

**Gibbons Middle  
School  
Student Handbook  
2018-2019**



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# YOUR STUDENT HANDBOOK

This Student Handbook is intended to serve as a guide for your 7th and 8th grade school years. The expectations for your success and growth both academic and socially are clearly articulated in this handbook.

## SCHOOL HOURS

Our school day begins at 8:10 am and ends at 2:37 pm. Extra help and support, in addition to detention, occur from 2:40 pm until 3:30 pm.

<b>2018-2019 Bell Schedule</b>	
<b>Period</b>	<b>Time</b>
<b>School begins</b>	8:10
Homeroom	8:10 - 8:20
Period 1	8:20 - 9:10
Period 2	9:10 - 10:00
Period 3	10:00 - 10:50
<b>1st Lunch</b>	<b>Orange / Purple TBD</b>
lunch	10:50 - 11:15
Period 4	11:15 - 12:05
Period 5	12:05 - 12:55
<b>2nd Lunch</b>	<b>Yellow/Blue/Maroon TBD</b>
Period 4	10:50 - 11:40
lunch	11:40- 12:05
Period 5	12:05 - 12:55
<b>3rd Lunch</b>	<b>Red / Green TBD</b>
Period 4	10:50 - 11:40
Period 5	11:40 - 12:30
Lunch	12:30 - 12:55
Period 6	12:55 - 1:45
Period 7	1:45 - 2:37

# SCHOOL REGISTRATION

Accompanied by a parent or guardian, may register in the Central Office located at the Forbes Building, 45 West Main Street. Please visit the Westborough Public Schools District home page for registration information prior to visiting. Registration requires proof of residency, a transfer card, health, and discipline records. In addition, official transcripts must be sent from the previous school directly to the middle school guidance office. Our Principal also requires a written record of any incidents involving suspension, expulsion or legal action.

# ATTENDANCE POLICY AND PROCEDURES

## ARRIVAL AND DISMISSAL FROM SCHOOL

The Middle School building opens at 7:45 a.m., the arrival time of the first bus. You may not enter your classrooms until 8:05 a.m. Grade 7 students will report to the auditorium and Grade 8 students to the cafeteria. This applies to both bus riders and walkers.

Homeroom period is from 8:10 - 8:20 a.m. During this time, we have the Pledge of Allegiance and take attendance. Morning announcements are also made during homeroom.

Routine dismissal is at 2:37 p.m. Buses arrive and depart between 2:37 and 2:55 p.m. Students who ride the first wave of buses should report outside. Students who ride the second wave of buses should report to the auditorium. For your safety, do not run through the lines of buses, or go into any of the parking areas. Always stay on the sidewalk, behind the yellow line.

## EARLY DISMISSAL REQUEST

If you need to be dismissed while classes are in session, you must bring a written request from home to the office secretary, Mrs. Rosol. The note must state the reason for the dismissal and the time. Please report to the main office for a dismissal slip before leaving the building. For safety reasons, we will release you only to the adult specified in the note. Please note that we cannot interrupt classes to call you to the office. Be sure that you come to the office at the time specified in the note.

## ABSENCE

If you are absent, your parent must call and leave a message. An Attendance Hotline is available if the call is made before school hours. The message must include your name, homeroom, and reason for absence. You must bring a note of excuse upon your return to school. If you are going to be out of school for TWO OR MORE DAYS, your parent may call the school before 9:00 a.m. to request homework and your teachers will have it available by 3:00 p.m. You must be in school by/until 11:40 a.m. in order to participate in after-school activities. The phone # of Gibbons Middle School is 508-836-7740.

## EXTENDED ABSENCES

Extended absences from school are discouraged because they disrupt the student's education. It is encouraged to plan family vacations/trips when school is not in session. All family vacation and family trips will be recorded in the student's attendance record as an unexcused absence. If an extended time away from school is unavoidable please send in a note to the teacher and the building principal. According to school policy, we do not provide homework in advance for students who miss school due to family trips or vacations. This reflects the policy of the Westborough Public Schools and is subject to the discretion of the Superintendent of Schools.

Massachusetts General Laws state that parents and guardians are responsible for their child's attendance (M.G.L. C .76§2, M.G.L. C .76§4, M.G.L. C .119§24).

Under M.G.L. C. 76§1, necessary absences by a student may not exceed 7-day sessions or 14 half-day sessions in any 6-month period.

M.G.L. C .72§8 defines absence as a pupil who is not present during at least half a session. The pupil must be marked and counted as absent on the school register.

# TARDINESS

Promptness is an important attribute to practice in middle school. If you are not in your homeroom at the 8:10 a.m. bell, you will be considered tardy and sent to the main office for a pass. If you know you are going to arrive late, you should go directly to the office and bring a note from home stating the reason you are late. Students who arrive tardy without an excuse from their parent will be marked tardy unexcused.

1. ALL students who are late for the first, second, and third time in a trimester, will follow these outlined procedures. This includes the submission of a parental note and signing in at the receptionist's desk. At each instance of tardiness, you will need to review this policy. Any student or parent who has a question regarding this procedure should see the Assistant Principal so he can explain it to anyone needing assistance.
2. ALL students who reach their fourth tardy in a trimester MUST see the Assistant Principal. This will give the Assistant Principal the opportunity to review the tardy policy with the student, notify the parents of the situation, and give ample opportunity for discussion.
3. On the instance of a student's fourth tardy, a report/notice will be sent home with the student. This report/notice will notify the parents of the tardy issue(s) and the subsequent consequences for future instances of being late to school. This will give the parents ample time to address the issue with their child and administration if necessary.
4. On the instance of a student's fifth tardy, the student must see the Assistant Principal. The Assistant Principal will address the situation at that point and assign the appropriate consequences. A detention is the usual consequence per tardy instance. If tardiness continues, detentions will continue to be issued as previously established. All detentions will be assigned by the Assistant Principal.
5. Students tardy 5 – 10 times will receive one detention per instance; upon the instance of a student's 10th tardy, the Assistant Principal may request a meeting with the parents to address and hopefully rectify the situation. If tardiness continues beyond these steps, they may be deemed habitual tardiness which may result in higher consequences as well as a referral to the juvenile court system for truancy.

# TRUANCY

If we discover that you have not been involved in an accident and you are absent without your parent's permission, we will notify your parents of your truancy. Truancy is a severe infraction and will result in appropriate school consequences. Your attendance record will reflect an instance of truancy. Students who are habitually truant will have their names and attendance record turned over to the juvenile courts for enforcement of the state's compulsory attendance laws (see above law references).

# ABSENCE NOTIFICATION

Utilizing the Connect5 technology, Gibbons Middle School will notify parents/guardians of students who are recorded as absent from school. This notification will be in the form of a phone message and email. Under all circumstances, parents will be contacted within 3 school days following a student's absence if the school has not received notification as to the reason for the absence from a parent. Upon reaching five (5) days of unexcused absences in the school year, a student's parent or guardian will be contacted and a meeting will be conducted for the purpose of developing action steps to address the student's attendance

## **PARTICIPATION IN SCHOOL ACTIVITIES**

Students are not permitted to participate in athletic or other school sponsored activities on any day that they do not arrive to school by 10:30 a.m. or if they are dismissed before 11:00 am.

# ACADEMICS

## GUIDANCE

The Guidance Department is here to help you adjust to the curriculum and social life at the middle school, and to help you succeed as a middle school student.

The guidance staff consists of

**Pam Pellegrino - Grade 8**

**Mimi Johnson - Grade 7**

**Lisa Livens - School Adjustment Counselor (grade 7 and grade 8)**

The Guidance Department can provide you with a wide variety of services, such as personal counseling, help in course selection, information on Westborough High School, Assabet Vocational High School or career counseling.

The guidance staff is available if you would like to come and talk about your own concerns. Counselors are available to talk to you and your parents about your progress.

Your guidance counselor will request meetings with you this year, or you can arrange for a meeting whenever you would like by stopping by the Guidance Office for a pass. You are welcome and encouraged to visit with your guidance counselor.

## ABILITY GROUPED CLASSES:Leveling, Placement, Waivers

The academic courses at Gibbons Middle School where students are placed based on their ability include mathematics in both 7th and 8th grade.

Criteria for placement in ability grouped classes include in student grades, District skills assessment based on Common Core State Standards, MCAS scores, and teacher observation work habits and recommendations. Math teachers will distribute/explain specific criteria leveling decisions will be made in the spring.

Math Summer placement tests are available for student who wish to be considered for a higher level of study. Parent placement waivers will also be considered for students on the cusp of entrance requirements.

## STUDENT GRADES AND MONITORING STUDENT PROGRESS

Gibbons Middle School has transitioned to electronic grade reporting system. PowerSchool is the Student Information System that the Westborough Public Schools has adopted.

Report cards posted through PowerSchool portal three times a year. Progress reports are also posted in PowerSchool each term. Report cards and progress reports will be posted online through PowerSchool. Student grades will be available for review at the beginning of each

Trimester, opening approximately after the first twenty days of each term, and will be available until shortly before the close of each term.

Parents may request paper copies through the main office. All students are expected to keep track of their own progress and to share their work with their parents/guardians.

## GRADING AND HONOR ROLL POLICY

Traditionally when a student is graded, we average the grades numerically and transcribe those numbers into a letter grade for the report card. The following table applies:

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

All courses "count" toward promotion. Your core academic classes (math, science, English, social studies), as well as Spanish, French, Mandarin and specials will be used in determining your advancement to the next grade level.

\*\*\* If you feel that you must drop a class, you must schedule an appointment with your guidance counselor. Withdrawals or transfers

are handled on a case by case basis. Any withdrawals or transfers at any time are at the discretion of the building principal.

The honor roll includes all graded subjects.

Any student who has all A's, with no more than one B+ (87 or higher), is eligible for High Honors. Any student who receives all A's and B's (no grade below B-), is eligible for Honors.

## PARENT / TEACHER / TEAM CONFERENCES

Seventh and eighth grade teachers hold evening parent conferences once per year by invitation. They will also conference with parents during the school day as needed. A student or parent may arrange a conference with the guidance counselor at any time by calling the Guidance Office at 508-836-7742. If a parent feels that s/he needs an additional appointment with the teaching team, and has already met with the guidance counselor, she/he may request an appointment through the guidance office.

## PLAGIARISM

Plagiarism is the copying and/or using of ideas, opinions, information, organization of materials, video and music clips, pictures and words of another person without acknowledging that the material is not your original work. Plagiarism is a deception because it leads others to believe that what you have produced is entirely your own. It is also stealing because it is using the product of someone else's work without giving the author/creator credit for the work. Copying the work of a fellow student is also plagiarism and cheating.

## CHEATING

A student using other than approved materials when taking a test or who gives or receives information during an examination is guilty of cheating. This includes unauthorized notes, books, calculators, and "cheat sheets" during a quiz, test or examination.

### **Penalty for Plagiarism and Cheating**

The student will receive a zero for the plagiarized work with no opportunity to make-up of the work. Extra credit to offset the zero is not an option. Students who permit another student to copy their work will also receive a zero for that work with no opportunity for make-up work to offset the zero.

## HOMEWORK

Homework includes any class-related activities and assignments to be done outside of class time. Homework often previews the next day's lesson. Teachers use homework as an extension of classroom instruction to expand and enrich what you do in class, to give you independent practice, and to check mastery.

Your responsibility for homework:

- Each academic team may have specific homework guidelines.
- Be sure you understand the assignments - Ask the teacher if you need help. Write the assignment clearly in your agenda
- Complete the assignments daily
- Submit assignments by the due date
- When you are absent, get and complete all missed assignments
- Complete your own assignments and do not copy the work of others

How much homework will I get? This will depend upon the grade you are in and the units of study your team is working on. Your team of teachers will explain to you the homework policy for your team. Not all students do homework at the same rate. If you are feeling overwhelmed by the amount of homework, ask your teachers for help. A general guideline is no more than 2 (two) hours per night.

**Make-up work:** Parents should be aware that extended vacations during school time may have a negative effect on student learning. While some work can be made-up, classroom instruction cannot and will not be repeated. If you are absent, you will need to arrange an appropriate schedule for you to make-up missed work. In order for you to keep up with your work, you must arrange for your make-up work within two days of your return from an absence. All make-up work must be completed and turned in within five school days upon a student's return to school. If you want to call the school to request homework when your child is absent you may do so on the second consecutive day of absence and the request must be received in the office before 9:00am. Please check with the office after 2:45 p.m. to make sure work has actually been sent down for you to pick up.

### **Extra Help**

Our teachers are available Tuesday through Thursday afternoons to provide extra support for students. Students and parents may request a conference with an individual teacher at a mutually agreed upon time. Our teachers will insist that a student stay after school if it is apparent that he/she is not achieving. A late bus is available Tuesday through Thursday to accommodate students remaining after school. Students on suspension will be



afforded the opportunity for makeup, including tests, quizzes and homework.

### **Tutorial Services**

Student From the National Honor Society at Westborough High School will typically provide tutoring for students after school hours. The form to request tutoring is available from teachers and school counselors. Students who are confined to their home or to a hospital setting for medical reasons in excess of 14 days in a school year are eligible to request tutorial services. Please contact the Principal's office for additional information regarding home/hospital tutorial services.

## **FIELD TRIP POLICY**

Attendance on school field trips is a privilege. Teams and/or persons responsible for planning each trip will establish a set of discipline/responsibility criteria for attendance. This may include, but is not limited to: excessive absence, office detention, suspensions, and/or lack of responsibility in completing daily assignments and class work. Field trips are an important part of the middle school curriculum. They offer opportunities for educational experiences that cannot be provided in the classroom. We inform parents of these activities and need their written permission in order for us to take students away from the school. Students who don't participate in a field trip are still required to complete school assignments. In order to plan these trips properly, we must set a deadline for permission slips and money. We will not take students who don't meet these deadlines. All field trip costs must be paid by the family. This includes transportation and admission. Financial assistance is available for any student who needs it. Please contact your child's guidance counselor for financial assistance

## **STUDENT RECORDS**

### **I. Inspection of Record**

A parent, or a student who has entered the ninth grade or is at least 14 years old (eligible student), has the right to inspect all portions of the student record upon request. The parent and/or eligible student have the right to receive copies of any part of the record, although a reasonable fee may be charged for the cost of duplicating materials. The record must be made available to the parent or eligible student no later than ten (10) calendar days after the request, unless the parent or student consents to a delay. The parent and/or eligible student may request to have parts of the record interpreted by a qualified professional of the school, or may invite anyone else of their choosing to inspect or interpret the record with them.

### **II. Confidentiality of Student Records**

With a few exceptions, no individuals or organizations but the parent(s), student, and authorized school personnel are eligible to access information in or from a student record without the specific, informed written consent of the parent or the student. One such exception is the authority of the school district to forward, without consent, the complete student record to schools or school districts to which a student transfer or enrolls.

### **III. Amendment of the Student Record**

Eligible students and/or parents have the right to add additional information, comments, data, and/or other relevant material to the student record. Eligible students and/or parents also have the right to request in writing that the student record be amended. Any such request should be directed to the building Principal. The building principal will render a written decision on such a request within one week.

### **IV. Destruction of Student Records**

The regulations require that certain parts of the student record, such as the temporary record, be destroyed within seven (7) years of a student's transfer or graduation. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. Before any such information may be destroyed, the parent and eligible student must be notified, and provided with the opportunity to obtain a copy of any records to be destroyed. Our school retains a transcript of student records for sixty years. The above is only a summary of some of the more significant provisions of federal (the Family Educational Rights and Privacy Act) and state regulations pertaining to student records that relate to student and parent rights. If more detailed information is desired, a copy of the regulations may be obtained from the principal's office or the Department of Elementary and Secondary Education. These are designed to insure parents' and students' rights of confidentiality, inspection, amendment, and destruction of student records, and to assist school authorities in their responsibilities for the maintenance of student records. The regulations apply to all information kept by a school committee on a student in a manner such that the student may be individually identified. The applicable regulations may be found at 603 CMR 23.00.

### **Disclosure of Directory Information**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Westborough Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Westborough Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the Westborough Public Schools to include this type of information from your child's education records in certain school publications. Examples include but are not limited to:

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

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

If you do not want Westborough Public Schools to disclose directory information from your child's education records without your prior written consent, please notify the Principal in writing. Please specify the agencies, purposes and/or information you do not want released.

Westborough Public Schools has designated the following information as directory information:

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

#### **Student Records: Non-Custodial Parent**

Under federal and state law, a divorced or separated parent has full access to his/her child's student records unless there is a court order, state statute or legally binding document relating to matters such as divorce, separation or custody that specifically revokes this right.

Massachusetts law, M.G.L. c.71, §34H, requires the implementation of a The Massachusetts legislature recently passed a statute (Mass. Gen. L. ch71,38 H) that is designed to standardized the process by which public schools provide copies of access to student records to parents who do not have physical custody of their children (non-custodial parents). Non-custodial parents who want copies seek to access student record information pertaining to their child of their child's student records must annually submit a written request to the school principal. More specific information regarding access procedures for non-custodial parents as required by M.G.L. c. 71, §34H can be obtained by contacting the building principal and or his/her designee.

All students transferring into Westborough Public Schools must provide a complete copy of their student record at the time of their enrollment. Students who do not have a copy of their previous school or school district student records must provide the Westborough Public Schools with written authorization to obtain the student's record from the previous school district. M.G.L. c.71, §37L.

## **ACTIVITY FEE**

### **ACTIVITY FEE PROGRAM 2018-2019 WESTBOROUGH PUBLIC SCHOOL**

Our goal is to foster and support the participation of all students in a wide variety of student activities such as clubs, organizations, athletics, music, theatre etc. In an attempt to prevent the elimination of some of these activities the School Committee seeks financial support, through an Activity Fee Schedule. In order for a student to be eligible, a payment must be made for each particular sport or activity in which the student participates.

Participation in school athletics/activities is voluntary. This payment is non-refundable, unless the following occurs:

- Student is cut from the athletic team prior to the first event.

- Student does not participate for more than two weeks in an activity.

\*Payment of the user fee does not guarantee playing time on the varsity level. However, playing time will be as equitable as possible at the sub varsity levels.

The current fee schedule is as follows:

High School Students - \$200.00 per Student, per Athletic or Fine Arts Activity  
 \$100.00 per Student per Club Activity  
 Family Cap of \$600.00

Middle School Students - \$200.00 per Student, per Interscholastic Sport  
 \$150.00 per Student, per Athletic or Fine Arts Activity, including Intramurals  
 \$75.00 per Student, per Club Activity  
 Family cap of \$500.00, if no other siblings at the High School

## ATHLETICS, INTRAMURAL, CLUBS & ACTIVITIES

Our goal is to foster and support the participation of all students in a wide variety of student activities such as clubs, organizations, athletics, music, theatre etc. In an attempt to prevent the elimination of some of these activities the School Committee seeks financial support through an Activity Fee

Our athletic program represents an important extension of school and all students are encouraged to participate as players and as spectators. Our expectations for spectators are every bit as high as they are for athletes.

We have great pride in the quality of our play and the caliber of our sportsmanship. We strive to always be gracious in victory and maintain dignity in defeat. While winning is a proper goal, it can never come at the expense of healthy values.

### PHYSICALS

Students must have an up-to-date Physical Exam signed by their Doctor to participate in our Interscholastic Athletics program.

\*\*Physicals are good for 13 months. Once a physical expires 13 months to the date it was completed, a student will be unable to participate until a new physical is turned in to the nurse.\*\*

### GIBBONS MIDDLE SCHOOL ATHLETIC TEAMS, INTRAMURAL OFFERINGS, CLUBS AND ACTIVITIES

An asterisk will denote that participation in the team, club or activity is subject the District Activity Fee policy.

#### Interscholastic Athletic teams\*

- Fall - Boys and Girls Cross Country
- Winter - Boys and Girls Basketball, these teams are highly selective and limited to approximately 15 total students
- Spring- Boys and Girls track, Baseball and Softball these teams are highly selective and limited to approximately 15 total students

#### Intramural Program\*

- Fall - Floor Hockey
- Winter - BasketBall
- Spring - Volleyball

#### MUSIC ENSEMBLES

- CONCERT CHOIR \*
- JAZZ BAND\*
- MARCHING BAND\*
- STRING CHAMBER ENSEMBLE\*
- FALL PLAY / SPRING MUSICAL\*

#### CLUBS AND ACTIVITIES

- GIBBONS COMMUNITY SERVICE CLUB
- SCRATCH CLUB \*
- POLITICS CLUB \*
- STOCK CLUB \*
- ANIME CLUB
- GMS POTTERY / ART CLUB \*
- STUDENT COUNCIL
- FRIEND TO FRIEND CLUB

- MATH TEAM \*
- YEARBOOK

# GENERAL INFORMATION

## ANNOUNCEMENTS

We make announcements at approximately 8:10, 10:50 and 2:30. Please listen to the announcements. If there is a message or item left for you in the office, we will not interrupt classes to call you, other than at the regular announcement time.

## BACKPACKS

All backpacks must be stored in lockers during the day and may not be brought to class or lunch. You will have time to return to your locker at the end of the day.

## BICYCLES, SKATEBOARDS AND ROLLERBLADES

For your safety and the safety of others, follow all traffic regulations when riding a bike. Park your bicycle only in the racks provided in the courtyard. The school is not responsible for any bike that is damaged or stolen. **STUDENTS MUST WEAR A HELMET IF RIDING A BICYCLE, SKATEBOARD OR ROLLERBLADES TO SCHOOL PER STATE LAW.** Students riding skateboards, rollerblades, bikes, etc. through the parking lots or on sidewalks may lose their privileges to have these items at school and may have the items in question confiscated and returned only to a parent. Do not ride your bike, skateboard, and rollerblades on walkways, parking lots, or roadways belonging to the school.

## BUS INFORMATION

Unless you are a walker, you will be assigned to a specific school bus. Plan to take only that bus. If you plan to ride the bus to a friend's or project partner's house, you need to bring in a parent note and have it signed by the assistant principal/principal before the date you will be riding that bus. Because of crowded bus conditions, you may be denied riding a different bus if that bus is filled to max capacity.

## BUS CONDUCT

The bus driver is in complete charge of the bus at all times. Students will remain seated while the bus is in motion, or if authorized to stand, will have a secure grip on a handhold while the bus is in motion; be courteous to others on the bus; listen carefully obey instructions from the driver; and behave responsibly. Students will not eat food or have beverages on the school bus, smoke on the bus, extend arms or any part of the body outside the window of the bus, put books, lunch boxes or any other articles in the aisles. Students will not vandalize or destroy the bus or its equipment. Changing seats while the bus is in motion; shouting or making excessive noise that might distract the driver is not allowed. Throwing anything out of a bus window or door, teasing, fighting, pushing, or verbally abusing others on the bus will result in the elimination of bus privileges. Violations will be reported to the assistant principal who will administer discipline that may include a parent conference. In severe cases of misconduct, the principal may suspend a student out of school, assign him/her a permanent seat on the bus, or suspend bus-riding privileges. All school rules are in effect at school bus stops and on the school bus.

### **STUDENT CONDUCT ON SCHOOL BUSES (EEACC-R also JFCC-R)**

The right of a student to transportation to and from school is a qualified right dependent upon the student's good behavior.

Specific rules governing student bus conduct: Students who display any of the following behaviors may, at the discretion of the administration, have their bus riding privileges suspended and/or suspended from school.

1. Damaging the bus
2. Damaging other students' property.
3. Fighting.
4. Abusive language to driver, other students.
5. Rude, discourteous or annoying behavior to driver or other students.
6. Smoking.

7. Violation of safety procedures.
8. Excessive mischief.
9. Littering the bus.
10. Possession, consumption, or sale of drugs or alcohol.
11. Distracting the driver by any means.
12. Misbehavior at bus stop.
13. Throwing of any article either in the bus, or throwing any article out of the bus or throwing anything at the bus.
14. Making obscene gestures to persons outside the bus.
15. Not properly lining up to board bus.
16. Students whose actions result in injury to another.

Bus operators must notify the building principals when an infraction of the rules occurs.

## Late Buses:

Run on Tuesday, Wednesday and Thursday only. For your own safety, if you stay after school, you must be with a staff member or involved in a supervised activity, for example, intramurals, extra help, or detention. These activities end at approximately 3:30 p.m. The Middle School provides a room monitored by a staff member for all students in the building after 3:30 or who are waiting for the late buses. Students are not allowed to leave school grounds unsupervised and come back to take the late bus. You will be dismissed when the late buses arrive at approximately 4:00 p.m. Parents picking up a student after 3:30 should go to the main office to have their child paged for dismissal.

### Idling of Motor Vehicles

For the safety and welfare of students and staff, we would remind you that Massachusetts law prohibits the unnecessary idling of motor vehicles on school grounds. M.G.L. c.90, §16B and 504 CMR 27.00 prohibit operators of motor vehicles from allowing any motor vehicle to idle unnecessarily on school grounds.

### DANCES

Please note that dances are for Gibbons Middle School students only. No guests will be allowed. All GMS dances will be scheduled from 7:00 - 9:00 pm.

- Charge for admission to the dance is typically \$5.00
- Students should not arrive earlier than five minutes before the start of the dance.
- Students should be picked up PROMPTLY at the end of the dance.
- ONLY Gibbons Middle School students are allowed at the dance

Expectations for student behavior at dances – Dances run from 7:00-9:00 PM

- I will be on my best behavior. I will not engage in hanging on the basketball hoops, rough-housing, running around, horseplay, pushing, moshing, or any sexually explicit dancing, including grinding. Grinding includes dancing closely, front to back, straddling legs, inappropriate and unwanted touching of any body parts with any boy or girl combination.
- I will obey all aspects of the dress code, both when I enter the dance and throughout the entire evening.
- I will use appropriate and respectful language at all times. I will keep all my food and drink in the designated areas.
- I will not leave the building prior to 9:00 pm, except if I am released to my parent by a school official.
- I will arrive before 7:30 pm, or I will not be admitted unless I am accompanied by a parent.

I understand each of the above statements. I also understand that going to a dance is a privilege. I understand that I will not be given a second chance. If I break the contract, I will have to call my parent or guardian to pick me up. I will also discuss the consequences of my behavior with the Assistant Principal.

## LUNCH

Use of Cafeteria and Lunch

Students at Gibbons Middle School eat lunch in three separate waves with their academic team. The lunch waves for 2018-2019 are as follows:

First Lunch	Orange and Purple teams 10:50 - 11:15
Second Lunch	Yellow, Blue and Maroon teams 11:40 - 12:05
Third Lunch	Red and Green 12:30 - 12:55

Students will be required to use a keypad entering their student identification number when purchasing items in the cafeteria. For information regarding setting up lunch accounts and other information, please contact Claudette Barrett, the school district lunch coordinator at (508) 836-7720 x5155.

All food must be eaten at the tables. Good manners should be used at all times. The picnic tables outside the cafeteria may be used when weather permits. Students are expected to take trays, dishes, bottles and papers to the disposal and recycling bins, and to push chairs into the tables before leaving. Students are to remain seated in the cafeteria until their table is dismissed by one of the teachers on duty. Violations will result in detention or suspension.

You will have approximately 25 minutes for lunch daily. You may buy a hot lunch or bring lunch from home and buy milk. Student cooperation is expected at all times, especially when allowing room for others to sit and not feel excluded from a group or table.

When you have finished lunch, please take your tray and trash and dispose of them properly. Everyone at a table is responsible for keeping a clean table and a tidy floor around it. Please do not leave your table until you are dismissed.

If you forget your lunch money, you may buy lunch on credit from the school cafeteria. Please plan to repay the money within two (2) days. Because we sometimes need to lend lunch money to several students, we will have to issue detentions if the money is not promptly repaid. We request your help so that we may continue this program.

Students are discouraged to borrow money or take food from other students. If you forget your lunch money, please borrow from the cafeteria.

No open containers of food or drink are allowed outside of the cafeteria. A bottle of water with a cap on it may be allowed to leave the cafeteria. It is the discretion of the classroom teacher whether to allow bottled water in their classroom at a specific time.

## Behavior in Cafeteria

Students who are disruptive in the cafeteria may be removed and consequences will be administered. Consequences for disruptive cafeteria behavior include, but are not limited to:

- 1.Lunch Detention
- 2.Alternative Lunch eating area
- 3.Detention
- 4.Parental contact
- 5.Parental meeting

Your return to the cafeteria depends solely on your compliance with school standards for cafeteria behavior, which include but are not limited to compliance with all adult directives, cooperation with all kitchen staff, custodians, and lunch duty personnel

## STUDENT DISCIPLINE

Massachusetts General Laws C 71§37H states that the Principal shall prepare and distribute a student handbook outlining the rules pertaining to the conduct of students. The following outlines our school's rules pertaining to student conduct.

## STUDENT CODE OF CONDUCT

At Gibbons Middle School, we have high expectations for all of our students. This includes expectations in both academic and social areas of growth. We realize that the middle years can be the toughest; especially as our students search for boundaries, limits, and identity. We are firmly committed to helping our students develop the skills necessary to succeed both academically and socially. In order to accomplish the monumental task, we've outlined a few "Expectations of Student Behavior" which are to be used by all of our students. In following these expectations successfully, it is hoped that you will have a very enjoyable experience during the "in between" years.

## EXPECTATIONS OF STUDENT BEHAVIOR AT GIBBONS MIDDLE SCHOOL

A successful Gibbons Middle School student meets the following expectations:

1. Is responsible for themselves and able to self-direct
2. Is trustworthy – takes responsibility for all actions (good or bad)
3. Respects themselves, their peers, and the adults of the building
4. Maintains self control in all situations
5. Participates to one's fullest ability, giving full effort

6. Develops quality relationships with all Gibbons community members and cares for the general welfare of the school
7. Strives to become an informed, active and functional citizen of Westborough, Massachusetts and the USA

## DISCIPLINE PROCEDURES

We know from time to time students may not meet these expectations and may require re-direction by school staff. It is important to note that we try to resolve all disciplinary situations at the lowest level. This means the classroom teacher or team teachers primarily handle misconducts, classroom disruptions, etc. Common consequences at this level involve re-direction, modeling of behavior, discussions, or teacher/team meetings. Sometimes these classroom misconducts may result in a teacher assigned detention.

### **A TEACHER ASSIGNED DETENTION**

This is a detention assigned by a specific teacher requiring the student to stay after school with that teacher for re-direction and remediation. You will have an opportunity to discuss your misconduct and ways you can avoid a repeat incident. It is your responsibility to stay. Skipping a teacher detention is a serious matter and will result in the matter being referred to the office for a more formal consequence, determined by an administrator.

If you cannot stay because you are needed at home, you must tell the teacher before you go home, and bring a signed note from your parent or guardian the following day. You are responsible for staying with the teacher on that following day.

### **Grounds for Short Term External Suspension**

Students are subject to short-term suspension (one to ten consecutive school days):

- theft or destruction of property (restitution may also be imposed)
- fighting, roughhousing, negligent behavior
- throwing food or objects of any form
- disrespect, verbal abuse, harassment, taunting or threats of any form
- slanderous, defaming statements or libelous written attacks on the character of anyone
- disruption of the educational process
- Bullying
- use of obscene or abusive language, gestures or drawings including racial, religious, ethnic, sexual or homophobic remarks or references (e.g. phallic symbols, swastikas, etc.)
- smoking including electronic/vapor pens or cigarettes (anywhere on campus at any time) or possession of tobacco products
- skipping detentions
- endangering the safety of themselves or others
- leaving school grounds, or being in restricted areas without permission
- failing to identify themselves when asked by a faculty or staff member
- repeated acts of defiance or insubordination
- truancy and cutting classes
- A Student found in violation of the Medication Policy will be suspended from school.

All students shall be provided with due process prior to the imposition of a suspension from school.

Students on suspension will be afforded the opportunity for makeup, including tests, quizzes, and homework. An unexcused absence will be recorded in each subject for each day of suspension.

Because all members of our school community are subject to both the laws of the Commonwealth and Town Ordinances, our school will report acts, which may violate the law to the police as appropriate and to the State Department of Education.

### **Grounds for Long-Term Suspension**

Students are subject to long-term suspension (greater than ten consecutive days) or expulsion for the following acts:

- Detonation of fireworks in the school building or on school grounds
- Possession and/or use of alcoholic beverages, regardless of quantity
- Physical assault on any member of our school community
- Sexual / Discriminatory harassment (see below)
- Threats of violence against anyone
- Hazing (see below)
- Theft and receiving stolen property
- Extortion
- Forgery of doctor's notes, court appearances, parent notes, etc.
- Possession, use, sale or distribution of illegal drugs, alcohol, weapons or drug paraphernalia.
- Possession of weapons

- Acts of arson or pulling a fire alarm
- Bomb threats
- Tampering with safety equipment or emergency exits
- Compromising the security of the building

Suspended students will be excluded from participating and attending extracurricular and athletic activities.

Any student considered by school authorities to be a danger to themselves or others may be subject to immediate suspension.

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

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

### **Disciplinary Procedures Definitions**

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

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

**Short-term Suspension:** the removal of a student from the school premises and regular classroom activities for ten consecutive school days or less. A principal may, in his or her discretion, allow a student to serve a short- term suspension in school. Removal solely from participation in extracurricular activities or school- sponsored events, or both, shall not count as removal in calculating school days.

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

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

### **Due Process**

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

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

### **Principal's Hearing**

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

**Long-Term Suspension:** At a hearing to consider a student's suspension in excess of ten (10) consecutive days for violations of a school rule not involving: a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student will be afforded the following rights:



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

At a hearing to consider a student's suspension in excess of ten (10) consecutive days or expulsion for violations involving: a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student will be afforded the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense, and the opportunity to present evidence and witnesses at said hearing before the principal.

#### **Principal's Decision**

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

#### **Appeals**

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

#### **Academic Progress**

Any student who is serving a short-term suspension, long-term suspension, or expulsion shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and to make academic progress toward meeting state and local requirements, in accordance with the school's education service plan. M.G.L. c.76, §21.

## **Bullying/Cyberbullying**

Westborough Public School's Anti-Bullying Policy

### **I. POLICY**

#### **A. Statement of Purpose**

The Westborough Public School System is committed to fostering and maintaining a safe and nurturing learning and work environment that encourages mutual respect, dignity and equality and is free from all forms of harassment, intimidation and bullying. Harassment, intimidation and bullying within the Westborough Public School community will not be tolerated and all complaints will be taken seriously and promptly investigated. The purpose of this policy is to prevent harassment, intimidation, and bullying between or among any members of the school community and to offer persons who believe they have been subject to it an efficient and effective means by which to end it.

While any student could be subject to bullying, the District recognizes that certain students, may be more vulnerable to becoming a target of bullying or harassment based on actual or perceived differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have 1 or more of these characteristics. The Westborough Public Schools has taken specific

steps to create a safe, supportive environment for vulnerable populations in the school community, and to provide all students with the skills, knowledge, and strategies to avoid and respond to bullying.

Nothing in this policy shall prevent the Westborough Public Schools from responding to discrimination or harassment based on a person's membership in a legally protected category under local, state or federal law. The Westborough Public Schools has established separate discrimination and harassment policies that provide protection to specific categories and groups of students and staff.

### **B. Scope**

This policy applies to all members of the Westborough public school community; staff, students, and parents/guardians, while attending school and all extra-curricular and school sponsored activities and events, both on school property and at off-site locations, and during normal school hours as well as during non-school hours

### **C. Definitions**

Bullying may take a variety of forms and is unacceptable in a school or work environment. As a result, no student shall be subjected to harassment, intimidation, bullying, or cyber-bullying in Westborough Public Schools:

1. "Bullying" means the repeated use by one or more students or by a member of school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of an unwelcome written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a target that: (i) causes physical or emotional harm to the target or damage the target's property; student or employee, (ii) places the target in 45 reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the target; (iv) infringes on the rights of the target at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyber-bullying.

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

a. Cyber-bullying may occur through the use of data, telephone or computer software that is accessed through a computer, computer system, or computer network or any public education institute.

b. As used in this Section, "electronic communication" also means any communication through an electronic device including, but not limited to a telephone, cellular phone, computer or pager.

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

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

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

### **D. Prohibition Against Bullying.**

Cyber-bullying and Retaliation Bullying and retaliation are strictly prohibited:

- On school grounds;
- On property immediately adjacent to school grounds;
- At school-sponsored or school-related activities;
- At functions or programs whether on or off school grounds;
- At school bus stops;
- On school buses or other vehicles owned, leased or used by the school district; or,
- Through the use of technology or an electronic device owned, leased or used by the Westborough Public Schools.

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

- Create a hostile environment at school for the target;

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

As stated in M.G.L. c. 71, § 37O, this Policy and the district's Bullying Prevention and Intervention Plan shall not be construed as requiring the district or district schools to staff any non-school related activities, functions, or programs

## **II. VIOLATIONS OF THE POLICY**

Any person who violates this policy will be subject to appropriate disciplinary action, including but not limited to warnings, reprimands, /restrictions, discharge, suspension or expulsion. Any disciplinary action against employees of the school system will be taken in accordance with applicable collective bargaining agreements, state, and federal law. Harassment, intimidation, and bullying need not be intentional to violate this policy.

## **III. Reporting and Investigations of Bullying**

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

### **A. Reporting bullying or retaliation.**

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

- 1) include a copy of the Incident Reporting Form in the beginning of the year packets for students and parents or guardians; 2) make it available in the school's main office, the counseling office, the school nurse's office, and other locations determined by the principal or designee; and 3) post it on the school's website. The Incident Reporting Form will be made available in the most prevalent language(s) of origin of students and parents or guardians.

- I. Reporting by Staff A staff member will report immediately to the principal or designee when he/she witnesses or becomes aware of conduct that may be bullying or retaliation. The requirement to report to the principal or designee does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school or district policies and procedures for behavior management and discipline
- II. Reporting by Students, Parents or Guardians, and Others The Westborough Public Schools expect students, parents or guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the principal or designee. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. Students, parents or guardians, and others may request assistance from a staff member to complete a written report. Students will be provided practical, safe, private and age-appropriate ways to report and discuss an incident of bullying with a staff member, or with the principal or designee.

### **B. Responding to a report of bullying or retaliation.**

#### **(i) Safety**

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

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

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

(ii) Obligations to Notify Others

(a) Preliminary Notice to Parents or Guardians.

There may be circumstances in which the principal or designee contacts parents or guardians prior to investigation or an investigative determination. Any such Notice will be consistent with state regulations at 603 CMR 49.00.

(b) Notice to another School or District.

If the reported incident involves students from more than one school district, charter school, non-public school, approved private special education day or residential school, or collaborative school, the principal or designee first informed of the incident will promptly notify by telephone the principal or designee of the other school(s) of the incident so that each school may take appropriate action. All communications will be in accordance with state and federal privacy laws and regulations, and 603 CMR 49.00.

(c) Notice to Law Enforcement.

At any point after receiving a report of bullying or retaliation, including after an investigation, if the principal or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the principal will notify the Westborough Police Department. Notice will be consistent with the requirements of 603 CMR 49.00 and locally established agreements with the local law enforcement agency. Also, if an incident occurs on school grounds and involves a former student who is no longer enrolled in school, the principal or designee shall contact the Westborough Police Department if he or she has a reasonable basis to believe that criminal charges may be pursued against the aggressor. In making this determination, the principal will, consistent with the Plan and with applicable school or district policies and procedures, consult with the school resource officer, if any, and other individuals the Principal or designee deems appropriate.

**C. Investigation.**

Upon receipt of a report or complaint that would, if true, constitute bullying, cyberbullying, or retaliation, the Principal or Principal's designee will promptly commence an investigation. In investigating any such complaint, the principal or designee will interview students, staff, and any witnesses to the alleged conduct.

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

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

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

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

**D. Determinations.**

Within fourteen (14) school days of the principal's receipt of the complaint of bullying, cyberbullying, or retaliation, the principal will make a determination based upon all the facts and circumstances. If, after the investigation, bullying or retaliation is substantiated, the principal will determine what remedial action may be required, if any, and determine what responsive actions and/or disciplinary action is necessary. The principal's findings and determinations shall be documented in writing on the Incident Reporting Form.

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

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

### **E. Notice of Investigative Findings**

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

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

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

## **IV. Responses to Bullying**

### **1. Teaching Appropriate Behavior Through Skills-building**

Upon the principal or designee determining that bullying, cyber-bullying, or retaliation has occurred, the law requires that the school or district use a range of responses that balance the need for accountability with the need to teach appropriate behavior. Westborough Public Schools administrators and staff may consider the following skill-building approaches:

- offering individualized skill-building sessions based on the school's/district's anti-bullying curricula;
- providing relevant educational activities for individual students or groups of students, in consultation with guidance counselors and other appropriate school personnel; implementing a range of academic and nonacademic positive behavioral supports to help students understand prosocial ways to achieve their goals;
- meeting with parents and guardians to engage parental support and to reinforce the anti-bullying curricula and social skills building activities at home;
- adopting behavioral plans to include a focus on developing specific social skills;
- including offerings, supports and, where appropriate, individual behavior plans addressing the recognition that certain students may be more vulnerable to becoming a target of bullying or harassment based on actual or perceived differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have one or more of these characteristics

### **2. Taking Disciplinary Action**

If the principal or designee decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the principal or designee, including the nature of the conduct, the age of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior. Discipline will be consistent with the safety plan and with the school's or district's code of conduct. Possible consequences to serious incidents of bullying include suspension and expulsion from school.

Discipline procedures for students with disabilities are governed by the federal Individuals with Disabilities Education Improvement Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 which should be read in cooperation with state laws regarding student discipline.

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

### **3. Promoting Safety for the Target and Others**

The principal or designee will consider what adjustments, if any, are needed in the school environment to enhance the target's sense of safety and that of others as well both while the investigation is pending, if necessary, and subsequent to a determination that bullying has occurred. One strategy that the principal or designee may use is to increase adult supervision at transition times and in locations where bullying is known to have occurred or is likely to occur. He/she may also implement a safety plan. In developing a safety plan, the principal or designee shall consider that certain students may be more vulnerable to becoming a target of bullying or harassment based on actual or perceived differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have one or more of these characteristics. Within a reasonable period of time following the determination and the

ordering of remedial and/or disciplinary action, the principal or designee will contact the target to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If so, the principal or designee will work with appropriate school staff to implement the supportive measures immediately.

## **V. ANTI-RETALIATION PROVISION**

Behavior that is interpreted as retaliatory in response to a bullying complaint being filed, or cooperation with the investigation thereof, is in violation of this policy and is subject to the same reporting and investigative procedures as the initial complaint. Filing of false reports is also in violation of this policy. Persons found to be engaging in retaliation or filing false reports of bullying or harassment will be subject to disciplinary action.

## **VI. COMMUNITY COMMITMENT / CODE OF CONDUCT**

In an effort to promote an atmosphere of mutual respect among all members of the Westborough educational community, the following Code of Conduct has been established, which provides guidelines for responsibilities and expectations for all involved parties. Parent/Guardian

As a parent/guardian, I will:

- Show courtesy, respect, and support for my child, the staff, and the school
- Support the school's discipline policy
- Maintain open lines of communication between myself, my child, and the Westborough school community

Instill in my son or daughter:

- Recognition of the authority of the school staff to ensure a safe, secure, non-threatening learning environment
- Respect for the rights of fellow students and staff
- Respect for property and resources
- Not engage in bullying behaviors
- Not expose any member of the Westborough school community to embarrassment, disparagement, or exploitation in anyway
- Report all incidents of alleged bullying behaviors in accordance with the procedures established herein

As a parent/guardian, I have the right to expect that:

- I will be treated with courtesy and respect by students and staff members
- My child will be treated with courtesy, consistency, and fairness by all members of the Westborough educational community
- My questions and concerns regarding my child's education will be responded to in a timely and professional manner
- My child will be able to work in a school climate that is safe, pleasant, orderly, respectful, and conducive to learning

Student

As a student, I will:

- Be kind and helpful to my classmates
- Show respect for staff members, parents, other students, the school, and myself
- Obey classroom, school, and bus rules
- Not engage in bullying behaviors
- Not expose any member of the Westborough school community to embarrassment, disparagement, or exploitation in any way.
- Show respect for property by not stealing or vandalizing
- Report all incidents of alleged bullying behaviors in accordance with the procedures established herein

As a student, I have the right to expect

- I will be treated with courtesy, consistency, and fairness by all members of the Westborough educational community
- I will be able to work in a school climate, which is safe, pleasant, orderly, respectful, and conducive to learning

Staff Member

As a staff member, I will:

- Show respect for each child and for his or her family
- Provide a safe and comfortable environment that is pleasant, orderly respectful, and conducive to learning
- Communicate and enforce school and classroom rules fairly and consistently
- Provide an environment that will promote self-esteem
- Treat students fairly and consistently
- Respect the rights of all individuals
- Maintain open communication within the entire school community

- Strive to make myself accessible to parents/guardians to resolve questions and concerns in a timely manner
- Not engage in bullying behaviors
- Not expose any member of the Westborough school community to embarrassment, disparagement, or exploitation in any way
- Report all incidents of alleged bullying behaviors in accordance with the procedures established herein

As a staff member, I have the right to expect:

- I will be treated with courtesy and respect by all parents/guardians, students, and members of the Westborough educational community
- Students' behavior will promote a positive learning environment
- School administrators will provide leadership and support
- I will have the support and cooperation of students, parents/guardians and colleagues in the performance of my duties

## **VII. Relationship to other Laws**

Consistent with state and federal laws, and the policies of the Westborough Public Schools, no person shall be discriminated against in admission to a public school in Westborough or in obtaining the advantages, privilege and courses of study of such public school on account of race, color, sex, religion, national origin, age, gender identity, disability, or sexual orientation. Nothing in the plan prevents the school or district from taking action to remediate discrimination or harassment based on a person's membership in a legally protected category under local, state, or federal law, or school or district policies including its Discrimination and Harassment Grievance Procedures. In addition, nothing in the Plan is designed or intended to limit the authority of the school or district to take disciplinary action or other action under M.G.L. c. 71, §§ 37H, 37H½, 37H¾, or other applicable laws, or local school or district policies in response to violent, harmful, or disruptive behavior, regardless of whether the Plan covers the behavior.

### **School Discipline Students and Students with Disabilities**

Procedures for Suspension(s) not exceeding 10 days:

- Any student with a disability may be suspended for up to ten (10) days during the school year. Disciplinary decisions are the same for students without disabilities.
- Special circumstances exist if your child: possesses, uses, sells or solicits illegal drugs on school grounds or at a school sponsored event; carries a dangerous weapon to school or a school -sponsored event or causes substantial bodily injury to another at school or at a school sponsored event. Under these circumstances, the school district may exercise its authority to place the student in an interim alternate educational setting (IAES) for up to 45 school days. Thereafter, the student will return to the previously agreed -upon placement unless a hearing officer has ordered another placement, or you and the school agree to another placement.

Procedure for suspension of students with disabilities when suspension exceeds 10 days:

- If a student with a disability is subject to a pattern of disciplinary removal exceeding 10 school days or excluded for more than 10 consecutive school days, this removal will constitute a "disciplinary change of placement". A change of placement invokes certain procedural protections under federal special education law (and Section 504).
- Prior to any removal that constitutes a change in placement, a team of building administrators and relevant members of a student's IEP/504 Team must meet to determine whether or not the behavior that forms the basis of the disciplinary action is related to the student's disability. This consideration is called a "manifestation determination". Parents have a right to participate in this process. All relevant information will be considered including the IEP (or Section 504 Plan), teacher observations and evaluation reports.
- At a manifestation determination meeting, the Team will consider:
  - Did the student's disability cause or have a direct and substantial relationship to the conduct in question?
  - Was the conduct a direct result of the district's failure to implement the IEP (or Section 504 Plan)?
- If the manifestation determination decision is that the disciplinary action was related to the disability, the student may not be removed from the current educational placement (unless under the special circumstances). The Team will review the IEP (or Section 504 Plan) and any behavioral intervention plans. If no behavioral intervention plan has previously been developed, a functional behavior assessment will be conducted.
- If the manifestation determination decision is that the disciplinary action was not related to the disability, then the school may suspend or otherwise discipline your child according to the school's code of conduct. During the period of time of removal from school that exceeds 10 school days, the school district must provide educational services that allow your child to continue to make educational progress.
- School personnel will provide Notice of Procedural Safeguards for students with disabilities prior to any suspension exceeding 10 school days in one school year.

# SECURITY CAMERAS IN SCHOOLS

The School Committee works to maintain a safe and secure environment for its students, staff, visitors, and facilities. Security means more than having locks and making certain that doors are locked at the proper times. Security also means minimizing fire hazards, reducing the possibility of faulty equipment, keeping records and valuables in a safe place, protection against vandalism and burglary, the prosecution of vandals, and developing crisis plans. School facilities and their contents, constitute one of the greatest investments of the community. The School Committee believes it to be in the best interest of students and taxpayers for the district to exert every reasonable means to protect the investment adequately. In pursuit of this objective, the School Committee authorizes the use of security cameras in school district buildings and on its property to ensure the health, welfare and safety of all students, staff and visitors, to deter theft, vandalism and other negative behavior, to safeguard district buildings, grounds and equipment, and to monitor unauthorized individuals in or on school property. Security cameras may be used in locations as deemed appropriate by the Superintendent of Schools in consultation with school officials as well as local law enforcement and emergency response agencies. They may be used in any area, inside or outside of school buildings where there is no reasonable expectation of privacy. The district shall notify students and staff through student and employee handbooks and appropriate signage that security cameras have been installed and may be used at any time. Students or staff identified on security cameras in violation of School Committee policies will be subject to disciplinary action. The Superintendent shall ensure that proper procedures are in place and are followed regarding use, viewing, disclosure, retention, disposal and security of video recordings or photographs from security cameras in accordance with applicable laws and regulations. A video recording used for security purposes in school district buildings and/or on school property shall be the sole property of the school district. All video recordings will be stored in their original format and secured to avoid tampering and to ensure confidentiality in accordance with applicable laws and regulations. Access to video recordings from security cameras shall be limited to school administrators (Superintendent/designee, School Principal/designee). Law enforcement and emergency response officials shall be granted access to video recordings or the security system, as required to support investigations of incidents or events on school property for safety and security purposes, after giving prior notice to the School Superintendent/designee. The Superintendent may, from time to time, issue further guidance that is consistent with current laws and this policy.

## Search and Seizure

A student's person, personal possessions, student locker, and motor vehicle may be searched whenever school administrators have reasonable suspicion that the student is in possession of illegal, prohibited, or contraband items/materials. Any and all illegal, prohibited, or contraband materials discovered as a result of such a search will be confiscated. Students found in possession of such items or materials will be subject to discipline and/or criminal prosecution.

In regard to school administrator's authority to conduct such searches, the Supreme Court of the United States of America has ruled:

1. A warrant is not required before a teacher or school administrator conducts a search of a student suspected of violating a school rule or criminal statute.
2. Probable cause is not required before a student may be searched; rather before conducting a search, the teacher must have "reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school."
3. The search must be reasonable in its scope as well as its inception.

Members of the administrative team will be responsible for conducting any such search and seizure.

Regarding lockers:

1. Master keys and copies of combinations for lockers are retained by the school administration.
2. The school administration retains the right to periodically conduct locker searches. Student should not have an expectation of privacy in the contents of their school lockers, when warranted, in compliance with these rules.
3. All students should be aware that the school administration will permit specially trained "search dogs" to patrol the hallways upon occasion, under the supervision of law enforcement officials and completely at the discretion of the administration, and that the enforcement officials relative to the results of any searches that may be performed during such dog patrols including, without limitation, delivering any contraband discovered to said officials.

All students should also be aware that school lockers assigned to individual students by the school's teachers or administration remain the property of the school and that the administration reserves the right to open and inspect any locker or desk and its contents at any time. In the event that any illegal substances, weapons, tobacco products, or other contraband are found in the locker or desk assigned to a student, that student shall be presumed to possess that contraband and shall be subject to immediate and appropriate discipline. Students have no right to privacy in the lockers assigned to them nor in the belongings students store in those lockers. Therefore, it is important that students not give out their locker combinations, or tamper with the locking mechanism.



# ALCOHOL TESTING

Recognizing that alcohol consumption has no place in school or at school events, and the severe safety risks associated with alcohol consumption, the Westborough School Committee has authorized the use of alcohol breath test devices for students. If a student appears to be under the influence of alcohol, an electronic breath tester will be used to help assure that students are safe.

If the result of the test indicates that alcohol has been consumed, the student will be released to parent's custody, and a meeting scheduled to discuss the matter. If the test is negative, the parent will still be called and informed of the test. If a student refuses to take the test, and after being provided an opportunity to give their side of the situation, they may be subject to school consequences based on an administrator's determination that the student is under the influence of alcohol and parent's contacted.

## Drug Searches Utilizing Police Dogs

Our legal and moral obligation is to provide a drug-free environment. The Westborough Police Department and police dogs will, at our request, conduct random searches in the school building and school grounds. While we will ensure the rights of students, our intent is to take a strong position regarding possession, being under the influence or distributing illegal drugs or alcohol. Searches utilizing police dogs may only be conducted when specifically requested by the principal or his/her designee. The principal or his/her designee will accompany the police on the search. Searches will only be done after school or during classes when students are not in the halls. The dog and the dog officer will only search lockers from the outside. If a police dog identifies a locker as a possible place for concealing drugs or weapons, the locker number will be given to the principal. The principal or his/her designee will then conduct a search of the locker with the student present (if possible) according to existing school procedures. Police will not be the sole party searching the inside of lockers. In the event that drugs or a weapon are found, all decisions concerning school discipline and police referral will be made by the principal using existing school procedures. Parents are notified immediately in the event drugs or a weapon is found. The Westborough School Committee approved random searches throughout the school year in 1995.

## Weapons on School Grounds

Chapter 150 of the Acts of 1987 added the following paragraph to GL c71, s.10. Whoever is not a law enforcement officer, and notwithstanding any license obtained by him under the provisions of chapter one hundred and forty, carries on his person a firearm as hereinafter defined, loaded or unloaded, in any building or on the grounds of any secondary school, college or university without the written authorization of the board or officer in charge of such secondary school, college or university shall be punished by a fine of not more than one thousand dollars or by imprisonment for not more than one year, or both. For the purpose of this paragraph, "firearm" shall mean any pistol, revolver, rifle or smoothbore arm from which a shot, bullet or pellet can be discharged by whatever means. Student's found in possession of a weapon on school grounds or at school-sponsored events are subject to expulsion. M.G.L. c.71, §37H

Westborough Public Schools has developed an anonymous tip line for parents and students to report any issues of potential violence or drug related concerns. Please see the district website and click on the anonymous link. Ensuring student safety is the highest priority of all administrators, teachers and parents. We will assess school safety annually and include measures to address security as part of the School Improvement Plan. Parents have the right to be informed in matters of safety that affects their children. Using his/her discretion, the principal will make the decision concerning parent notification based on his/her assessment of factors including, but not limited to, the scope of threat or violence, the immediacy of the threat, the identity of the (alleged) perpetrator, and the form of the threat.

In general, decisions regarding parental notification of such issues will be made in the following.

### Priority Notification:

- Their child is specifically threatened as an individual or as a group such as one class
- Explosives or weapons are found at school
- A verbal or written threat is very detailed and demonstrates realistic elements of a well-defined threat is related to a significant incident at an area school.

### Non-Priority Notification:

When in our principal's judgement the threat does not pose a genuine concern, the matter will be handled seriously, but parents will not be notified.

- Copycat messages
- Wall graffiti
- Notes on scrap paper or book covers

- Pranks

Methods of Communication to Parents:

When the principal chooses to communicate with parents concerning threats to safety, there will be a uniform message using Connect 5, channel 12, a letter, call-in line at school, or other expedient and effective means. Our principal will periodically update parents through either Connect 5, a newsletter or memorandum. Parents can direct questions regarding school security to the principal.

### **OFFICE DETENTION PROCEDURE**

When a student is assigned an office detention(s) as a consequence, they must report to the assigned office detention room (check daily) at 2:45 promptly. They must sign in and complete tasks as assigned by the administration. It is your responsibility to stay. Skipping detention is a serious matter and will result in serious consequences. If you cannot stay because you are needed at home, you must tell the assistant principal before you go home, and bring in a signed note from your parent or guardian the following day. You are responsible for staying on that following day. Failure to follow these procedures will result in 2-days assigned detention.

### **RULES FOR DETENTION**

1. Report to detention on time by 2:45 p.m. If you are late, you will not be allowed into the room. If you miss detention because of this, you will have to serve two detentions.
2. Come prepared to detention with a writing utensil (pen or pencil), and homework to work on during the time in detention.
3. No talking, note passing, texting, ipod, cell phone or any other peer communication is allowed in detention.

If you fail to follow the above detention rules, you will be asked to serve additional detention day(s) or may have to serve an extended detention (until 3:30) with the assistant principal. Continued non-compliance with these rules could result in suspension.

## **DRESS CODE**

It is the responsibility of GMS students and parents to ensure that students are dressed appropriately for school. The purpose of our dress code is to keep the focus on student health, safety, and maintaining an orderly school environment. "Inappropriate dress for school" will be interpreted as a student's clothing choice which causes a disruption of the learning environment. The dress code is in effect for all school events including dances and field trips. In public buildings, like schools, everyone must conform to certain health codes, like wearing shoes at all times. For safety reasons, students are not allowed to wear any article of clothing that obscures recognition e.g. hats, bandanas, masks, clothing that advertises drug, alcohol or tobacco products, clothing that displays sexually provocative pictures/designs on clothing or innuendos.

School Administration will require a change to an outfit if a student's dress is determined to be causing an observable distraction to the learning environment.

The following guidelines are recommendations for student dress at GMS:

- The "fingertip rule" as a guide to determine if shorts or skirts are appropriate length. The hemline should reach at least the student's fingertips when the arms are at the student's side.
- Students should not wear tops that are see-through and all tops should be long enough that the midriff is not exposed.
- Proper footwear must be worn at all times. (Shoes/sneakers are recommended.)

References - Westborough School Committee Student Dress Code JICA. Mass Gen Law Chapter 71 Section 82/83.

Pyle vs. School Committee of South Hadley 1996.

## **ELECTRONIC DEVICES**

We do not allow the use of cellular phones, iPods, Radios, and other electronic devices during the school day. You may use them quietly (with headphones) prior to the start of the school day in either the Auditorium or Cafeteria while waiting to be dismissed to homeroom. They must be stored in your locker during school. You are solely responsible for their safekeeping.

If you have been asked to put the equipment away and refuse to do so, your actions will be considered insubordinate and subject to detention or suspension.

Cell phones are not to be used during school hours.

Cell phones with cameras may not be used to take pictures or video during school hours without the express written consent of a teacher, and for the purpose of a school assignment or project only.

Failure to adhere to these cell phone guidelines will result in the phone being confiscated and given to the school administration.

Emergencies – In case of school emergencies, refer to the district website for up to date information.

## GUESTS

Students are not allowed to have guests at school or at school dances. There are no exceptions to this policy.

## HAZING & HARASSMENT

All students have a right to feel safe in their school environment. The Middle School will not tolerate any student who, in any fashion, intimidates, threatens, bullies, or harasses another student. Students who continually engage in such activity will likely face suspension, and in severe cases, criminal charges may be pursued. The administration, guidance staff, and school resource officer on campus will be involved in interventions with students involved in harassment.

We understand that, at this age, students often have problems dealing with their peers and we are willing to help each student deal with these problems on an individual basis. However, we cannot allow these problems to be solved by any form of threatening behavior

## LIBRARY AND MEDIA CENTER EXPECTATIONS

### Circulation Policy:

- Books and audiobooks are checked out for 2 weeks (10 school days).
- Back issues of magazines are checked out for 1 week (5 school days).
- All materials can be renewed 2 times unless another person is waiting for title.
- You must have the item with you to renew it.
- You are responsible for all materials checked out under your name. Do not check out books for other students.

### Fines and Fees:

- Overdue book fines are \$.05 per school day
- Severely damaged book fees are the cost of replacing the book, DVD, audio, or magazine.
- If the library material is lost, you may be required to pay the replacement cost

### Overdue Notices:

- All checked out material are stamped inside the back cover with a due date. This is your notice of when the material needs to be returned or renewed in order to avoid fines.
- Notices are sent to homerooms every other week. If your book is overdue, library privileges may be temporarily revoked until the library material is returned or the replacement cost is paid
- After one month and 2 notifications, students may be assigned detention until the library material is returned or fine paid. Student detention(s) that are a result of overdue materials will be cancelled as soon as the material has been returned and the fine paid.
- Students may check on the status of their books and fines by logging into the library online public access catalog (OPAC), "Destiny", by using their school login provided to all students at the beginning of the school year. Students are encouraged to return materials as soon as you have finished using them. This permits these resources to be used by other students during the course of the year. The library will generally be open before school for returns and check outs, and after school until 2:45 pm on Tuesdays, Wednesdays and Thursdays. In the event that the library must close or is unavailable to students, signs will be posted outside of the library door. Students are encouraged to obtain a public library card to access databases available to them through the Regional Library System.

## LOCKERS

School lockers, desks, and storage areas are the property of the Westborough Public Schools and School Officials will periodically inspect them. The possession of a locker, desk, or storage area is non-exclusive against the school and its officials. There is no expectation of privacy in a school owned locker, desk or storage area.

At the beginning of the school year each student is issued a hall locker with a combination and a gym locker with a combination lock. They are responsible for keeping their personal items secured in those lockers. As the year goes by, students tend to leave their lockers unlocked or share their combinations with their friends. In those situations, the school cannot be responsible for personal

items that are missing from a student's locker. Conversely, students are responsible for what is in their lockers. Throughout the year we continually stress the importance of keeping students' lockers & locks secured. We ask that as parents, you would also remind your child of these responsibilities.

## LOST AND FOUND

Throughout the year both the office and boy's and girl's P.E. locker rooms accumulate a substantial amount of clothing, jewelry and eyeglasses. Throughout the year we remind the students to look through the Lost and Found box for any missing items. Unfortunately, we do not have the space to store these items so at each vacation break we donate them to charities. Please feel free to stop by the office during school hours if you think an item of your child's might be in the Lost and Found.

You will need a pass if you are to be out of your classroom during class time. These are issued by your teacher at the teacher's discretion. If you need to request a pass, please do so politely and patiently. If you need to see a teacher during a homeroom period, please contact that teacher ahead of time for a pass. If you need to see your guidance counselor, make an appointment through the guidance secretary.

## NOTICE OF NON-DISCRIMINATION

The Westborough Public Schools (District) does not discriminate against students, parents, employees or the general public on the basis of race, color, national origin, sex, sexual orientation, gender, gender identity, disability, veteran status, genetic information, religion, or age, and any other class protected by law, in admission to access to, employment in, or treatment in programs and activities.

The following individuals have been designated to handle inquiries regarding the District's non-discrimination policies in education-related activities, including but not limited to inquiries related to Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and the Age Act. Should you wish to file a complaint alleging discrimination of a student you may contact: Sherrie Stevens

Civil Rights Coordinator for Students  
Director of Pupil Personnel Services  
Westborough, Massachusetts 01581-6152

Should you wish to file a complaint alleging discrimination of an employee based on disability, age, gender, race, color, national origin, religion, sexual orientation, or gender identity you may contact:

Dr. Daniel Mayer  
Assistant Superintendent  
Civil Rights Coordinator for Employees  
Westborough, Massachusetts 01581-6152

Discrimination and Sexual Harassment

Westborough Public School's Discrimination and Sexual Harassment Policy

The Westborough Public Schools are committed to maintaining a school environment for students free of harassment and/or discrimination based on race, color, religious creed, national origin, sex, sexual orientation, gender identity, age, ancestry, disability, gender identity, veteran status, homelessness, genetic information, and any other class protected by law. Harassment by administrators, certified and support personnel, students, vendors and other individuals at school or at school sponsored events is unlawful and is strictly prohibited. The Westborough Public Schools requires all students and staff to conduct themselves in an appropriate manner with respect to their fellow students, staff, and all members of the school community.

It shall be a violation of this policy to harass, discriminate, bully, intimidate, threaten, insult, retaliate or otherwise engage in any conduct, whether verbal or physical, against any student based upon their race, color, religious creed, national origin, sex, sexual orientation, gender identity, age, ancestry, disability, gender identity, veteran status, homelessness, genetic information and any other class protected by law. M.G.L. c.76, §5.

The Westborough Public Schools takes allegations of discrimination, harassment, and sexual harassment seriously, and will respond promptly to any complaints of potential violations of this policy. Further, any retaliation against an individual who has complained of, or has cooperated in an investigation of a complaint, about discrimination, harassment or sexual harassment shall not be tolerated. If the Westborough Public Schools finds that an individual has violated this policy, we will act promptly to eliminate the conduct, impose corrective action as necessary, including disciplinary action where appropriate. Nothing in this policy shall limit our authority to discipline or take remedial action for conduct that is deemed to be a violation of this policy.

Additional information regarding the Westborough Public Schools' non-discrimination Policy and procedures may be accessed at the

link provided above or in principal's office.

# PHYSICAL EDUCATION CLASSROOM EXPECTATIONS

Our physical education staff looks forward to working with your child this year. We encourage each student to put forth his or her best effort possible so that they enjoy a positive experience and obtain the greatest benefit from the program. The wide variety of fitness and sport-related activities involved in physical education at Gibbons are designed to promote a healthy and active lifestyle, as well as respect, responsibility, trustworthiness, fairness, caring, and citizenship.

## **DRESS FOR PHYSICAL EDUCATION CLASS**

Each student is expected to wear appropriate clothing to class. Requirements are as follows:

1. A CHANGE FROM REGULAR SCHOOL CLOTHING (physical education clothing should not be worn under school clothing.)
2. Socks should be worn with properly tied sneakers (no shoes, hiking boots, high-soled, or "wheeled" sneakers.)
3. A pair of shorts or sweatpants. PAJAMAS, BOXER SHORTS, or FLANNEL PANTS ARE NOT ALLOWED. Shorts and sweatpants must be worn appropriately, which is around the student's waist and not "rolled" up. Shorts and sweatpants that have graphics or words on them that are deemed inappropriate will also not be allowed.
4. A T-shirt that is properly fitted (not too loose or too tight.)
5. A T-shirt is not acceptable with:
  - Offensive language, innuendo, or graphics
  - Tobacco, alcohol, or drug-related monograms
  - Tank tops and belly shirts are not permitted
6. Shorts, shirts, or sweatpants that have buttons, zippers, or hoods, create a safety hazard to the students and, therefore, should not be worn. We also strongly recommend that you not wear physical education clothing that have pockets, as that also presents a potential safety issue. JEWELRY ALSO CREATES A SAFETY PROBLEM AND SHOULD NOT BE WORN DURING CLASS (MEDICAL ALERT JEWELRY EXCLUDED.)
7. Clothing must be cleaned regularly and it is strongly recommended that all students label their clothing.
8. Students will lose points for every class he/she is unprepared.

## **MEDICAL EXCUSES**

Students are required to bring medical excuses to the school nurse prior to their physical education class. The school nurse will evaluate and file all medical excuses and issue the student a medical excuse. NO STUDENT WILL BE EXCUSED WITHOUT SEEING THE SCHOOL NURSE PRIOR TO CLASS. In the event of a prolonged illness or injury, a written note is required from the attending physician.

Any student excused from physical education class will NOT be allowed to participate in any intramural or interscholastic activity until reinstated back into physical education class.

## **LOCKS**

Students will be issued a combination lock and a locker. IT IS THE RESPONSIBILITY OF THE STUDENT TO KEEP ALL VALUABLES LOCKED UP AND TO KEEP THE COMBINATION CONFIDENTIAL. The student will be charged \$7.00 for a lock if it is lost or missing. Students may not use personal locks brought from home.

## **TARDINESS**

Students who are tardy to class without a pass or without permission from the physical education instructors will be deducted 2 points from the class and may be assigned a detention. Each subsequent tardy will result in a loss of 2 points from the class. If chronic tardiness continues, the student will be assigned a detention from the instructor.

## **MAKE-UPS**

If a student misses class due to an absence, illness, or school-related activity (i.e. music sectionals), he/she may be required to make up the class after school. Examples of classes that need to be made up include, but are not limited to: fitness labs, mile, 50 yard dash, physical fitness tests, etc. It is the responsibility of the student to find out if he/she must make up a missed class, as well as the make-up day and time. If a student chooses not to make up a required class, he/she will receive a zero for that day (unless special circumstances were discussed with the instructor prior to the make-up day and time; if this occurs, an alternate day and time may be offered.)

## **GRADING POLICY**

Each student will be graded on his/her preparedness for class, as well as effort and behavior in class. Performance is affected by the behavior and effort of the student, therefore the student's grade is affected. The physical education student is required to:

1. Be prepared for class.
2. Be present and participate in class.
3. Be cooperative and exhibit good conduct/effort.
4. Student assessment will be based on fitness and skill-related activities. This assessment will include activity based rubrics.
5. Students who miss class due to school services may receive a pass/fail Phys. Ed. grade.

A student's grade will not be affected by the following:

- a. A long-term illness or injury (only if the school nurse is provided with a note from the attending physician).
- b. Short-term illness or injury when a note is provided to the school nurse.

\*\*It should be noted that physical education is included in the determination of honor roll status each term.

\*\*\*The physical education grading policy will be discussed in detail with the students during the first week of classes.

Parents/Guardians of students with an average of C or below at mid-term will be notified by a progress report. All reports must be returned within the time frame given to their physical education instructors. If a student fails to return their progress report within the time frame given, points will be deducted and a detention may result.

## **SAFETY REGULATIONS FOR PHYSICAL EDUCATION CLASSES**

1. Except during snack time, no food or drink will be in the gymnasium or the locker room.
2. Gum chewing prior to class or during class will not be allowed.
3. Jewelry and watches should not be worn in class. Watches may be worn when the student is in the Fitness Lab
4. Students are not allowed in the locker rooms or gymnasium prior to class without an instructor Present.
5. Students should not leave the locker rooms or gymnasium without the permission of the instructor.
6. Students should report all injuries to the instructor immediately.
7. Horseplay is NOT allowed at any time.

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# Student Pregnancy – M.G.L. 71:84

Pregnant students will be permitted to attend school. The student and her physician, in cooperation with the school staff, will develop an appropriate educational plan if it is agreed she should no longer attend school regularly. Every effort will be made to see that the educational program of the student is disrupted as little as possible; that health counseling services, as well as instruction are offered; that return to school after delivery is encouraged; and that every opportunity to complete (middle school) and high school is provided.

# Sex Education Policy

MGL c.h 71, section §32A (Added by Chapter 291 of the Acts of 1996)

Every city, town, regional school district or vocational school district implementing or maintaining curriculum which primarily involves human sexual education or human sexuality issues shall adopt a policy ensuring parental/guardian notification. Such policy shall afford parents or guardians 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 because of

The department of education shall promulgate regulations for adjudicator's proceedings to resolve all disputes arising under this section.

# RIGHT TO KNOW LAW

The Right to Know law regulates the rights of employees and community residents to learn about the nature and effects of

hazardous material to which they are exposed. It does not ban the use of toxic substances. Rather it mandates the education of people exposed to these substances. Employers are required to conduct annual training programs and to supply information on each toxic or hazardous substance used, handled or stored in the workplace.

## PROPERTY OF SCHOOL

You are responsible for the books and materials loaned to you. We are all responsible for keeping our building neat and in good condition. Please do not deface or litter school property. Pride in your school will be reflected in school equipment and materials that are kept in good and safe condition. You will be held responsible for paying the replacement cost of any books, property, or equipment that you lose or damage.

## TECHNOLOGY EDUCATION CLASSROOM EXPECTATIONS

The Technology Education program at GMS is a required component for all students in both 7th and 8th grades. As part of the greater comprehensive educational programming offered at GMS, Tech Ed provides students with real life, hands on learning experiences. The very nature of our activities-based program demands student behavior and actions meet high standards and expectations as set forth in the Shop Safety guidelines.

The Tech. Ed. labs at Gibbons School maintain a friendly and businesslike atmosphere. Students are expected to follow the safety guidelines that are stated in the Shop Safety handout that is given on the first day of class. The consequences of violating these procedures are listed below.

**Safety Glasses.** The safety glasses that are provided to each student must be worn whenever tools are being used in the room. This is non- negotiable. Occasionally, a student might forget to put the safety glasses on. The teacher will remind the student only once per class that the glasses must be worn. If the student needs to be reminded a second time during the class period, the student will be issued a detention, and one point will be deducted from the student's final grade. (Thus, 10 reminders over the term will bring the offender's grade down one letter grade.) The third reminder in a class period will result in a written disciplinary report submitted to the assistant principal.

**Appropriate clothing** must be worn in the Tech Ed labs. Students at Gibbons School are responsible for following the school dress code listed in the student handbook. However, there are some items of clothing that pass the dress code that can be dangerous in a lab such our school shops. Sandals, for example, expose the feet to injury. Proper footwear must be worn on "shop days", or the student will not be allowed to use the tools and equipment. Dangerous clothing, such as ill- fitting pants and baggy sleeves could be caught in a machine. A student judged to be wearing dangerous clothing will not be allowed to use the tools and equipment.

**Proper clothing** must be worn on "shop days." If a student is not allowed to use the tools and equipment in class because of dangerous clothing, the following steps will be taken: First offense: Student will not be allowed to participate in the class activities involving tools and equipment. Student may be required to work out of the textbook. Second offense: Detention. Third offense: Five points deducted from grade and written disciplinary report submitted to Assistant Principal.

**Safety Zones:** Only one person is allowed in a safety zone at a time. Safety zones surround each machine, and are outlined by yellow borders with a painted maroon area inside. Students violating this rule will be issued a detention. Second offense: Written disciplinary referral to Assistant Principal. Third offense: Same as the second offense, and machinery and tool privileges will be revoked for the term. The student will be required to work from the textbook.

**Disruption:** All students in the school must follow the behavioral standards outlined in the student handbook. These standards are strictly enforced in the Tech Ed labs. If a student disrupts the class with loud or inappropriate talking, running, rudeness or insubordination, the student will be issued a detention. Second offense: Written disciplinary report with Assistant Principal, including notification of parent. Third offense: Same as the second offense, but includes five points deducted from grade.

**Vandalism:** If a student is caught vandalizing either school property or the property of another person, a written disciplinary referral will be filed with the Assistant Principal, which will include notification of the parent.

**Injury or threat to injure:** If a student deliberately injures or threatens to injure another student, the offender will be escorted to the office immediately and a written disciplinary report will be filed. Parents will be notified immediately.

The School Handbook, which outlines student behavior, is enforced at all times. Students in violation of policies in the handbook will be dealt with according to the procedures outlined therein.

# TEACHER GIFTS

New changes in the Massachusetts Ethics Law require teachers to disclose gifts of significant value from individual students or parents. A portion of the Ethics Law is as follows:

Class Gifts to teachers: teachers are allowed to accept a gift(s) with an aggregated value of up to a maximum of \$150.00 per year from current public school students and/or their parents as long as the gift is identified only as being from the class and the identity of the givers and the amounts given are not identified to the recipient.

-Teachers may also accept a gift from a group of students that is for classroom or school use, in accordance with the policies of the school district. The amended regulation provides the following examples:

-A teacher with a class of 23 students, where parents of 20 of the students collect money to give the teacher a \$150 gift certificate to a bookstore, indicating that it is a class gift. One of the parents who did not contribute to the class gift gives the teacher a \$25 certificate to a spa. The teacher may accept the \$150 class gift certificate and no disclosure is required. The teacher may not accept any other gift from the parents who contributed to the class gift. The teacher may accept the \$25 spa certificate, but must file a disclosure pursuant to M.G.L. c. 268A, 23(b)(3).

-A teacher has a class of 23 students and parents of 13 of the students collect money to give the teacher a \$130 gift certificate to a bookstore, indicating that it is a class gift. Parents of the other 10 students collect money and give the teacher a \$100 gift certificate to an office supply store, indicating that the gift is a gift to the classroom and that the teacher should use it to buy necessary classroom supplies.

The teacher can accept the first gift on his/her own behalf and the second on behalf of the classroom. He/She must spend \$100 office supply gift certificate on classroom supplies and should keep receipts documenting those purchases. Items purchased with money that is a gift to the classroom are the property of the school district. The teacher may not knowingly accept any additional gift from parents who have participated in the class gift.

# TELEPHONE

In an emergency only, you are allowed to use the student phone. Because there is much important business conducted on school phones, our phones are very busy. Please do not plan to use the student phone to make out-of-school plans. You will need a pass to use either the office phone. Students will not use classroom phones unless told to do so by their classroom teacher.

# Wellness/Health/Nurse

The school nurse strengthens and facilitates the education process by improving and protecting the health status of children. The major focus of school nursing is the prevention of illness and disability, and the early detection and correction of health problems. The school nurse is here every day during school hours. Please feel free to call with any questions or concerns you may have. If a student becomes ill or injured while at school, he/she should report to the nurse. If the nurse is not available, the student should report to the Main Office.

The middle school nurse screens 7th and 8th graders for scoliosis and 7th graders for vision, hearing, height and weight each year. Parents may choose to have their child opt out of the height and weight program (body mass index/BMI). Please notify the school nurse in writing within the first 2 weeks of school if you do NOT want your child to participate in this screening. Comprehensive physical exams are required for all new students and students in grade 8. Students participating in interscholastic sports must have a physical on file with the nurse, dated no more than 13 months prior to the start of each season. Physicals are NOT required for intramurals.

If your child becomes ill or injured at school, a parent will be notified that their child needs transportation home. In the case of a serious accident /illness, the nurse will contact the parents and call for an ambulance.

# STUDENT MEDICATION

The Westborough Public Schools Medication Policy follows medication parameters set by the Massachusetts Department of Public Health, in conjunction with the Massachusetts Board of Nursing. In addition, we collaborate with our school physician. The school district's complete policy is available in each nurse's office and on the district's website. Westborough Public School Medication Policy 2012-2014, section J-LCD-R

The following are the highlights of this policy

ALL medications, including inhalers and ANY over-the counter medications such as Tylenol, Advil, Benadryl, or cough medicine require a licensed prescriber's written order and a completed parental written permission form in order for medication to be



administered in school. Middle school students may receive some over-the counter medications from the school nurse with parental permission through protocols with our school physician. This written permission is required EVERY year on the back of the Health Information Sheet.

All medications must be in a properly labeled pharmacy container or purchased container, if over-the-counter.

All medication MUST be delivered to the school nurse by a parent or other responsible adult. Students are NOT permitted to transport medication to or from school.

The only exception to the above is for students who must carry emergency medication such as inhalers, insulin or an Epipen, with the written pre-approval of the physician, parent and school nurse.

Under no circumstances will a student be allowed to carry controlled substances such as Ritalin or narcotics.

## **APPENDIX A**

# **Student Technology Responsible Use Policy**

By using the Westborough Public School district technology resources students are agreeing to abide by the terms and conditions of this policy. The Westborough Public Schools (WPS) provides employees and students with access to the district-wide school network, which also serves as our gateway to the Internet, and school issued technology. The network has been developed for educational purposes. It is intended to assist in preparing students for success in life in the 21st century by providing access to a wide range of information resources and the ability to communicate with people throughout the world.

The system/network may not be used for illegal purposes, in support of illegal activities, or for any activity prohibited by district policy, including circumventing firewalls, filters, or access controls and/or accessing forbidden or inappropriate material.

The WPS utilizes and maintains a CIPA compliant content filter to reduce the risk of inadvertent exposure while recognizing that it will never provide assurance of complete filtering.

To protect student privacy and ensure safety, the following guidelines are to be followed:

### **Responsible Use:**

- I will use the Internet, network, and school devices for educationally relevant purposes.
- I will only use websites that are appropriate for student at my age level.
- I will respect the rights of copyright owners and will not plagiarize work that I find on the
- I will not use communication tools (e.g., e-mail, chat rooms, instant messaging,
- I will not download any files or execute attachments from unknown sources that I did not

### **Privileges:**

- Using computers and the Internet at school and home is a privilege, and my teacher and Manners and Respect:
- I will coordinate with teachers and/or librarians any large scale downloading and printing
- I will respect all school hardware and never load software or do anything to damage any
- I will not send, forward, access or post any material that is likely to be offensive,
- I will not share my personal account information with anyone, use an account assigned
- I will promptly inform a teacher if any messages I receive are inappropriate.
- I will only use email for school-related communication.
- I will not send or read emails, access personal accounts or games at inappropriate
- I will not promote cheating in any way.

### **Roles and Responsibility:**

- I will bring my device to school every day.
- I will be responsible for having my device's battery charged and working.
- I understand that there will be consequences administered by the teacher and/or

### **Uses for Student Email:**

E-mail can be a powerful communication tool for students to increase communication and collaboration.

- Students are encouraged to check their Gmail at least once per day.
- Teachers may send email to their students to communicate reminders/ course content.
- Students may send email to their teachers with questions or comments regarding class.

- Students may send email to other students to collaborate on group projects and assist

### **Monitoring Use and Expectation of Privacy**

At any time and without prior notice, WPS reserves the right to monitor, inspect, copy, review, and store any and all usage of the network and the Internet, as well as any information sent or received in connection with this usage.

The district reserves the right to temporarily block any device suspected of interfering with the proper operation of the network, school, or district or of posing an immediate risk to people or property until it can be demonstrated that the issue has been resolved.

Students using district devices can expect the same level of privacy as from their lockers and students using personal devices can expect the same level of privacy as from their phones.

### **Parent/Guardian Responsibility:**

Monitor student internet and social media use at home. Contact a teacher if any questions arise. Parents/Guardians are encouraged to monitor their children's computer usage at home. When school issued devices are used at home it is recommended that they are used in a central location where supervision can be maintained. The student/family is responsible for the safety and condition of any district devices designated for their use.

Violation of this policy could result in the revocation of all network access, detention or suspension from school, legal action by the authorities and/or other consequences as deemed necessary by the administration.

### **Liability**

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

# WESTBOROUGH PUBLIC SCHOOLS CHEMICAL HEALTH POLICY

## **1. STATEMENT OF PURPOSE:**

The purpose of this policy is to protect the health, safety and welfare of all students and to encourage responsible decision-making. We wish to empower our students with knowledge and skills to make responsible decisions about their behaviors. Much research about alcohol, tobacco and illicit drug use asserts that adolescents who participate in these harmful behaviors and activities have poorer academic performance, unhealthy lifestyles and negative social relationships. Habitual use beginning in adolescence raises the risk of adverse physical and mental health outcomes. We believe that the most effective deterrent to alcohol, tobacco and drug use is openness and communication among students, parents and the school community. This is in keeping with the attitudes and beliefs promoted in our school wellness programs and curriculum. This collaborative effort serves to enhance all aspects of school life in order to develop healthy, productive and high-achieving students.

## **ALL STUDENTS:**

In accordance with the Federal Drug Free Schools and Communities Act of 1989, and the Commonwealth of Massachusetts Policy on Alcohol and Other Drugs, this policy outlines proper concern and health requirements in regard to chemical health. This Westborough Public Schools' Chemical Health Policy, which applies to all students, requires that from the earliest fall practice/tryout date to the conclusion of the academic year or final Westborough Public School's sponsored function or athletic event (whichever comes later), a student shall not, regardless of the quantity, use, consume, possess, buy/sell, give away, or "knowingly be in the presence of" a beverage containing alcohol, any tobacco products, marijuana products, steroids, or any controlled substance on the school campus or at any activity which is sponsored by the the Westborough School System. "Knowingly in the presence of" is defined as a student's participation in an activity involving the above substances (whether they consume or not) in which the above infractions occur, without taking steps to leave. Violations are not limited to on-campus behaviors and activities, and will include after school events, weekend events, school activities during vacations and school trips to any destination sponsored by the Westborough Public Schools. This School Policy shall also relate to any documented violations of consumption, use or physical possession under MGL Chapter 138 or any applicable section therein by any Westborough District student for off-campus non Westborough School sponsored events. Documentation of such violation shall include police reports, court records or records associated with documentation of MGL Chapter 138 violations including records of the Massachusetts Registry of Motor vehicles as they apply to Chapter 138.

"Knowingly in the presence of and participating" is defined as being or remaining at a site, or in a building, residence, or vehicle in

which a controlled substance or alcohol is being used, consumed, or possessed, including alcohol consumed or possessed by a person under the age of twenty one (21) as such possession occurs in the locations considered regulated by the Westborough School District as provided above. "Knowingly in the presence and participating" shall not apply to activities that a student attends with his or her parent(s) or legal guardian(s) where controlled substances are legally consumed as long as the student does not personally consume those substances. Further, students who by no fault of their own find themselves in a situation in which they are "knowingly in the presence of" the aforementioned substances but who utilize Westborough's PAL program (or any other successor programs) to extricate themselves from the situation will be immune from punishment under the "knowingly in the presence and participating" clause. These students are exhibiting proper and commendable behavior and by leaving, are not "participating". This policy includes such products as non-alcoholic (NA) beer or "near beer", nicotine products and any non-FDA approved THC containing products when on property of events under Westborough School District responsibility.

It is not a violation for a student to be in possession of a drug defined as federally legal that is subject to Westborough Public School's Prescription Drug Policy specifically prescribed for the student's own use by his/her doctor.

1st Offense - 25%	
# of Events/Season	# of Events/Penalty
1-7	1
8-11	2
12-15	3
16-19	4
20 or more	5
2nd Offense - 60%	
# of Events/Season	# of Events/Penalty
1-3	1
4	2
5-6	3
7-8	4
9	5
10-11	6
12-13	7
14	8
15-16	9
17-18	10
19	11
20 or more	12
2nd Offense with Dependency Program - 40% if in the program throughout the penalty period.	
# of Events/Season	# of Events/Penalty

1-4	1
5-7	2
8-9	3
10-12	4
13-14	5
15-17	6
18-19	7
20 or more	8

**PENALTIES:**

First Violation: When the principal confirms, following an opportunity for the student to be heard, that a violation of this policy has occurred, the student will be immediately ineligible to participate in school related events for a period of six weeks. If he/she agrees to participate in an approved counseling program, the student's ineligibility will be reduced to four weeks. During their period of ineligibility, students will be allowed to remain at practices, rehearsals or meetings for the purpose of rehabilitation.

**Second and Subsequent Violations:** When the principal confirms, following an opportunity for the student to be heard, that a second or subsequent violation of this policy has occurred, the student will be ineligible to participate in any school related events for twelve weeks. If, after the second or subsequent violations, the student of his/her own volition becomes a participant in an approved chemical dependency program or treatment program as recognized by the School District, the student may be certified for reinstatement in school related events after a minimum period of six (6) weeks. Such certification must be issued by the director or a counselor of a chemical dependency treatment center. During their period of ineligibility, students will be allowed to remain at practices, rehearsals or meetings for the purposes of rehabilitation. Penalties shall be cumulative through the student's academic years. Penalty periods will extend into the next academic year, (e.g. if the penalty period is not completed, the eligibility status of the student during the next academic year will be withheld) unless the student chooses to complete an approved community service and an approved counseling program during the summer.

**STUDENT ATHLETES:** Westborough Public Schools follow a stricter standard than the MIAA with respect to penalties. In addition to the Westborough Public Schools Chemical Health Policy, all student athletes are also subject to minimum MIAA Chemical Health Policy Standards as described in MIAA Handbook Rule 62. Because Westborough maintains a stricter policy than the MIAA in terms of offenders as they will be declined contest eligibility for: (A) the time frames stated above or (B) the MIAA minimum guidelines (below) whichever is greater.

The MIAA requires that student athletes shall not violate the chemical health policy "from the earliest fall practice/tryout date, to the conclusion of the academic year or final athletic event (whichever is later)". If an athlete is found in violation (whether in season, or out of season), the student must serve the entire designated loss of eligibility for contests. If the season ends before the penalty is served, the remaining loss of contests will carry over to the next season, even if that is the following academic year. "Any student athlete who is suspended for any MIAA rule violation (sportsmanship, bona fide, chemical health) must sit out interscholastic competitions that are part of their regular season schedule or in tournament play. They cannot, while ineligible, play in or count scrimmages, play days, and/or jamborees." If a student in violation of this rule is unable to participate in interscholastic sports due to injury or academics, the penalty will not take effect until that student is able to participate again.

**From MIAA, Rule 62:**

**ADMINISTRATION PROTOCOL FOR DETERMINATION OF VIOLATION**

Investigations when necessary under this policy shall be conducted in a manner which parallels the investigation process outlined in the "Updated Model Bullying Prevention and Intervention Plan" MA DESE, December 2012. All investigations shall be documented in writing and retained by the Principal or designee. District Policy for investigation if different the MA DESE guideline shall be aligned with written documentation requirement and process of the referenced MA DESE Guideline.

References:

MIAA rule 62 and all supporting documents can be found at [http://www.miaa.net/gen/miaa\\_generated\\_bin/documents/basic\\_module/MIAAHandbook1113.pdf](http://www.miaa.net/gen/miaa_generated_bin/documents/basic_module/MIAAHandbook1113.pdf)

Westborough Public Schools Prescription Drug Policy, Westborough Public Schools PAL, Massachusetts General Laws Chapter 138

Westborough School Committee-Approved 6/5/13

Appendix B: Massachusetts Statutes Pertaining to Student Conduct

**MGL Ch. 71 Sec. 37H**

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

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

(c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

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

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

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

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

**MGL Ch. 71 Sec. 37H 1/2**

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

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

expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent. The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion. Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student under an education service plan, under section 21 of chapter 76.

**M.G.L. c.71, §37H3/4.**

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

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

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

(d) If a decision is made to suspend or expel the student after the meeting, the principal or headmaster, or a designee, shall update the notification for the suspension or expulsion to reflect the meeting with the student. If a student has been suspended or expelled for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year, the student and the parent or guardian of the student shall also receive, at the time of the suspension or expulsion decision, written notification of a right to appeal and the process for appealing the suspension or expulsion in English and in the primary language spoken in the home of the student; provided, however, that the suspension or expulsion shall remain in effect prior to any appeal hearing. The principal or headmaster or a designee shall notify the superintendent in writing, including, but not limited to, by electronic means, of any out-of-school suspension imposed on a student enrolled in kindergarten through grade 3 prior to such suspension taking effect. That notification shall describe the student's alleged misconduct and the reasons for suspending the student out-of-school. For the purposes of this section, the term "out-of-school suspension" shall mean a disciplinary action imposed by school officials to remove a student from participation in school activities for 1 day or more.

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

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

**M.G.L. c.76, §21**

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

school-wide education service plan for all students who are expelled or suspended from school for more than 10 consecutive school days, whether in or out of school. Principals shall ensure these students have an opportunity to make academic progress during the period of suspension or expulsion, to make up assignments and earn credits missed, including, but not limited to, homework, quizzes, exams, papers and projects missed. Education service plans may include, but are not limited to, tutoring, alternative placement, Saturday school, and online or distance learning. In developing the education service plan, principals may seek the cooperation or input of relevant health and human service, housing and nonprofit agencies education collaboratives, and other service providers. Any school or school district that expels a student or suspends a student for more than 10 consecutive school days shall provide the student and the parent or guardian of the student with a list of alternative educational services. Upon selection of an alternative educational service by the student and the student's parent or guardian, the school or school district shall facilitate and verify enrollment in the service. Students exempt from attending school under section 1 of chapter 76 shall not be subject to this section.

**M.G.L. c.71, §37L**

Section 37L. The school committee of each city, town or regional school district shall inform teachers, administrators, and other professional staff of reporting requirements for child abuse and neglect under section 51A of chapter 119 and the reporting requirements for fires under section 2A of chapter 148. In addition, any school department personnel shall report in writing to their immediate supervisor an incident involving a student's possession or use of a dangerous weapon on school premises at any time. Supervisors who receive such a weapon report shall file it with the superintendent of said school, who shall file copies of said weapon report with the local chief of police, the department of children and families, the office of student services or its equivalent in any school district, and the local school committee. Said superintendent, police chief, and representative from the department of children and families, together with a representative from the office of student services or its equivalent, shall arrange an assessment of the student involved in said weapon report. Said student shall be referred to a counseling program; provided, however, that said counseling shall be in accordance with acceptable standards as set forth by the board of education. Upon completion of a counseling session, a follow-up assessment shall be made of said student by those involved in the initial assessment. A student transferring into a local system must provide the new school system with a complete school record of the entering student. Said record shall include, but not be limited to, any incidents involving suspension or violation of criminal acts or any incident reports in which such student was charged with any suspended act.

**M.G.L. c.76, §5**

No person shall be excluded from or discriminated against in admission to a public school, or in obtaining the advantages, privileges and courses of study of such school on account of race, color, sex, religion, national origin, sexual orientation or gender identity.

**M.G.L. c.269**

Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment. The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action

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

Section 19. Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of

sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

## IMPORTANT ADDENDUM – PLEASE READ

WPS-3/7/2016-District Contact: Sherrie Stevens, M.Ed., Director of Student Services

### WESTBOROUGH PUBLIC SCHOOLS PROTOCOL AND GUIDELINES FOR STUDENTS WITH LIFE-THREATENING ALLERGIES (LTAs) OVERVIEW

Allergic reactions can span a wide range of severity of symptoms. The most severe and potentially life threatening reaction is anaphylaxis.

Anaphylaxis is a potentially life-threatening medical condition occurring in allergic individuals after exposure to their specific allergens. Anaphylaxis refers to a collection of symptoms affecting multiple systems in the body, the most dangerous of which are breathing difficulties and a drop in blood pressure or shock, which are potentially fatal. The most common causes of anaphylaxis in children include allergies to:

- Foods (most commonly; peanuts, tree nuts, milk, dairy products, soy, wheat, fish and shellfish)
- Insect stings (yellow jackets, bees, wasps, hornets)
- Medications
- Latex

Anaphylaxis can occur immediately or hours following allergen exposure, so it is important to:

- Identify student at risk
- Have appropriate preventative policies
- Be prepared to handle an emergency

This protocol is to be used for students who are at risk for anaphylaxis and in circumstances where a previously undiagnosed life-threatening allergic response occurs.

### PURPOSE AND GOAL

The Westborough Public Schools cannot guarantee to provide an allergen-free environment for all students with life threatening allergies. The goal is to minimize the risk of exposure to food allergens that pose a threat to those students, educate the community, and maintain and regularly update a system-wide protocol for responding to their needs. A system-wide effort requires the cooperation of all groups of people within the system.

The sections below highlight the major responsibilities of the various groups, but each student's plan is individualized and therefore not all responsibilities are spelled out in this protocol.

The goal of the Westborough Public Schools regarding Life Threatening Allergies is to engage in a system-wide effort to:

- Prevent any occurrence of life threatening allergic reactions
- Prepare for any allergic reactions
- Respond appropriately to any allergy emergencies that arise

### RESPONSIBILITIES OF THE WESTBOROUGH SCHOOL DEPARTMENT

The Superintendent and his/her staff shall be responsible for the following:

1. Create a system-wide emergency plan for addressing life threatening allergic reactions.
2. Provide annual in-service training and education on reducing food-allergy risks, recognizing food allergy symptoms, and emergency procedures for staff.



3. Encourage a "NO FOOD TRADING" and "NO UTENSIL SHARING" policy in all schools with particular focus at the elementary school level.
4. Training shall include, but not be limited to:
  - a. A description/definition of severe allergies and a discussion of the most common food, medication, latex and stinging insect bites.
  - b. The signs and symptoms of anaphylaxis
  - c. The correct use of an Epi-pen
  - d. Specific steps to follow in the event of an emergency

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#### **RESPONSIBILITIES OF THE SCHOOL PRINCIPAL, OR DESIGNEE**

To the extent possible, the principal of each school shall be responsible for the following:

1. Students who present with life threatening allergies (LTAs) and who provide the school district with written documentation from a physician will be provided an Individual Health Care Plan (IHCP). Students with LTAs that may substantially limit a major life activity that restricts access to the curriculum, or navigation of the school environment, in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, may be referred for an evaluation of the student's eligibility under Section 504 and, if eligible, the development of an individualized Section 504 Plan. If the student is determined ineligible under section 504, an Individual Health Care Plan (IHCP) will be developed and remain in place for the student. Parents do have the right to refuse consent to a section 504 evaluation and to request solely the development of an IHCP. Any such refusal of consent to evaluation shall be documented in a form provided by the district.
2. Provide and maintain LTA free tables in the school cafeteria, as warranted. These tables will be cleaned and sanitized.
3. Submit to school bus drivers an LTA list of students who have life threatening allergies.
4. Require all food service employees to use only latex free gloves.
5. Make Epi-pens (belonging to the school and those prescribed to the students) available in the nurse's office and in other clearly designated locations as specified in the student's individualized plan. At the secondary level, students determined by the nurse to be capable of self-administration shall be allowed to carry their Epi-pens on their person as allowed by the medication policy.
6. Familiarize teachers with the Section 504/IHCP Plan of their students and any other staff member who has contact with student on a need-to-know basis.
7. In conjunction with nurses, provide life-threatening allergy awareness education and epinephrine training education to staff based on the Department of Public Health and Department of Elementary and Secondary Education.
8. Post the school's emergency protocol on LTAs in appropriate locations
9. Inform Superintendent of Schools if student requires community medical intervention -911 call

#### **RESPONSIBILITIES OF SCHOOL NURSES**

Each school nurse will have the following responsibilities:

1. Participate in the development of a Section 504 Plan or IHCP for the student and maintain a copy of the most current 504 plan in the medical office. During meetings with parents/guardians, nurses shall discuss and encourage the use of MEDIC-ALERT bracelets and other methods of identification for students with LTA.
2. Assist the principal in providing information about students with LTAs to staff and in conjunction with the principal, provide in-service training and education for staff regarding life-threatening allergies, symptoms, risk reduction procedures and emergency procedures including demonstration on how to use the Epi-pen.
3. The school nurse will be responsible for following Department of Public Health regulations governing the administration of prescription medications. Nurses are also responsible for following the Department of Public Health regulations that permit delegation to unlicensed personnel to administer an Epi-Pen to a student with LTA with a current medication order when a school nurse is not available.
4. Inform the school principal and parent/guardian if any student experiences an allergic reaction for the first time in school.

#### **RESPONSIBILITIES OF TEACHERS**

Each teacher shall have the following responsibilities:

1. Receive and review the Section 504 Plans/Individual Health Care Plans of students for whom the teacher is responsible
2. Leave information in an organized, prominent and accessible format for a substitute teacher.
3. Participate in in-service training for students with life-threatening allergies
4. Establish classroom protocols and procedures regarding the management of food in the classroom.
5. Participate in the planning of a student's re-entry to school after an anaphylactic reaction

#### **RESPONSIBILITIES OF FOOD SERVICE PERSONNEL.**

The food services department shall have the following responsibilities:

1. Supply cleaning materials for washing and sanitizing tables
2. Provide in-service training to food service employees regarding safe food handling practices to avoid cross-contamination with potential food allergens
3. Food service employees will wear non-latex gloves
4. Make available to parents and staff menus listing all ingredients of foods to be offered for purchase in the school cafeteria

- at least one week prior to the food service, including nutrition information about the top 8 food allergens
5. Food service manager is responsible for ensuring that any foods or ingredients taken under FDA advisement are removed from the school lunch menu and communicated to the district administrators.
  6. Food service manager is responsible for rotating through schools on a monthly basis to monitor food administration and to ensure the implementation of best practices associated with this guideline.

#### **RESPONSIBILITIES OF WESTBOROUGH PUBLIC SCHOOLS TRANSPORTATION**

Westborough Public Schools transportation providers shall have the following responsibilities:

1. Inform each driver that s/he is transporting a child with an LTA
2. Ensure all drivers and bus monitors are trained regarding the use and administration of an Epi-Pen.
3. Provide functioning emergency communication devices (e.g., cell phones, two-way radios, etc.) on each bus
4. Maintain and enforce a policy prohibiting the eating or sharing of food on school buses.

#### **RESPONSIBILITIES DURING RECESS AND PHYSICAL EDUCATION/OUTDOOR ACTIVITIES & CLASSES**

During recess and physical education classes, the school shall have the following responsibilities:

1. Children will be under the supervision of at least one adult
2. An Epi-pen will be taken outside if specified in the child's Section 504 Plan/IHCP
3. Provide staff who are outside for recess or a learning activity with a walkie-talkie or communication device that can contact the main office in the event of an emergency

#### **RESPONSIBILITIES OF PARENTS/GUARDIANS**

Each parent of a student with an LTA shall have the following responsibilities:

1. Inform the school nurse of your child's allergies prior to the opening of school (or as soon as possible after a diagnosis).
2. Provide, or authorize the Westborough Public Schools to obtain, medical information and documentation from the student's treating physician as needed to develop individualized plans for students.
3. Provide updates and written confirmation from the student's pediatrician regarding any modification of the student's plan or access to food in school that may be requested by the parent/guardian(s).
4. Provide the school a list of foods and ingredients to be avoided, and provide a list of safe or acceptable foods that can be served to your child.
5. Provide the school nurse with enough up-to-date emergency medications (including Epi-pens) so they can be placed in all required locations for the current school year.
6. Complete and submit all required medication forms.
7. Provide a Medic ALERT ID for your child.
8. Teach your child to:
  - a. Recognize the first symptoms of an allergic/anaphylactic reaction
  - b. Know where the epinephrine auto-injector is kept and who has access to the epinephrine
  - c. Communicate clearly as soon as s/he feels a reaction is starting.
  - d. Carry his/her own epinephrine auto-injector when appropriate
  - e. Not share snacks, lunches or drinks
  - f. Understand the importance of handwashing before and after eating
  - g. Take as much responsibility as possible for his/her own safety
9. As children get older, encourage them to:
  - a. Communicate the seriousness of the allergy
  - b. Communicate symptoms as they appear
  - c. Read labels
  - d. Administer his/her own epinephrine auto-injector and be able to train others in its use
10. Inform the school of any changes in the child's LTA status
11. Provide the school with the licensed provider's statement if the student no longer has allergies
12. Provide bag of snacks for your child's classroom along with safe foods for special occasions.

#### **RESPONSIBILITIES OF STUDENTS**

Each student with a Life Threatening Allergy shall be responsible for the following:

1. Take responsibility for avoiding allergens
2. Do not trade or share foods
3. Wash hands before and after eating.
4. Learn to recognize symptoms of an allergic reaction
5. Promptly inform an adult as soon as accidental exposure occurs or symptoms appear
6. Develop a relationship with the school nurse and/or another trusted adult in the school to assist in identifying issues related to the management of the allergy in the school.