.
- Overriding any filtering systems established by Scituate Public Schools on its Internet access network.
- Permitting another individual to use their password, disseminating any passwords, codes, access telephone numbers or account numbers; engaging in any other action whatsoever which would in any way subject the staff member, student, or Scituate Public Schools to a possible criminal or civil action.

The foregoing list is not all-inclusive, and therefore, the Scituate Public Schools reserves the right to notify a user of any other impermissible action regarding the use of the

Internet. **The administration reserves the right to change these rules at any time with out notice.**

### **STUDENT ACTIVITIES**

The Gates Community believes that involvement in student activities has many advantages for middle school students. Through their active participation in clubs and organizations, students become connected to their school and their peers. Clubs may be added or deleted based upon interest, supervision, and funding. **The following clubs were offered this past year:**

Environmental Club	Student News Club
Jazz Band	Destination Imagination
Select Chorus	Anti-Defamation League
Art Club	Yearbook (open to grade 8 students only)
Drama Club	Wrestling
Student Government	Running
Musicians' Club	Book Group
Field Hockey	Math Club
Stickball	Computer Club
Future Cities	

### **INTRAMURALS**

The Intramural Program consists of the following activities:

**Fall** - co-ed volleyball **Winter** - girls & boys basketball **Spring** - co-ed stick ball

Intramural offerings may vary based on student interest. All games are played on Monday through Thursday from 2:30 until 3:15. All students are encouraged to participate regardless of experience or level. Students sign up in homeroom, are placed on a team, and are given the schedule of games to be played. Please listen to the announcements and/or check the Gates website for the details.

### **STUDENT ACTIVITY FEE**

Students who wish to participate in extra-curricular, after-school programs are required to pay a Student Activity Fee of fifty (\$50.00) dollars. This is a one-time fee and covers all clubs or activities your child chooses to participate in. The check or money order should be made out to ***The Gates Intermediate School.***

### **YEARBOOK**

The Yearbook staff is open to all grade 8 students who are interested. Students assist in fundraising, yearbook sales, layout, photography, copy, creative input, and all other decisions involving the yearbook. Students meet weekly through January, then periodically as needed.

### **STUDENT GOVERNMENT**

The Student Government members are elected within their homerooms and are responsible for representing that homeroom within the school. Meetings are once per month, and students must be actively involved. Any student interested should feel comfortable speaking to a group of their peers and be able to motivate that group. All

Student Government members are expected to set a good example for the rest of the student body. Only Grade 8 students are eligible to be elected as officers.

### **BAND**

Band is offered to all students who play a band instrument. There is one (1) in-school ensemble: the 7<sup>th</sup>/8<sup>th</sup> Grade Band, which meets every Monday and Wednesday during performances during the year. Students are graded on the basis of commitment and effort in rehearsals, preparation of music, and attendance at rehearsals and performances.

### **CHORUS**

There are expectations and rules that need to be adhered to while being a member of the chorus; this is an auditioned, elective music course offered at Gates during Performance Block on Monday and Wednesday mornings. If a student demonstrates disruptive behavior, such as talking inappropriately or not participating, the student will be spoken to privately. The second time their behavior is a problem, they will receive a final warning and a parent will be notified. The third time their behavior is a problem they will be removed from the group. Chorus is different from an after school extra-curricular activity in that there are regular meeting times during **Performance Block** on Mondays and Wednesdays. Students will be given an academic grade based their musical knowledge, class participation/effort, conduct and attendance at all concerts. Attendance at all concerts is mandatory and an unexcused absence from a concert will result in removal from chorus. If you feel that you or your child cannot commit to these standards, please reconsider participating in the chorus this year.

### **PROJECT D.A.R.E.**

Project D.A.R.E. is a substance abuse prevention program designed to equip students with skills for resisting peer pressure to experiment with drugs and alcohol. The D.A.R.E. officer collaborates with the health educator to integrate the program into the health curriculum. This program has the support of the School Committee, the Board of Selectmen, and the Scituate Police Department. The Scituate Rotary provides funding for this program.

### **DANCE RULES**

The following rules are to be followed by all students so that our dances are a safe place everyone. *Please check and sign the dance rules section of the "Student Information"*

#### **(DANCE RULES continued)**

*form that will be given out at the opening of school. Students will not be allowed to attend a dance until this form is turned in to their home room teacher.*

- Only students who attend Gates Intermediate School may attend dances.
- Dances are held between 7:00-9:00 pm. Students are not allowed to arrive after 7:30 unless they have a signed permission slip from the office or the Student Government advisor.
- Students may not leave before 9:00 unless a parent or guardian picks them up. A parent guardian must come into the dance to notify an administrator.
- All bags must be left at the front door.
- Students may not bring in their own beverage. Soda and chips are provided and water may be purchased.

- No running at any time.
- Appropriate dancing behavior is expected at all times: no kissing, “grinding” or inappropriate touching.
- Students are not allowed to go on the bleachers when the dance is in the gym.
- Harassing, bullying or unkind behavior of any kind may result in being asked to leave the dance.
- A student will not be allowed to attend a dance if he/she has been suspended or has had more than three office detentions for behavior issues for the past thirty days.
- Students must pay at the door in order to enter the dance.
- If a student cannot afford to pay the admission fee, he/she must ask the principal or assistant principal for a waiver the day before the dance.
- Students must have a ride arranged for prompt pick up at 9:00.
- Students may not arrive before 6:50 but will not be let in until 7:00.
- No parent/guardian is allowed to take any other student home before 9:00 pm unless there is written permission by the parents of the student making the request. The principal prior to the dance must approve this.
- If a student wants to bring music to be played at the dance, he/she must write song number and the name of the song and the band or it will not be played. The student’s name must also be indicated. The music must be appropriate for school.
- Chaperones are there to enforce the dance rules and to help all students enjoy the dance. Please listen respectfully to their suggestions or requests.

### **RELIGIOUS HOLY DAYS – TESTING, ATHLETIC AND SOCIAL EVENTS**

The Scituate School Committee adopts the following policy in order to accommodate the religious needs of our students who observe religious holy days during the school year. No student shall be penalized because he or she was absent from school for religious observance. Teachers will not give tests or quizzes, or have programs that would place absent students at a disadvantage on religious holy days. Test or quizzes shall not be administered on the day following a religious holy day unless the teacher has provided notice of such a test or quiz at least four (4) school days prior to the religious holy day.

A list of the religious holidays that will include, but not be limited to, Rosh Hashanah, Yom Kippur and Passover (three holy days shall be included on the school calendar each year) shall be provided to each teacher at the start of the school year. This list will include the notation that the Jewish holy days begin at sundown on the day before the holy day.

Scituate Public Schools will consider religious holy days in preparation of the annual school calendar and these days will be listed on the calendar. Every effort will be made to avoid scheduling school-sponsored functions such as “Back to School Night”, concerts, plays, school photos and athletic contests on religious holy days.

### **AWARDS**

At the end of the school year, award programs will be held to honor students in the following categories: Principal’s Award, Honor Roll Award, Team Award, Program Award, Bob Corbin Award, Physical Fitness Award, Miracle Mile Award, Perfect Attendance Award, Perfect 180 Award, Service Award, Growth and Character Award, Citizenship Award, Humanitarian Award, Committed to Excellence Award and the Dolly Devereaux Award. The addition or deletion of awards will be a decision made in concert with School Council, school staff and building administration.

## NATIONAL JUNIOR HONOR SOCIETY

Election to the National Junior Honor Society is the most important scholastic honor that can be offered to an intermediate school student. The Satuit Chapter of the society was granted a charter in 1962. Students who are selected to be members are expected to demonstrate the finest in scholarship, citizenship, service, leadership and character. The flaming torch, the symbol of learning, is the insignia on the gold pins worn by members of the society. **Qualifications for membership in the National Junior Honor Society are as follows:**

- ❖ A student must be a member of *Gates Intermediate School* for a period equivalent to two marking periods before the selection process.
- ❖ A student must have a cumulative scholastic average of at least 3.60 based on all of grade seven and the first two trimesters of grade eight.
- ❖ A student who meets the academic requirements will be evaluated by the Faculty Council on the basis of service, leadership, character and citizenship.
- ❖ Students who meet the academic requirements and are voted in by the Faculty Council must maintain the 3.60 average through term three in grade eight to be inducted.

A *National Junior Honor Society* induction ceremony is held annually in the month of May. A reception for new members and their families will follow. Students must continue to uphold the standards listed above. Violation of any tenets of the society may be cause for dismissal from the society.

## SCHOOL COUNCIL

The **Gates School Council** is a representative school building-based committee composed of the principal, two parents, two teachers, one school committee representative and one community member. Each year, there will be an election. Council meetings are usually held monthly; dates and times of meetings are posted at Town Hall. Parents, staff, and students are encouraged to attend these meetings. The Gates School Council develops a *School Improvement Plan* each year.

## HOMEWORK BUDDIES

**This page should be completed during the first week of school and should be used if a student is absent or has questions about an assignment.**

SUBJECT	HOMEWORK BUDDY'S NAME	TELEPHONE #
MATH		

<b>SCIENCE</b>		
<b>SOCIAL STUDIES</b>		
<b>ENGLISH</b>		
<b>FOREIGN LANGUAGE</b>		
<b>OTHER</b>		

**Students** - Please contact your HW Buddy for work missed due to absence. Only on the third consecutive absence should your parent/guardian request work from the teachers.

**GATES INTERMEDIATE SCHOOL**

**BELL SCHEDULE 2009-2010**

**MONDAY & WEDNESDAY**

**TUESDAY, THURSDAY & FRIDAY**

**Homeroom**        7:55-7:59  
*Performance Block* **8:02-8:43**  
**Period 1**        8:46-9:27  
**Period 2**        9:30-10:10  
**Period 3**        10:13-10:53  
**Period 4**        10:56-11:36

**Homeroom**        7:55-7:59  
**Period 1**        8:02-8:50  
**Period 2**        8:53-9:41  
**Period 3**        9:44-10:31  
**Period 4**        10:34-11:21

**Period 5 (Lunch) 11:39-12:51**  
*Lunch A 11:39-12:01*  
*Lunch B 12:04-12:26*  
*Lunch C 12:29-12:51*

**Period 6 12:54-1:34**  
**Period 7 1:37-2:20**

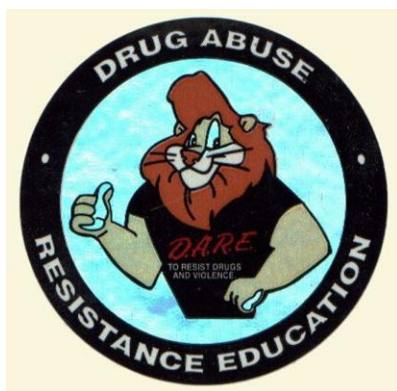
**Period 5 (Lunch) 11:24-12:36**  
*Lunch A 11:24-11:46*  
*Lunch B 11:49-12:11*  
*Lunch C 12:14-12:36*

**Period 6 12:39-1:27**  
**Period 7 1:30-2:20**

**Day 1** rotation of periods is Block A, B, C, D, E, F, G

**Day 2** rotation of periods is Block D, E, F, G, A, B, C

Students are dismissed at the end of Period 7. Afternoon home rooms will be held on days when Progress Reports and Report Cards are distributed.



Thank you to Officer Dom for the donation from the D.A.R.E. program to the agenda book fund. We are fortunate to be able to provide each student at Gates an agenda book at no charge!

***(BACK COVER- OUTSIDE)***  
**GATES INTERMEDIATE SCHOOL**

**BELL SCHEDULE 2009-2010**

**MONDAY & WEDNESDAY**

**Homeroom 7:55-7:59**  
***Performance Block 8:02-8:43***  
**Period 1 8:46-9:27**  
**Period 2 9:30-10:10**

**TUESDAY, THURSDAY & FRIDAY**

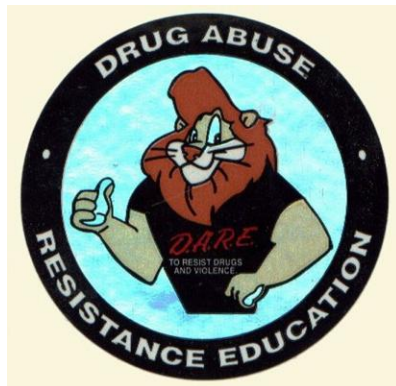
**Homeroom 7:55-7:59**  
**Period 1 8:02-8:50**  
**Period 2 8:53-9:41**

Period 3	10:13-10:53	Period 3	9:44-10:31
Period 4	10:56-11:36	Period 4	10:34-11:21
<u>Period 5</u> (Lunch)	11:39-12:51	<u>Period 5</u> (Lunch)	11:24-12:36
<i>Lunch A</i>	11:39-12:01	<i>Lunch A</i>	11:24-11:46
<i>Lunch B</i>	12:04-12:26	<i>Lunch B</i>	11:49-12:11
<i>Lunch C</i>	12:29-12:51	<i>Lunch C</i>	12:14-12:36
Period 6	12:54-1:34	Period 6	12:39-1:27
Period 7	1:37-2:20	Period 7	1:30-2:20

Day 1 rotation of periods is Block A, B, C, D, E, F, G

Day 2 rotation of periods is Block D, E, F, G, A, B, C

Students are dismissed at the end of Period 7. Afternoon home rooms will be held on days when Progress Reports and Report Cards are distributed.



Thank you to Officer Dom for the donation from the D.A.R.E. program to the agenda book fund. We are fortunate to be able to provide each student at Gates an agenda book at no charge!