



WHITMAN
HANSON

2020-2021 Middle School Handbook

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Whitman Hanson Regional School District

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Notification: The Whitman-Hanson Regional School District, in compliance with Title II, Title VI of the Civil Rights Act of 1964, Title IX of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and M.G.L. c. 76, s. 5 hereby gives notification to students, parents, employees, and the general public that all programs, activities, and employment opportunities are offered without regard to race, color, gender, religious affiliation, national origin, sexual orientation, gender identity, and disability. For more information, please contact the persons listed below.

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Whitman-Hanson Regional School District
610 Franklin Street Whitman, MA 02382

SECTION I

School Information

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SECTION I

School Information

A MESSAGE FROM THE MIDDLE SCHOOL PRINCIPALS

This student handbook has been prepared by the faculty and administration of both middle schools to acquaint you and your parents/guardians with the program of studies, available services, rules and policies as well as the educational and cultural opportunities at both Whitman and Hanson Middle Schools.

There is an old saying that, “You will get out of something what you put into it.” Your years in the Whitman and Hanson Middle Schools will be as productive for you as you allow them to be. Your teachers will work diligently for your success, but you must also be willing to give your very best effort for your success. Our expectations for you will be high but attainable.

Our middle schools have many activities that will broaden your experiences while you grow as a middle school student. We hope that you take advantage of some of the many opportunities we have for you. This total involvement in the middle school community will allow you to be as involved in the “Middle School experience” as you want to be.

We are here for you! The teachers will respond to any questions; they will work with you to solve any problems; we are all here for the same reasons. We want these years to be the best that they can be.

Middle Schools’ Vision

Middle school students are the future of our communities. Middle schools provide environments that address diverse academic, social, cultural, and emotional needs. Students, faculty and administration continually meet new educational challenges and work to enhance each student’s self-esteem.

Students will be actively involved in their academic, personal and ethical development. In addition, students will be encouraged to become responsible citizens of their community, country and world.

A climate of safety and security is essential to the teaching process. In order to maintain a safe and nurturing environment, all members of the school community will practice consideration for others, self-discipline, and self-respect.

Middle Schools’ Mission

The Whitman and Hanson Middle Schools are committed to providing a safe, respectful environment where all students will learn through a challenging, high quality education that fosters positive self-esteem, encourages individual achievement, responsibility, creativity, critical thinking, and effective communication skills that will produce responsible citizens and life-long learners.

Guiding Beliefs

We believe the Middle Schools:

- Value the importance of a safe and secure environment for all.
- Respect the dignity of the individual and promote personal interactions that value differences, diversity, and ethical behavior, affirm similarities and demonstrate openness and flexibility.
- Set high standards and expectations of and have respect for each student, teacher, parent, and community member as essential in a teaching and learning environment.
- Provide each student equally with challenging instructional opportunities to fully reach his/her potential.
- Are student-centered learning environments where initiative, innovation, and individual development are prized and where daily successes and mistakes are seen as part of the learning process.
- Encourage and support staff innovation, initiative, and professional development.
- Recognize the importance of broad-based communication and encourage the involvement of parents, community members, colleges, businesses and nonprofit organizations are integral to our communities, and our communities are integral to our schools.

SCHOOL INFORMATION

Whitman Middle School (WMS)

100 Corthell Avenue
Whitman, MA 02382
Tel. 781-618-7035

Hanson Middle School (HMS)

111 Liberty Street
Hanson, MA 02341
Tel. 781-618-7575

District Website: www.whrsd.org

No-School Policy

When it is felt in the opinion of the Superintendent of Schools that weather conditions do not allow for the safe transportation of pupils, the Superintendent will cancel school for the day. Notification will be made by School Messenger, an automated telephone message service, on the District Homepage, District social media sites, and over radio and television.

Attendance

Attendance at school is expected of all children on a regular basis. Violations of this regulation will be governed by the provisions of Section 1, Chapter 76 of the General Laws of the Commonwealth. When a child is absent, parents are asked to call the school office prior to 10:00 A.M. (WMS, 781-618-7035 or HMS 781-618-7375) A signed letter from parents or guardian is expected explaining absenteeism or tardiness to school.

Pursuant to Chapter 222 Acts of 2012: The school shall notify the parent or guardian if the school has not received notice of an absence within 3 days of the absence, and shall notify the parent or guardian in the event of the following:

- the student has at least 5 days in which they have missed 2 or more periods unexcused in a school year
- the student has missed 5 or more school days unexcused in a school year

The principal or designee shall make reasonable effort to meet with the parent or guardian of a student who has 5 or more unexcused absences to develop action steps for student attendance.

The following will be considered excused absences:

- Personal illnesses verified by a doctor's note;
- Recognized religious holidays;
- Death in the immediate family;
- Court or other official business

Family Vacations during the School Year

Parents are discouraged from taking students out of school for family vacations. A school calendar is published each year and should be reviewed prior to making vacation plans. Every school day is important and cannot be duplicated by providing assignments that are taken on a family trip during the school year. **Teachers are not responsible for providing assignments to students prior to family vacations.** Please note that these absences will not be considered excused absences.

Communication

Communication between school staff and families is integral to the success of the District's programs for students. The Whitman-Hanson Regional School District is committed to fostering communication with parents/guardians and to resolving questions, issues, and concerns in a timely manner.

At times it is difficult to know who to contact with a question, concern, or complaint. The first step is to contact the individual who is closest to the issue or situation. The policy of the Regional School Committee is that complaints and concerns are best resolved as close to their origin as possible. The School Committee's policy (KEC) sets the following as the proper channels: 1) teacher, 2) school building administrator, 3) superintendent, and 4) school committee. Matters, referred to the Superintendent and/or School Committee, must be in writing and should be specific in terms of the action desired.

Early Dismissal

In very rare instances, such as a rapidly-approaching storm or other emergency conditions, it may be necessary to dismiss school early and/or cancel after-school activities. When school is unexpectedly dismissed, we would ask that each family arrange some type of Contingency Plan for their children. Parents who will not be at home might include one of the following suggestions in their plan:

1. Going to an alternative place, such as the home of a neighbor who has been notified that they are part of your Contingency Plan.
2. Going home with a friend/child from school (please notify the parents of this friend that they are part of your Contingency Plan).
3. Parents may want to organize neighborhood contingencies for supervising their children.

Please note that Contingency Plans which involve children going to the home of a neighbor or friend must be accomplished within the confines of each child's assigned bus route if he or she is a bus student.

Early emergency dismissal will be given through the following radio/T.V. stations:

- WHDH-AM (850), and WBZ (1030 News radio & WBZ-TV4), Boston
- WRKO-Am and WBMX-FM (Mix 98.5), Boston (link up with WCVB-TV Boston Channel 5)
- WATD-FM (95.9), Marshfield
- WJDA-FM (1300), Quincy
- Local Educational Cable T.V. (Channel 58-Hanson; 58-Whitman)

Families will also be notified via School Messenger and District Social Media sites.

In case of snowstorms which result in the early dismissal of surrounding communities' schools, we would ask parents not to call their child's school as such calls severely inhibit our efforts to

contact parents. In addition, volunteers will assist in attempting to contact parents regarding early emergency dismissal.

Each student is required to have a completed and signed census which is kept on file. The school should be promptly notified by parents of changes in census information (i.e., work or home telephone numbers, home address, and contact information)

Fire Drills

For the safety and protection of all students and staff, periodic drills are conducted. Instructions are posted in each room outlining directions in case of fire. Each student is obligated to know their assignment for evacuating the school. Once the student knows their class schedule, they will be informed of the exits or areas to be used while in a given room by the teacher. Attendance will be taken in the assigned area after the building has been evacuated. **It is most important that students follow a teacher's directions and that you move quickly and silently.**

False Alarms

ANY STUDENT TURNING IN A FALSE ALARM WILL BE TURNED OVER TO THE CIVIL AUTHORITIES FOR PROSECUTION AND WILL BE ASSIGNED THE FULL AMOUNT OF MONEY REQUIRED TO BRING THE EMERGENCY APPARATUS TO THE SCHOOL.

Crisis Drills

In consideration of the safety of all students and staff in the school district, periodic crisis drills will be conducted. The crisis drills will be planned, organized, and implemented through the joint efforts of the police and fire departments of the communities and school district safety and security personnel.

SECTION II

Student Information

WELCOME TO MIDDLE SCHOOL

Arriving at School

Upon your arrival at school, you will stay in the grade assigned area. When the bell rings, you should go directly to your locker and get your books and materials for morning classes. You will then go to your homeroom. There will be no loitering in the corridors. When the tardy bell rings, it is the signal for quiet in the classrooms. This is the time for morning homeroom activities and announcements.

Grading System

Grading is uniform throughout the school and is based on academic performance. The following system is used:

A+	97-100	C	74-76
A	94-96	C-	70-73
A-	90-93	D+	67-69
B+	87-89	D	64-66
B	84-86	D-	60-63
B-	80-83	F	50-59
C+	77-79	I	Incomplete

Incomplete: The student is allowed time to make up work not done due to extended illness

Conduct and Effort

4	Excellent	2	Improvement Needed
3	Good	1	Poor/Conference Desired

Parent-Teacher Conferences and marking period dates will be according to the district and school calendar.

Honor Roll

All middle school students will be eligible to be on the Honor Roll. Students will be selected at the conclusion of each marking term. A student will be placed on the Honor Roll if he or she achieves:

High Honors	No grade lower than an "A-" in all subjects.
Honors	No grade lower than "B-" in all subjects.

Locks and Use of Lockers

You are to use lockers at designated times or with special permission from a teacher or administrator. This is a time for you to organize all of your materials needed for class. The times to use your locker are:

- At the beginning of the school day, before reporting to homeroom
- During locker breaks designated by the team
- At the end of the school day following dismissal

Lockers belong to the school and are loaned to you for your use. The administration has the right to enter lockers at any time and without your permission when the safety and welfare of the student body is concerned.

Always keep your locker clean. The school is not responsible for materials left in your locker. You should not share your locker combination with any other person. You may use only those locks issued by the school.

Pledge of Allegiance

The Pledge of Allegiance will be conducted in every classroom each morning and a moment of silence will be observed.

Moving From Class to Class

Your day will consist of six classes. Each day will be different since classes are not at the same time every day. You are expected to walk in a quiet manner when moving from class to class. Keep to the right at all times when in the corridor. Keep your hands to yourself.

Library/Media Center

1. The Library/Media Center is a place to get books and materials as well as a quiet place where students can study and work on their assignments.
2. Students are responsible for returning all books on time and in good condition.
3. Students will be expected to pay for lost or damaged books.
4. Books are allowed to circulate for a two-week period and may be renewed for one period more.
5. Current magazines stay in the Library.
6. Reference materials are to be used only in the Library/Media Center unless special permission is granted by the Librarian.

Cafeteria

All students are to use proper table manners and behave. Lunch is an important time during the school day when a student can relax, enjoy his meal and talk to friends. Students are required to enter their student identification number when purchasing food. It is the responsibility of all

students to clean up after themselves, leaving tables clear of food and trash, dumping trash in the proper receptacles and delivering used trays and utensils to the proper area of the café for cleaning.

Students may leave the cafeteria for bathroom use or dismissal only with the permission of the staff or administrator on duty. Failure to adhere to the rules or directives of the adults in the cafeteria may result in office consequences, including but not limited to silent lunch detention.

Students are expected to walk directly to their classes in a quiet manner so other students already in class will not be disturbed. Students who do not arrive at their classes from the cafeteria on time will be considered late for class and can expect to remain after school.

Cafeteria Rules

1. Students are required to use student ID numbers when purchasing food.
2. Students will form a single file lunch line.
3. Students are NOT allowed to cut into the line.
4. Students must get permission before leaving the cafeteria.
5. Students must remain seated unless getting their lunch, snack, or throwing trash away.
6. Students will not yell or make excessive noise.
7. Students will remain seated until dismissed by staff.
8. Students will report to the gymnasium or outside if they choose to participate in recess. Students not participating in recess are expected to remain in the cafeteria.

Care of the Building

All of us should do everything possible to keep our school in its present condition and, where possible, improve its appearance. Lockers and desks should always be kept clean. Students are expected to pay for damage they have caused to the school and its equipment, including Chromebooks.

Dress Code

The primary responsibility for appropriate dress is with the student and their parents or guardians. An atmosphere of professionalism should be considered when determining appropriate dress. Any form of dress that becomes a safety hazard in the classroom, is detrimental to the educational process, or is unhealthy, is not suitable for school. Inappropriate dress may result in parents being called to bring appropriate dress or to pick up a student. Special dress may be allowed on occasions for special purposes, but this dress is left to the discretion of the school administration. In the interest of maintaining the required school climate essential to meaningful teaching and learning, the Principal may ban dress that is inappropriate due to health, safety, and/or disruptive to the educational process. Standards of Dress for students shall comply with the following guidelines:

1. Dress must not interfere with the educational process or the rights of others; messages on

- clothing may not be inflammatory in nature.
2. Hats and other head gear will not be worn in school, unless for identified religious reasons.
 3. Drawings or words related to alcohol, tobacco, or drugs, including references to these areas are not permitted.
 4. Obscene and/or profane language or pictures on clothing or jewelry are not permitted.
 5. Midriffs or undergarments should not be visible.

Assemblies

During the school year students will see educational as well as entertaining presentations by organizations that have come from outside the school. Students are expected to conduct themselves in a polite and respectful manner.

Classroom Philosophy

Respect for self, others, and property is at the heart of the operation of all of our school classrooms. Upon entering the classroom students are expected to quiet down and promptly take their seats. Attendance is taken at the beginning of every class with the office being notified if a student is not present.

Please note the following classroom rules:

- Students will not leave during a class without permission from a teacher or adult in charge.
- Students will arrive to class with the necessary materials
- Students are expected to respect any adult in charge of the classroom, including substitute teachers.

Homework

Homework is a valuable tool in the learning experience of students. For homework to be effective, students need to know that assignments will strengthen the lessons learned in class. Homework should always be an introduction or extension of a lesson. Brief, meaningful and relevant are the tenets of quality homework.

Students are responsible for obtaining your own assignments for less than a three-day consecutive absence. Teachers may prepare assignments if you are absent three (3) or more consecutive days with a parent request through the guidance office. If the absence is due to a family vacation, students are responsible for making arrangements with teachers for make-up work. Students should be prepared to make up work upon their return to school. Teachers are not required to provide work in advance of a planned absence.

All teachers are available two afternoons per week for “extra help” and makeup work.

Keep the School Agenda with you at all times so you will be able to write your assignments down. The school will provide you with one agenda each year. Agendas that are defaced, mutilated, or lost may be replaced at a cost.

Note about Teachers

Your teachers want to provide you with the best education as well as ensuring your safety in school. But remember a very important lesson-all teachers are not alike, just as most of your friends are not alike. Whatever you decide to do with your life, you will have to adjust to a variety of demands from a large number of different personalities. There are times when your teacher will be absent and a substitute teacher will be working with your class. **Every rule or policy that applies to teachers also applies to substitute teachers and paraprofessionals.** A substitute teacher or paraprofessional has the same authority and deserves the same respect as a regular teacher. At the end of each day, the substitute teacher writes a report about the day's lessons for the regular teacher. Any student who does not complete the lesson or misbehaves will be held responsible for their actions.

STUDENT ACTIVITIES

As a student in this school you are eligible to join most activities. Learn about these activities so you can decide which ones you wish to join when they begin each year.

Field Trips

Field trips are considered an educational experience and a privilege. If a student has engaged in repeated or continuous misbehavior, he or she may not be permitted to attend the field trip with the class. This is to ensure the safety of all pupils and to provide a worthwhile learning experience. With the exception of an emergency situation, parents will be notified in advance.

Student Council

The purpose of Student Council is to organize student activities as well as to contribute to a good working relationship with the teachers.

General elections for Student Council will be held in the fall. All students are eligible. Each eighth grade team may elect four representatives. Each seventh grade team may elect three representatives. Each sixth grade team may elect two representatives. One of the representative's responsibilities will be to keep his/her homeroom informed of activities being planned, hoping to have classmates contribute their ideas so the entire school can become involved.

There will be an Executive Board chosen by the Student Council Advisor made up of three eighth grade students, two seventh grade students, and one sixth grade student. President, Vice-president, Secretary and Treasurer will be elected in the spring from the seventh grade class. Students will be removed from active Student Council participation if any grades fall below a C, or if any conduct or effort grade falls below a 3. Elections will be held as early as possible after the start of school in the fall. Attendance at Student Council meetings is mandatory. If a student

is in school on the day of a meeting, that student is expected to attend. If a representative is unable to attend a meeting, arrangements for the alternate to attend should be made. Alternate representatives are encouraged to attend all meetings, but are not required to do so.

During the course of the year there will be extra-curricular activities open to Student Council members. Participating in these activities will be determined by meeting attendance and the discretion of the advisor and/or administration. Any Student suspended during the current year will be removed from the council and the alternate will become the representative.

Whitman and Hanson Middle Schools Dance Rules and Regulations

1. Only current Whitman/Hanson Middle School students may attend at their respective buildings.
2. Absent or suspended students are prohibited from attending the dance. Students with a documented excused absence may be allowed to attend the dance with approval from an administrator.
3. Money will be refunded to students who are prohibited from attending the dance.
4. Students may not leave the building until the conclusion of the dance or by permission of one of the principals or chaperones.
5. Dismissal may be staggered by grade level.
6. Students should be picked upon conclusion of the dance.
7. All general school rules apply.

Grade 8 Culminating Activities

Each spring grade eight students are invited to participate in an end of year celebration at their respective school(s).

- Only Whitman Middle School eighth grade students may attend the Whitman Middle Activity
- Only Hanson Middle School eighth grade students may attend the Hanson Middle Activity.

***All school rules apply at this event.

Dates, times and other information will be provided during the school year or by request.

Middle School Grade 8 School Trip

Grade 8 students are eligible to participate in an annual trip. Eligibility requirements are established each year prior to the trip and may include, but are not limited to, the following criteria:

- demonstrate trustworthiness;
- be cooperative and respectful;
- adhere to the Whitman and Hanson Middle School Discipline Code.

Electronic Device Policy

In our ongoing efforts to educate students in the proper, balanced, and responsible use of modern technology:

- Cell phones and other technology will only be allowed, with teacher permission, during certain times and places within school hours;
- Staff members are allowed to confiscate and safeguard a student's cell phone or other device until the end of the school day;
- Students who do not comply with a staff member's request for the student's cell phone will face further discipline, as outlined in the code of conduct, including detentions or retrieval of a device by a parent/guardian;
- Parents/Guardians are strongly encouraged to help us educate their students with proper, balanced, and responsible use of devices by refraining from texting or calling their student during the school day. Messages that need to be delivered during the school day may be done through the main office.

Rules for Whitman and Hanson Middle Schools

1. Students should be prepared for start of the day by 7:34AM warning bell and report to homeroom by 7:40AM.
2. Students will leave the building and school grounds promptly upon dismissal at the close of school unless engaged in an activity supervised by a teacher. Unauthorized persons will not be allowed to wait on school property for the dismissal of students.
3. All students will respect and adhere to the standards established by each classroom and to the standards established for the total school setting.
4. Insolence and disrespect toward a member of the staff is cause for disciplinary action.
5. Students will keep hands, feet, and other objects to themselves.
6. Discriminating practices or criticism among students for any reason whatsoever will not be tolerated.
7. Smoking/vaping in the building, on buses, on school grounds, or at any school-sponsored activity will result in immediate disciplinary action following due process.
8. Obscene language, gestures, spitting, or writing on school property is forbidden.
9. A student who refuses to obey a reasonable request from a teacher or who directs obscene language or gestures toward a teacher will be subject to disciplinary action.
10. There will be no chewing of gum, food or candy in the school at any time with the exception of food in the cafeteria or with special permission from the principal. Coffees, energy drinks, and the like are not allowed in classrooms. Teachers may ask students to throw such items in the trash if they show up in their rooms.
11. Use of electronic devices (including earbuds, airpods, or headphones), unless allowed by teacher/administrator for educational purposes, is not permitted during the course of the school day including during passing time or in the hallways. Electronic devices are not allowed in the restrooms. Violations of the electronic device policy will result in consequences as indicated in the Code of Conduct. The school is not responsible for devices students choose to bring into the building.

12. Cough drops and other over-the-counter medications may be used only with the permission of the nurse after receiving a note from a parent or guardian. Distribution or consumption of over-the-counter medications will result in disciplinary actions.
13. Teachers may issue after-school detentions for disciplinary reasons with twenty-four (24) hour notice. Office detentions may be issued in a similar manner.
14. Any student who fails to report for an announced detention can expect to stay after school double time.
15. Students are responsible for all books which are issued to them, including the agenda. A student will be required to pay for any book that is damaged or lost before a replacement is issued. All classroom texts issued to a student are to be properly covered. (Your teachers will show you how to cover a book properly if you ask them).
16. Students are responsible for proper care of chromebooks used in the classroom. Students who damage chromebooks may be required to pay for repair or replacement.
17. School telephones are available for student use with permission.
18. Boys' and girls' lavatories may be used either before school begins, or with permission during locker breaks. The lavatories adjacent to the cafeteria will be available for students during their lunch period. Use of the lavatories during the remaining school day will be by teacher permission. Fireworks, matches, lighters, or possession of weapons are forbidden. During class time, any student who uses the lavatories must utilize the sign-out sheet.
19. State law requires that you attend school. Poor attendance will result in communication with families. If your absences are excessive, the District Attendance Officer may be notified.
20. Skateboards and heelys are not permitted to be used in the school building.
21. Students may not carry book bags during the school day.
22. At WMS, the Cross-walk area should always be used by walkers. Always wait until the Crossing Guard gives directions before crossing.
23. Students will not open exterior doors.
24. Students may not throw snowballs.
25. Violations of the school's use-of-internet guidelines will result in the loss internet privileges. First offense: loss of privileges for 45 days; second offense: loss of privileges for 90 days or balance of the remaining school year.

NOTE: School rules apply equally to extra-curricular and sports activities as well as field trips.

Middle Schools Discipline Code

These are the disciplinary rules and guidelines that all students are expected to followed.

Due Process

When a student is given a long term suspension (more than ten school days) or is expelled from school, the student is entitled to a fair hearing which generally includes the following: 1. written notice of the charges (in the student's primary language); 2. the right to be represented by a lawyer or advocate (at the student's expense); 3. adequate time to prepare for the hearing; 4. access to documented evidence prior to the hearing; 5. the right to request that witnesses attend

the hearing, and to question them (although in the school context, the student's right to confront and cross-examine student witnesses may be outweighed by the need to protect them from possible retaliation); 6. a reasonably prompt written decision including specific grounds for the decision.

CODE OF CONDUCT

All students are reminded of their responsibility to treat one another as they themselves would wish to be treated. All must be aware and respectful of each other's rights. If a teacher is unable to correct student misbehavior with the help of parents, and counselors, the teacher shall refer the student to the assistant principal. The Code of Conduct will be administered by the assistant principal.

These rules and regulations may be supplemented by teachers' rules for individual classes. The academic success and the safety of students are contingent upon students maintaining appropriate and responsible behavior.

The Code of Conduct is based on a system of progressive discipline. This means that an administrator has the discretion to significantly increase penalties in the cases beyond the first offense. In determining the severity of the penalty or suspension, the appropriate administrator may consider all relevant facts, including but not limited to: 1) previous disciplinary record, 2) severity of disruption to the educational process, 3) degree of danger to self and/or others, 4) the degree to which the student is willing to change his/her inappropriate behavior. The Code of Conduct has been divided into five groups. Each group contains a range of consequences for the infractions as follows but is not limited as such. The principal may increase or decrease the consequences, assigned by the assistant principal.

NOTE. A student absent from school on the day of a scheduled office detention or in school suspension must serve the consequence on the day they return to school.

GROUP I - Office Detention(s)

1. Tardy to school
2. No Hall pass
3. Skipping teacher detention
4. Use of electronic devices without permission
5. Food and beverages
6. Not following school policy
7. Public display of affection
8. Financial/library obligations
9. Dismissed without proper protocol
10. Other behaviors requiring disciplinary action (to be specified on the referral form)
11. Tardy to class

GROUP II - Consequences of office detention(s) or possible In School Suspension

1. Repeat violation of Group I offenses

2. Excessive tardiness
3. Unauthorized area
4. Skipping school
5. Skipping office detention
6. Leaving school
7. Forging notes/signatures
8. Disruptive behavior
9. Disrespect/insolence
10. Inappropriate language
11. Skipping class
12. Multiple class or teacher detention cuts
13. Truancy - Unauthorized absence for students under 16 years old.
14. Cheating/plagiarism: Immediate disciplinary action will be imposed on any student discovered cheating during a quiz, test or final exam. Cheating also consists of copying another student's written work or of giving another student your work. Plagiarism is another form of cheating and occurs when you submit someone's ideas or writings as if they were your own. In the case of an assignment whose grade consists of multiple components, no credit will be given for the component(s) where plagiarism occurs. There will be no possibility of make-up for an assignment that has been found to contain plagiarism.
 1. Any student guilty of cheating or plagiarism will receive an automatic grade of zero for that assignment, without recourse to a make-up grade.
 2. The teacher will notify the student's parents of a cheating or plagiarism incident.
 3. The student will be referred to the main office.
15. Disrupting of Office Detention
16. Inappropriate clothing
17. Violation of the internet policy
18. Other behaviors requiring disciplinary action. (To be specified on the referral form)

GROUP III – Consequences of In School Suspension(s) or Out of School Suspension(s): Up to three days to be determined by the severity of the offense.

1. Repeat violation of Group II Offense
2. Insubordination
3. Disrespect/insolence in the extreme
4. Misuse of property
5. Dangerous/reckless behavior.
6. Repeated violations of school policies.
7. Excessive disruptive behavior
8. Accessory to or inciting a physical conflict
9. Violation of the internet policy second offense (Plus loss of computer privileges)
10. Other behaviors requiring disciplinary action. (To be specified on referral)

GROUP IV – Consequences of In School Suspension(s) or Out of School Suspension(s): Up to five days determined by the severity of the offense.

1. Repeat violations of Group III offense.
2. Verbal assault/intimidation
3. Fighting/physical conflict

4. Vandalism
5. Stealing or possession of stolen property
6. Hazing (see section on Hazing)
7. Sexual Harassment (see section on Sexual Harassment)
8. Harassment (see section on Harassment)
9. Possession of drug-related materials and/or paraphernalia (including vaporizers and electronic smoking devices)
10. Internet Policy (subsequent offenses)
11. Other behaviors requiring disciplinary action. (to be specified on referral)

GROUP V - Consequences of five to ten days of Out of School Suspension: Number of days to be determined by the severity of the offense.

1. Repeat violation of Group IV offense.
2. Drug or Alcohol Violations - refer to the district's Drug and Alcohol Policy.
3. Weapons violations (including fireworks) - refer to the district's Weapons Policy.
4. Willful Acts against the School – serious acts of disruption or harm directed toward the school and persons.
5. Violation of the Safe School Act of 1994 - (see section on Safe School Act)
6. Violation of Provisions in the Education Reform Act of 1993 - (see district's Weapons Policy, and Education Reform Act of 1993)
7. Violation of School Safety Policy - (see section on School Safety Policy)
8. Other Egregious behaviors requiring disciplinary action. (To be specified on referral form)

Chapter 222: An Act Relative to Students' Access to Educational Services & Exclusion from School

Access to Education – All Disciplinary Exclusions

Continuation of Educational Services

The District shall provide all students suspended for **10 or fewer consecutive days**, whether in or out of school, the opportunity to make academic progress during the suspension by:

- providing opportunities to make up assignments and earn credits missed
- providing any assignments, assessments and school work

The District shall provide all students excluded from school for **more than 10 consecutive school days**, whether in or out of school, with educational services ensuring they have an opportunity to make academic progress during the period of exclusion by:

- providing opportunities to make up assignments and earn credits missed
- providing opportunities to receive any assignments, assessments and school work
- developing and distributing a school-wide education service plan which may include, but not be limited to:
 - tutoring
 - alternative placements
 - alternative school day/schedule
 - online or distance learning

- providing the student and parent or guardian with a list of available alternative educational services and facilitate enrollment in obtaining said services

In the event of a student move, The District shall enroll and admit any student under expulsion and provide educational services and/or provide services as specified in the student’s education service plan.

Due Process Rights and Protections: Exclusions for Non Serious Offenses (Chapter 71: Section 37H ¾)

Non-serious offenses are those that do not involve drugs, weapons, and assaults on school staff and those that do not involve felony charges filed in court. When the School Administration is deciding the disciplinary consequences for a student, they shall:

- exercise discretion
- consider ways to re-engage the student in the learning process
- avoid using expulsion as a consequence until other remedies and consequences have been employed

No student shall be excluded for a time period that exceeds 90 school days.

The school principal shall provide the student and parent or guardian notice of the charges and the reason for exclusion in English and in the primary language spoken at home as recorded in our student information system. Students shall receive written notification of the offense(s) and have the opportunity to meet with school administration to discuss the charges and reasons prior to the exclusion taking effect. School administration will further ensure that the parent or guardian is included in the meeting unless the administration can document reasonable efforts to include the parent or guardian were taken.

If the student is excluded 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 parent or guardian shall receive written notification of a right to appeal in English and the primary language spoken at home as maintained in our student information system. The student and/or parent or guardian shall request the appeal within 5 calendar days of the effective date of the exclusion, but can request and shall be granted an extension of up to 7 calendar days.

The Superintendent or designee shall hold a hearing with the student and/or parent or guardian within 3 school days of the request, however, the parent or guardian can request and shall be granted an extension of up to 7 calendar days. At the hearing the student shall have the right to present oral and written testimony and cross examine witnesses, and receive the right to counsel. The Superintendent shall render a decision in writing within 5 calendar days of the hearing.

Chapter 71: Section 37H½. Felony complaint or conviction of student; suspension; expulsion; right to appeal

Section 37H½. Notwithstanding the provisions of section eighty-four and sections sixteen and seventeen of chapter seventy-six:

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

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing 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.

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

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

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

Disciplining Students with Disabilities/504

Procedures for suspension up to 10 days and after 10 days: General requirements

1. Any eligible student may be suspended up to 10 days in any school year without implementation of the procedures described below.
2. After a student with an identified or suspected disability has been suspended for 10 days in any school year, during any subsequent removal the public school provides sufficient services for the student to continue to receive a free and appropriate public education.
3. The school provides additional procedural safeguards for students with disabilities prior to any suspension beyond 10 consecutive days or more than 10 cumulative days (if there is a pattern of suspension) in any school year.

State Requirements

M.G.L. c 76, sections 16-18

Federal Requirements (IDEA-97)

34 CFR 300.519-300.529

Procedures for suspension of students with disabilities when suspensions exceed 10 consecutive school days or a pattern has developed for suspensions exceeding 10 cumulative days; responsibilities of the Team; responsibilities of the district

1. As suspension of longer than 10 consecutive days or a series of suspensions that are shorter than 10 consecutive days but constitute a pattern are considered to represent a change in placement.
2. Prior to a suspension that constitutes a change in placement of a student with disabilities, district personnel, the parent, and other relevant members of the Team, as determined by the parent and the district, convene to review all relevant information in the student's file, including the IEP/504, any teacher observations, and any relevant information from the parents, to determine whether the behavior was caused by or had a direct and substantial relationship to the disability or was the direct result of the district's failure to implement the IEP/504-"a manifestation determination."
3. If district personnel, the parent, and other relevant members of the Team determine that the behavior is NOT a manifestation of the disability, then the district may suspend or expel the student consistent with policies applied to any student without disabilities, except that the district must still offer:
 - a. services to enable the student, although in another setting, to continue to participate in the general education curriculum and to progress toward IEP goals; and
 - b. as appropriate, a functional behavioral assessment and behavioral intervention services and modifications, to address the behavior so that it does not recur.
4. Interim alternative educational setting. Regardless of the manifestation determination, the district may place the student in an interim alternative educational setting (as determined by the Team) for up to 45 school days

- a. on its own authority if the behavior involves weapons or illegal drugs or another controlled substance or the infliction of serious bodily injury on another person while at school or a school function or, considered case by case, unique circumstances; or
- b. on the authority of a hearing officer if the officer orders the alternative placement after the district provides evidence that the student is “substantially likely” to injure him/herself or others.

Characteristics. In either case, the interim alternative education setting enables the student to continue in the general curriculum and to continue receiving services identified on the IEP/504, and provides services to address the problem behavior.

5. If district personnel, the parent and other relevant members of the Team determine that the behavior IS a manifestation of the disability, then the Team completes a functional behavioral assessment and behavioral intervention plan if it has not already done so. If a behavioral intervention plan is already in place, the Team reviews it and modifies it, as necessary, to address the behavior. Except when he or she has been placed in an interim alternative educational setting in accordance with part 4, the student returns to the original placement unless the parents and district agree otherwise.
6. Not later than the date of the decision to take disciplinary action, the school district notifies the parents of that decision and provides them with the written notice of procedural safeguards. If the parent chooses to appeal or the school district requests a hearing because it believes that maintaining the student’s current placement is substantially likely to result in injury to the student or others, the student remains in the disciplinary placement, if any, until the decision of the hearing offices or the end of the time period for the disciplinary action, whichever comes first, unless the parent and the school district agree otherwise.

Federal Requirements

IDEA-97: 34 CFR 300.519-300.528

IDEA 2004: Section 615(k) (1)-(4)

Social Probation

Probation will be used with students who violate the Drug and Alcohol Policy. Students whose discipline is moved to the Superintendent's level shall automatically be placed on social probation. A student who is placed on probation is forbidden to:

- Participate in or attend school-sponsored activities.
- Be on school grounds after school for any reason except authorized make-up work or detention.

NOTE: Violation of probation for any reason will result in suspension. A student who has been on probation twice during the school year will be brought before the Superintendent with his/her parents for a conference and possible additional disciplinary action.

SECTION III

Parent Information

Family Vacations during the School Year

Parents are discouraged from taking students out of school for family vacations. A school calendar is published each year and should be reviewed prior to making vacation plans. Every school day is important and cannot be duplicated by providing assignments that are taken on a family trip during the school year. **Teachers are not responsible for providing assignments to students prior to family vacations.** Please note that these absences will not be considered excused absences.

Walk/Ride Policy

The crosswalk area should always be used by walkers. At WMS, always wait until the crossing guard gives directions before crossing. **Upon dismissal from school, bus students should take their assigned bus home; walkers are expected to go directly home.**

At Hanson Middle we recommend that all students ride the bus or be a car rider to and from school. We do, however, understand that some parents/guardians wish to allow their students to walk or ride a bike to and from school. Middle school students are allowed to walk to and from school with no written or verbal permission from a parent/guardian. The decision to walk or ride a bike is between the student and the parent/guardian. Parents/guardians are reminded that local businesses have asked that students do not hang out in the stores or parking lots. Walking home unsupervised by an adult is a big responsibility and children should take it seriously. If you feel comfortable with your child walking alone, please review the following safety tips with your child.

General safety tips:

- Never talk to strangers and never accept rides from strangers.
- Cross the street only when the sign says walk. If there is not a walk/don't walk sign, then cross only on the green light.
- Watch out for cars making right turns on a red light.
- Always look both ways before crossing the street—look left, look right, look left again—then proceed carefully.
- Walk, don't run across the street.
- Always cross at the corner. Don't cross in the middle of the block or walk in between parked cars.
- Pay attention to traffic sights and sounds. Don't wear headphones or talk on a cell phone on the way to school.
- Stay alert at all times while walking. Accidents can happen when we are not paying attention. Always travel with a friend. Two heads are better than one, especially if there's an emergency. Strangers usually pick on one person, not two.
- If a car follows or beckons you while you are walking, do not approach the car; instead, turn and quickly walk the other direction.

- If you think you are in any danger, yell and run to the nearest store, home or back to school.
- Avoid strangers who seem to be hanging around public restrooms or school campus. Tell your teacher or another adult you trust.
- If you're ever in a situation that makes you feel uncomfortable in any way, you have the right to say no, loudly and clearly, and leave.
- Always stick to the same safe route in going to and coming from school, and never hitchhike!
- If you are approached inappropriately, be sure to report it to an adult and/or call 911 immediately.

The Middle Schools support and will enforce the Massachusetts General Law and Regulation of Bicycle Operations Ch. 85, Section 11B. Students 12 years of age or younger must wear a helmet when riding a bike. Failure to comply with this law will result in immediate and permanent loss of the privilege of riding a bike to school. Students should secure their bicycles to the bike rack with a lock.

NOTE: The Whitman-Hanson Regional School District is not responsible for damaged or stolen bikes on school property. Ride and park them at your own risk.

Home Tutoring

Upon receipt of a physician's written order verifying that any student enrolled in a public school or placed by the public school in a private setting must remain at home or in a hospital on a day or overnight basis or any combination of both, for medical reasons for a period of not less than fourteen school days in any school year, the principal arranges for provision of educational services in the home or hospital.

Such services are provided with sufficient frequency to allow the student to continue his or her educational program, as long as such services do not interfere with the medical needs of the student. The principal coordinates such services with the administrator of special education for eligible students.

Such educational services are not considered special education unless the student has been determined eligible for such services, and the services include services on the student's IEP.

Special Education Support Services

Children receiving Special Education services have their services outlined on an Individualized Education Plan (IEP). Students may receive Special Education services within their regular classrooms from assigned instructional aides and/or Special Education teachers. Students may also receive services in a supportive environment outside the general educational classroom. Support and help will be tailored to the learning needs of the student, and delivered in small groups or on an individual basis. In addition, if specified in the student's IEP, the student may receive other services such as speech and language therapy, physical therapy, occupational therapy, behavioral support, or counseling.

Counselors

Believing that every child is an important person who is able to learn and grow, the school counselors listen to children and attempt to help them find ways to handle their problems. The problems that come up may involve the classroom, the home, the community or their circle of friends. These problems range from small to serious.

The counselors work with some children individually and with some in groups. The counselors are also available to meet with parents in school. One of the most important jobs the school counselors do is to make the school and community more aware of and sensitive to the needs and problems of children.

How does a child receive help from a counselor? Children may walk in and ask for an appointment. A shy child may ask a teacher or parent to contact the counselor. Some referrals are made directly by parents, teachers, administrators and previous counselors.

In addition to these services, the guidance counselor helps eighth graders and their parents make decisions about high school choice and course selection. All private school applications are processed through the guidance office. Parents may be asked to provide self-addressed stamped envelopes to assist with this process.

English Language Learners

The Whitman-Hanson Regional School District honors requests made by students and families who speak English as a second language for the translation of documents, notices, handbooks, and other pertinent school-related information. Requests should be directed to the building principal, director of guidance, or to Ms. Lauren Mathisen, Director of Student Services, 610 Franklin Street, Whitman, MA 02382 by letter, by phone at 781-618-7428 or by email at Lauren.Mathisen@whrsd.org

Title I

Title I is a federal program that provides financial assistance to public school districts to offer supplementary educational services for identified children. In order to receive federal funding, the District annually determines school eligibility and program design by conducting a needs assessment and by calculating poverty indicators. The purpose of the program is to help the children succeed in the regular classroom, attain grade level proficiency, and improve their academic achievement in basic and more advanced skills. The program emphasizes and encourages parent involvement. Children may be referred for Title I services by their classroom teachers, principal, or parents. After a child is referred, multiple, educationally related objective criteria are used to determine eligibility for the program.

Parents must give written permission before a child can receive Title I services. The Title I services are provided during a related arts period using a pull-out model. Children are tested annually to determine individual progress in the Title I Program. Questions regarding this program should be addressed to the Building Principal.

School Health Services Program

School Health Services Program - Policy JLC

The School Health Services Program is an integral part of the total educational curriculum. The school nurses work in collaboration with the school physician for medical supervision and consultation. The Whitman Hanson Regional School District (WHRSD) has a full time Registered Nurse assigned to each school. The WHRSD school nurse provides preventive and supportive health services to facilitate the students' optimal physical, mental, emotional and social growth and development in the educational setting. The school nurse provides nursing services to allow students with health care needs to successfully access education. The WHRSD school nurse supports the education process by working to assure the health of the entire school community.

Our nurses are available for cross coverage of the schools as needed when the regular building nurse is not available. Unfortunately, the district **cannot guarantee** that a registered nurse is always present in each building each school day. If your child requires medical attention, a medical procedure, or medication when a nurse is not physically present in the building, you or your designee will be contacted. If the school staff determines that a child may need immediate medical attention, 911 will be called. District nurses do not routinely go on school sponsored field trips unless the school administrator and the building school nurse deem it necessary. Prescription rescue medications, such as inhalers and emergency epinephrine, are always accessible in the clinic with physician documentation and written parental permission.

Emergency Contact Form

With each new school year, every student is required to have a completed and signed emergency contact form (census verification) which is kept on file in the office. The parent/guardian should promptly notify the school of any changes in emergency information.

Student Health Information Update Form

These forms need to be completed each school year in order to provide the school nurse with updated health information and for parental permission for over-the-counter medication administration such as Tylenol and Motrin.

Medical Conditions

It is very important that any child who has any medical condition (allergies, diabetes, seizures, etc.) leads as normal a life as possible. It is imperative that the parent notifies his/her child's school nurse regarding any existing medical concerns in order to enable the school to provide assistance in a timely manner.

Modified Meal Plans

To ensure all children receive the nutrition they need, please contact Nadine Doucette, Director of Food Services to request any meal modifications at 781-618-7477 or email Nadine.Doucette@whrsd.org. All meal modification requests require documentation from your child's physician to be submitted to your school nurse for review. All approved modified meals will be provided to your child at no additional costs. Therefore, if your child receives free or reduced price meals or pays full price, meal modifications will not be above your set cost.

Screenings and Examinations

Physical Examinations – Policy JLCA

The Department of Public Health requires periodic physical examinations of students to ensure proper growth and development, identify any new medical problems, and to evaluate any existing health problems. These physical exams are required to be performed in kindergarten and grades 4, 7, and 9. Your child's primary care physician can provide a copy of the physical exam form which needs to be submitted to the school nurse prior to or during the school year as listed above. Any new students entering the Whitman-Hanson schools are required to submit a recent physical exam form prior to entrance. If the child does not have a primary care physician, arrangements may be made for the school's physician to provide a physical exam. In addition, ALL middle and high school students must pass a physical examination within 13 months of any athletic participation (MIAA policy). The physical exam must be on file in the nurse's office prior to participation.

Hearing and Vision Screenings

As mandated by the Department of Public Health, hearing and vision screenings are conducted annually for students in grades 1-5 (vision), K-3 (hearing), 7 and 10(vision and hearing). Students in other grades will be screened on a referral basis as needed. The screenings are conducted by the school nurse or by a trained staff person under the supervision of the school nurse. If there are further concerns as a result of the screening, the school nurse will notify the parent/guardian in writing.

Postural Screening

Screening for scoliosis is conducted in grades 5-9 by the physical education teachers and/or the school nurse as mandated by the Department of Public Health. This program identifies children who should have a further medical evaluation. Re-screenings are done by the school nurse, who then notifies parents with any concerns or positive findings.

Body Mass Index (BMI) Screening

Screening for BMI is conducted in grades 1, 4, 7, and 10 by the school nurse or by a trained staff person under the supervision of the school nurse as mandated by the Department of Public Health. BMI is calculated with a child's height and weight. It is a way of checking to see if your child has a healthy weight. The results of the screening compare your child's height and weight to other children of the same age and sex. The results are given as a "percentile." Parents may request their child's BMI results, along with recommendations if the child is not in a healthy weight range, by contacting the school nurse.

Substance Use

The Department of Public Health requires annual substance use screening (SBIRT) to be performed in grades 8 or 9 and 11. It will consist of Screening; Brief Intervention; and Referral and Treatment for students with substance use issues. Screening instruments are empirically validated and selected by the Massachusetts Department of Public Health. Screening results shall not be recorded in any file subject to inspection. Results for all students screened will be recorded without identifying information and reported to the Department of Public Health.

NOTE: A parent/guardian may decide not to have their child participate in the mandated screenings. A written letter, indicating this request, needs to be sent in to the school nurse by September 15th of each school year.

Immunizations

School Immunization Law M.G.L. c. 76, § 15, 105 CMR 220.000

“No child shall, except as hereinafter provided, be admitted to school except upon presentation of a physician’s certificate that the child has been successfully immunized against diphtheria, pertussis, tetanus, measles and poliomyelitis and such other communicable diseases as may be specified from time to time by the Department of Public Health.”

The Massachusetts Department of Public Health mandates that every child must be current with all required immunizations before entering school, unless there is documentation provided for a medical exemption or a religious exemption. A physician certified immunization record needs to be submitted to the school with registration.

The following immunizations are required before school entry:

1. DTP or DTaP (Diphtheria, Tetanus, Pertussis) – 4 or 5 doses
2. Polio – 3 or 4 doses
3. MMR (Measles, Mumps, Rubella) – 2 doses
4. Hib (Haemophilus Influenza type B) – 1 to 4 doses (pre K only)
5. Hepatitis B – 3 doses
6. Varicella (Chicken Pox) – 2 doses or documentation of illness/immunity
7. Tdap Booster (Tetanus, Diphtheria, Pertussis) – 1 dose prior to entering grade 7 – All students entering grade 7 are required to provide an updated immunization record by October 1st.

Lead Testing: All children must show proof of screening at least once in order to enter kindergarten

Communicable Diseases

Infectious diseases that can be spread from one individual to another are called contagious or communicable diseases. If your child shows symptoms of having a communicable disease, you should keep the child home. If symptoms are noticed during the school day, your child will be dismissed as soon as possible. If parents are not available, the child is dismissed in the care of a person named on your Emergency Contact Form. A child is excluded from school until he/she is no longer considered contagious. A certificate from a physician verifying freedom from illness is required after any absence due to a communicable disease or if a student is absent for five (5) or more consecutive days. Some communicable diseases include chicken pox or shingles, impetigo, strep throat, conjunctivitis, pertussis, salmonella, and meningitis. When a child is ill with other than a communicable disease, the dismissal procedure is the same.

Too Sick For School

In order to prevent the spread of illness and to protect the health and well-being of our students, the following is recommended:

Fever

Fevers are generally signs of infection. Your child’s temperature should be less than 100 degrees for 24 hours, without the use of fever reducing medications such as Tylenol or Motrin, before they can return to school.

Stomach Ache, Vomiting, Diarrhea

A child with vomiting and or diarrhea should be kept at home until their symptoms have resolved for approximately 12 hours, and the child has demonstrated they can keep down food and liquid.

Cold Symptoms, Cough, Sore Throat

Your child may attend school if their symptoms are not associated with a fever. They should also be free from significant discomfort from their cold symptoms so they are able to participate in their schoolwork. If your child has, symptoms of a persistent cough, or thick, yellow or green nasal discharge, which lasts longer than a week, or he or she complains of an earache, you may want to consult your doctor for possible treatment. If your child has been diagnosed with strep throat, they may return to school after being on antibiotics for 24 hours, to assure that their infection will not be contagious to others.

Red Eye

Red, irritated, itchy eyes with drainage could be caused by a bacterial infection, allergies, or a virus. If the white part of the eye appears red and produces a yellow or green crusty discharge with matted lashes, your child may have conjunctivitis. Conjunctivitis or “pink eye,” as it is commonly referred, is a contagious infection, which needs to be treated by a doctor. Your child may return to school after 24 hours of prescribed treatment.

Lice

Pediculosis (lice) is a common problem in school-aged children. Head lice poses no real health risk to the population and is viewed as no more than a nuisance by health care professionals. However, since the condition can be transmitted to others, proper and successful treatment is essential. Our goal is to educate the students and parents on proper identification and elimination of head lice and nits as quickly as possible to minimize interruption of classroom time. WHRSD will follow the guidelines in accordance with Massachusetts DPH recommendations on policy and procedures for managing lice in the school setting.

1. Any student identified as having a case of Pediculosis (nits or live lice) will be assessed/inspected and returned to class and/or dismissed from school at the nurse’s discretion.
2. The nurse will assess siblings and any close contacts who attend the Whitman- Hanson Regional Schools.
3. Notification will be sent home to the parents/guardians of the children in the classroom at the nurse’s discretion.
4. Parents/guardians will be given information regarding treatment of head lice.
5. The student must be reevaluated by the school nurse for re-entry to school. Whenever possible, the student should be accompanied by a parent/guardian until this exam is completed.
6. If nits are found after treatment, the student may attend school at the nurse’s discretion.

First Aid

The school nurse will provide immediate and temporary first aid care when necessary. The school is **not** responsible for injuries which have occurred outside of school hours. If the nurse assesses the need for a 911 emergency call, then a parent/guardian will be contacted. If a parent/guardian is not available then the emergency contact will be called. In the event that transport to the hospital is needed and a parent or emergency contact person is not available, a staff member may accompany the student in the ambulance as determined by the school administrator.

Use of Assistive Devices in School

Any student requiring use of assistive devices during school hours (i.e. crutches, wheel chair, walking boot, etc.) must submit written documentation required for re-entry to school from the physician stating:

- Extent of Injury/Surgery
- Physician's instructions for use of the assistive device
- Specific limitations regarding activity
- Time frame for use of the assistive device

Use of assistive devices must be provided by the student's family. Parents/guardians should check with their school nurse prior to the student's re-entry. The school nurse needs to be made aware that a student has returned to school and is using an assistive device or is in a cast.

Medications

Prescriptive Medications

It is preferred that medications be scheduled outside of the school day whenever possible. All prescriptive medications (including psychotropic medications and inhalers) that are to be administered during the school day must be accompanied by the following:

- Pharmacy Labeled Bottle (properly labeled with student's name, physician's name, name medication, the dosage of the medication and frequency of which the medication is to be administered)
- Doctor's Medication Order Form
- Parental Authorization Form

In addition, a parent or designee must deliver **ALL** medication to the school. **Students are NOT allowed to transport medication to school.** Such medications are to be left in charge of and are to be administered by the school nurse **ONLY**. **ALL** prescriptive medications must meet these standards, otherwise the medication will **NOT** be administered and the parent will be advised of the correct procedure.

Non-Prescriptive (OTC) Medications

All non-prescriptive medications must be accompanied by a parental permission slip stating the name of the medication, dosage to be administered and the time when the medication is to be given and the reason the student is taking it. Medications must be in the original container. Medications will not be administered unless these standards are followed.

School Physician Medication Orders

The school nurse may administer medications as needed per the school physician standing orders which are renewed annually. Such medications may include: Motrin, Tylenol, Tums, Benadryl, and emergency epinephrine (Epi Pen).

Dispensing of Aspirin / Non-Aspirin

Aspirin will be dispensed only with a written physician's order and supplied by parent.

Medication on Field Trips

If your child takes medication during the school day, a registered nurse or adult who has been designated by the nurse for delegation of medication must be available during the trip for the administration of all medication. If you choose not to have your child take his/her medication on the field trip, then written documentation must be sent in to the nurse stating such.

Narcotic Analgesics in School

If a student requires a narcotic analgesic for pain management during the school day, he/she will be required to bring a doctor's written order to the school nurse stating the student may attend school while taking the narcotic analgesic.

Use of Local Anesthetics for Dental Procedures

Any student requiring local anesthesia (i.e. Novocain) for a dental procedure during school hours must present a dentist/oral surgeon authorization to the school nurse for the student to return to school.

Managing the Care of Students with Athletic Concussions

Research has estimated that 5-10% of high school or college contact sports athletes sustain a concussion each year. These estimates likely understate the true incidence of concussion. In one investigation over 50% of high school football athletes did not report their injury to a parent, coach, or medical professional. A concussion is an alteration of mental status resulting from the brain being jolted inside of the skull due to a blow to the head or body. Among the many symptoms associated with concussion, headache, dizziness, confusion, amnesia, nausea, and disorientation are commonly reported. Loss of consciousness however, only occurs in less than 10% of all injuries and is not an indicator of concussion severity. Also following the injury the athlete may experience other difficulties such as sensitivity to light and sound, forgetfulness, fatigue, and emotional changes such as anxiety or depression.

Most athletes who sustain a concussion can fully recover as long as the brain had time to heal before sustaining another hit; but relying only on an athlete's self-report of symptoms to determine injury recovery is inadequate as many high school athletes are not aware of the signs and symptoms of injury, the severity of concussive injuries pose, or they may feel pressure from coaches, parents, and/or teammates to return to play as quickly as possible. One or more of these factors will likely result in under-diagnosing the injury and a premature return to play. Research has shown that young concussed athletes that return to play too soon, before their brain has healed, are highly vulnerable to more prolonged post-concussion syndrome or, in rare cases a catastrophic neurological injury known as Second Impact Syndrome.

The Commonwealth of Massachusetts has enacted legislation requiring schools to be more proactive and consistent when it comes to treating head and brain injuries. Whitman-Hanson Regional School District will abide by all facets of the new law.

(<http://www.miaa.net/concussions-proposed-final-regulation.pdf>)

Meal Program-My Payments Plus

My Payments Plus is a simple, safe and secure portal for funding your child's meal account with the school. My Payments Plus will ensure that your money is quickly deposited directly into your child's electronic account at their school. With My Payments Plus, parents can set up automatic payment plans, view account balances, purchase history and receive automatic notification on balances and more. Your child will receive a student ID card which allows them to access their electronic account. This card is presented to a reader attached to the cash registers in the cafeteria. When accessing the account, the cafeteria staff is shown a picture of your child that is already on-file. This ensures the correct student is accessing the account. Once the account has

been funded, balances will remain and can be moved between buildings in the district. Participation is entirely voluntary. Students may continue to bring and use cash each day, if desired.

Parents may deposit money into student accounts by the following methods:

- Using an electronic check or credit card via the secure online web site, www2.mypaymentsplus.com ;
- Using an electronic check or credit card via My Payments Plus pay-by-phone feature by dialing toll-free at 877-237-0946;
- Sending cash or check with the student to school. Cafeteria staff can deposit funds into the students account.

A 4.75% transaction fee will be charged by My Payments Plus to process credit card or EBT transfers. Whitman-Hanson does not pay to use this service and we do not receive money from this fee. The fee is used to cover credit card or electronic check processing costs.

You are not charged to review account balances, purchase history, or to setup low balance reminders. There is no fee to use MyPaymentsPlus.com to review your child's purchase history, or to review their current meal balance. If you have specific questions not answered, the My Payments Plus Support team is available at 877-237-0946. They will be able to answer questions regarding use of either the web or phone support. Whitman-Hanson has established a separate support number for parent questions. Whitman-Hanson support may be reached by dialing 781-618-8100.

SECTION IV

Policies and Regulations

All policies may be found on the District's website at www.whrsd.org where they are updated regularly. They are organized into Sections A – L. Listed below are highlighted policies for quick reference. However, for in-depth and accurate policy information, please go to the website.

Section A – Foundations and Basic Commitments

Section B – Board Governance and Operations

Section C – General School Administration

Section D – Fiscal Management

Section E – Support Services

Section F – Facilities Development

Section G – Personnel

Section H – Negotiations

Section I – Instruction

Section J – Students

Section K – Community Relations

Section L – Education Agency Relations

1. Nondiscrimination – Policy AC
2. Nondiscrimination on the Basis of Sex – Policy ACA
3. Sexual Harassment Policy – Policy ACAB
4. Policy on Free and Appropriate Public Education under Section 504/Americans with Disabilities Act – Policy ACE
5. Safety Program – Policy EB
6. Emergencies – Policies EBC and EBCD
7. Vandalism – Policy ECAC
8. Student Transportation – Policies EEA, EEAA, EEAC, EEAE, EEAE, EEAE, EEAE-R, EEAG
9. Meal Charge Policy – Policy EFD
10. Staff Ethics/Conflict of Interest – Policy GBEA
11. Staff Conduct – Policy GBEB
12. Gifts to and Solicitations by Staff – Policy GBEB
13. Drug Free Workplace Policy – Policy GBEC
14. Staff Complaints and Grievances – Policy GBK
15. Family and Medical Leave – Policy GCCC
16. Programs for Students with Disabilities – Policy IHBA
17. Compensatory Education – Policy IHBD
18. Network Access Policy – Policy IJNBD
19. Website Guidelines and Procedures for Approval – Policy IJNDC-R
20. Student-to-Student Harassment - Policy JBA
21. Student Rights and Responsibilities – Policy JI
22. Student Conduct – Policy JIC
23. Student Dress Code – Policy JICA
24. Prohibition of Hazing – Policy JICFA
25. Bullying Prevention – Policy JICFB
26. Head Injury and Concussion – Policy JJIF
27. Student Discipline – Policies JKA and JKA
28. Physical Restraint – Policy JKAA
29. Student Welfare (51a) – Policy JL
30. Student Health Services and Requirements – Policy JLC
31. Student Records – Policies JRA and JRA-R
32. Public’s Right to Know – Policy KDB
33. Public Complaints – Policies KE, KEB, KEC
34. Visitors to Schools – Policy KI

Prohibition of Hazing

In accordance with Massachusetts General Laws, Chapter 536 of the Acts of 1985, the School Committee hereby deems that no student, employee or school organization under the control of the School Committee shall engage in the activity of hazing a student while on or off school property, or at a school sponsored event regardless of the location. No organization that uses the facilities or grounds under the control of the School Committee shall engage in the activity of hazing any person while on school property.

Any student who observes what appears to them to be the activity of hazing another student or person should report such information to the Principal including the time, date, location, names of identifiable participants and the types of behavior exhibited. Students and employees of the District are obligated by law to report incidents of hazing to the police department.

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

Any student who participates in the hazing of another student or other person may, upon the approval of the Superintendent of Schools, be suspended from school for up to ten (10) school days.

Any student determined by the Principal to be the organizer of a hazing activity may be recommended for expulsion from school but will receive no less disciplinary action than that of a participant.

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

Drug/Alcohol Policy Drug and Alcohol Offenses

Introduction

The School Committee is committed to having a "Drug Free School". Recognizing that this goal can only be achieved if the administration has the authority it needs to carry out the Drug/Alcohol Policy, the administration follows the principle of "reasonable suspicion" not "probable cause".

Therefore, students smelling of alcohol or marijuana, or behaving in a manner that would indicate ingestion of drugs or alcohol, are subject to this policy.

1. Any possession, ingestion, or dispensing of drugs/alcohol must be reported to the Principal. Any drugs/alcohol found on the school premises must be reported and turned over to the Principal (or designee).

2. In the case of apparent drug/alcohol violations, the parents of the offending student will be notified by the Principal (or designee) by telephone and certified mail.
3. When a student is found to be in possession of illegal drugs, the Principal shall notify the local police immediately. School authorities cooperate fully with the police officials.
4. The Principal shall report all instances of drugs/alcohol related offenses to the Superintendent and local police authorities before the next school day and maintain a log of these offenses noting: date, student name, grade, sex, brief description of offense, action taken, and other comments. The school will report names of students only in cases where the drug/alcohol violation involved illegal activity; i.e. possession of illegal substance and/or intent to sell or distribute.
5. In addition, the administration will comply with any appropriate Massachusetts General Laws as well as MGL C272, S40A, ALCOHOLIC BEVERAGES IN SCHOOLS which states in part - Whoever gives, sells, delivers or has in his possession any alcoholic beverage, except for medicinal purpose, in any public school building, or on any premises used for public school committee or other public board or officer, shall be punished by imprisonment for not more than thirty days or by a fine of not more than one hundred dollars, or both...
6. Suspected drug abuse-related violations shall be reported to the school nurse. The nurse shall examine these students and advise the Principal concerning her findings.
7. **INFRACTIONS**
 - Possession of drugs with intent to sell or distribute.
 - Possession of drugs, drug-related equipment or alcohol.
 - Ingestion of drugs or alcohol.

Consequences: If a student is in possession of an illegal substance (drugs or alcohol), particularly in the instance where there is reason to believe that there is intent to sell or distribute, he/she shall be brought before the Principal for a hearing that could result in expulsion. Action should include suggestions for enrollment in a rehabilitation program. The Principal's action is not dependent on the actions taken by the police.

- The consequences for a first offense of one of the above infractions shall be five ((5) days out of school suspension, school probation and possibly an expulsion hearing. (Upon returning to school after suspension for DRUGS/ALCOHOL regardless of the amount, a student, his/her parent, preferably both parents, shall meet with the administration and counselor. The adjustment counselor or psychologist may be involved to determine a plan to bring about improved behavior (which may include entry into a drug/alcohol rehabilitation program.) The student shall be required to meet with his/her counselor during the period of probation.)
- The second violation of the Drug/Alcohol Policy shall be seven (7) days out of school suspension, school probation, and a recommendation to enrollment in a rehabilitation program and counseling.
- The third violation of the Drug/Alcohol Policy shall result in a 10 day suspension and immediate referral to the Superintendent.

After a thorough review of the student's record and the facts regarding the third offense, the Superintendent may take any or some of the following actions:

- Recommend an expulsion hearing with the School Committee.
- Suspend the student for ten (10) days; place the student on probation for one semester.
- Require the student to attend a rehabilitation program approved by the Superintendent, and require the student to meet with his/her counselor twice monthly during the probation periods.
- A third time offender will be subject to random drug/alcohol testing as directed by the Superintendent. Such testing will be conducted only when there appears to be a use of drugs and/or alcohol. The Superintendent will have exclusive discretion to determine all of the specifics related to the drug/alcohol testing facility and will have full access to test results. The parents/guardians will take whatever actions are necessary to allow the Superintendent full access to the test results. Any testing will be paid for by the Whitman-Hanson Regional School District. Every effort should be made to maintain confidentiality of test results.
- If the Superintendent determines that the student has violated the Drug/Alcohol Policy, s/he will have exclusive discretion to determine whether and to what extent the student should be disciplined for the violation, subject only to the School Committee's option to conduct a review of the decision. To the extent that the parents/guardians have a right to a hearing for a violation of the above-stated provisions of the Handbook, the hearing will be conducted before the Superintendent. The Superintendent may recommend to the School Committee the exclusion of the student.

Other Conditions

- Students have a right to have their parents and lawyer present for all drug/alcohol related hearings.
- Any and all drug/alcohol infractions occurring in the school building, on school grounds, at school related activities, school sponsored events, whether conducted off school grounds, on school buses, and at or around bus stops, during loading and unloading procedures, are subject to the Drug/Alcohol Policy. In addition, students arriving at any of the above, having ingested drugs or alcohol, are subject to the Drug/Alcohol Policy.
- Any drug/alcohol infractions may also become matters for the police.

Parents who dispute the findings of the administration may have their child tested for drug use at the Whitman Medical Center. Testing must occur within twenty-four (24) hours. The School District will pay for the cost of such testing.

School Search and Seizure

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers or automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search.

A student's failure to permit searches and seizures will be considered grounds for disciplinary action.

Personal Searches

A student's person and/or personal effects (e.g. purse, book bag etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

If a pat down search of a student's person is conducted, it will be conducted in private by a school official of the same sex and with an adult witness present, when feasible.

If extreme emergency conditions require a more intrusive search of a student's person, such a search may only be conducted in private by a school official of the same sex, with an adult witness of the same sex present, and only upon the prior approval of the Principal, unless the health or safety of the students will be endangered by the delay which might be caused by following these procedures.

Locker Searches

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by a school administrator for any reason at any time without notice, without student consent, and without a search warrant.

Weapons

It is the mission of the Whitman-Hanson Regional School District to maintain a positive, safe, secure learning and working environment. In striving to attain such an environment, the District takes the position of zero tolerance for weapons in our schools, except as specifically stated below. All weapons or instruments that have the appearance of a weapon are prohibited within all school environments and the school zone, except for educational purposes as authorized in advance by the building principal or designee. School environments include, but are not limited to, district-owned buildings; leased or rented facilities; school-sponsored activities; field trips; school vehicles and school buses, rented or owned; and school bus stops. Anyone found to be in possession of a weapon in any area defined in this policy, before, during, or after-school hours may be subject to administrative and/or legal action, except, as noted under Section 4 of this policy, students may be subject to exclusion or expulsion for possession of a weapon in school.

A. Possession

Students and non-students, including employees and other adults, are forbidden to knowingly or voluntarily possess, store in any area or in any vehicle subject to one's control, handle, transmit, or use any instrument that is considered a weapon or a "look-alike" weapon in any of the school environments listed above.

B. Student Reporting

Students who see or become aware of a weapon at school must not touch it nor remain in the presence of a person or group if a weapon is present. Students must notify an adult immediately for the safety of all concerned.

C. Weapons

"Weapon" means any firearm whether loaded or unloaded; any chemical, substance, device, or instrument designed as a weapon or through its use capable of threatening or producing bodily harm or death; or any device or instrument that is used to threaten, strike terror, or cause bodily harm or death.

1. Weapons Definition

The District takes a position that "Zero Tolerance" is applicable on the following objects:

- a. All firearms, whether loaded or unloaded, etc., or similar devices
- b. Other guns of all types including pellet, BB, stun, look-alike, and non-functioning guns that could be used to threaten others, or similar devices
- c. Knives, switchblades or automatically opening blades, daggers, swords, razors, or similar devices
- d. Artificial knuckles or other objects designed to be worn over the fist or knuckles, or any other similar devices
- e. Blackjacks, clubs, num-chucks, throwing stars, etc.
- f. Explosives--including fireworks or any other pyrotechnics device
- g. Poisons, chemicals, or substances capable of causing bodily harm
- h. Bow and arrows, sling-shots, or any other propelling devices
- i. Any other device or instrument used to intimidate, threaten or inflict harm

2. Violation by Students

The Administration and/or staff will:

- a. Confiscate the weapon (if it can be done safely) and turn it over to the police
- b. Notify the Superintendent, Safety/Security Coordinator or designees
- c. Notify police
- d. Notify parent/guardian
- e. Notify district attorney
- f. Hold an Administrative hearing with student and parent which will:
 - i. Inform the student of the policy provision that has been violated
 - ii. Confront the student with the evidence
 - iii. Provide an opportunity for the student to respond to the allegations
 - iv. Expel or exclude student consistent with Ch. 71, Section 37H @37 1/2 and/or The Gun Free Act of 1994

4. Violation By Others--Including WHRSD Employees

The School Administration and/or staff will initiate immediate police involvement in any situation involving others, including Whitman-Hanson Regional School District employees. Employees will be subject to District investigation and application of relevant

District policies and disciplinary procedures.

4. Administrative Discretion Regarding Possession

PK-12: A student who finds a weapon on the way to school, on school property, or in the school building and takes the weapon immediately to the Principal's Office shall not be considered in possession of a weapon.

5. Authorized Instructional and Work-Related Equipment and Tools

This policy is not meant to interfere with instruction or use of appropriate equipment and tools by employees and students. Such equipment, when properly used and stored, shall not be considered a weapon for purposes of this policy. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, the guidelines and consequences of this policy will automatically take effect.

6. Exceptions

This policy, pursuant to Massachusetts Statutes, provides for the following exceptions:

- Licensed peace officers, military personnel, or students participating in military training, who are performing official duties.
- School District-approved firearm safety courses or activities conducted on school property.
- School District-approved possession and use of dangerous weapons by a ceremonial color guard.
- School District-approved possession and use of starter guns for high school athletic contests.

7. Students with Disabilities

All Chapter 766 and other State and Federal laws related to students with disabilities will be followed.

Updated Medical Policy Guidelines

Children and Adolescents with HIV Infection/AIDS in School Settings

Students with AIDS/HIV infection have the same right to attend classes or participate in school programs and activities as any other student.

Facts about the Transmission of HIV

HIV can be transmitted through unprotected sexual intercourse, through blood-to-blood contact (such as the sharing of injection drug needles and syringes) and from an infected woman to her baby at or before birth. A large body of research has demonstrated that HIV is not transmitted through casual contact, such as in a school setting. Therefore, except in very rare cases (Appendix A), there is no legitimate public health reason to exclude students with AIDS or HIV infection from attending school.

A student who is diagnosed with AIDS or presents evidence of being immuno-compromised is at a greater risk of contracting infections. This means there may be good reasons to inform the school nurse or school physician of a student's AIDS diagnosis or HIV infection status. This student's parent(s) or guardian(s) would benefit from information from the school nurse or school physician about the occurrence of threatening contagious diseases (such as chicken pox or influenza) when making a decision regarding school attendance. The school nurse or school physician may also need to attend to the particular needs of HIV-infected students regarding immunization schedules and medications.

In consultation with the student's primary care physician, the student's parent(s) or guardian(s) may decide to inform certain school personnel about the student's AIDS/HIV status, particularly the school nurse or school physician. If they so choose, the following guidelines are recommended:

The student's parent(s) or guardian(s) may inform the school nurse or school physician directly. Alternatively, the student's parent(s) or guardian(s) may request that their primary care physician make the disclosure. In this case, specific, informed, written consent of the student's parent(s) or guardian(s) is required.

Further disclosure of a student's HIV status by the school nurse or school physician to other school personnel requires the specific, informed, written consent of the student's parents(s) or guardian(s).

Statutes Governing Disclosure

As a general rule, a student's health records related to AIDS/HIV should be regarded as confidential. The Massachusetts General Laws, c.111, s.70F, prohibit health care providers, physicians and health care facilities (including school-based clinics) from disclosing HIV test results, or even the fact that a test has been performed, without the specific, informed, written consent of the person who has been tested. This statute prohibits testing persons for HIV antibodies without their permission, and protects against the nonconsensual release of medical records (including school health records) which contain such information.

These statutory requirements apply specifically to health care providers. However, case law in Massachusetts and other states leads to the conclusion that other school staff members beside health care providers may be liable for civil damages in the event of nonconsensual disclosure of information related to HIV status or AIDS diagnosis. In short, information about an individual's AIDS/HIV status should be treated as highly confidential, and released only with the specific, informed, written consent of the individual's parent(s) or guardian(s).*

Under state public health statute M.G.L. c.112 s.12F minors may consent to their own dental care and medical testing, diagnosis and treatment in certain circumstances (including HIV infection). This law mandates confidentiality of medical information and records except when an attending

physician or dentist reasonably believes that the condition of the minor is so serious that the minor's life or limb is endangered. Accordingly, if an adolescent student has sought HIV antibody testing independent of parental consent, that student has the right to keep this information confidential, and any disclosure of this information would require the student's specific, informed, written consent.

Medical Guidelines Regarding Students Who Bleed in an Uncontrollable Fashion in a School Setting

A number of serious infectious diseases are spread by contact with human blood. Among these blood-borne infections are the Hepatitis B virus and HIV (the virus that causes AIDS). Consequently, students who bleed uncontrollably should not have routine contact with other individuals in school settings.

As a public health measure, students who exhibit the following conditions should be advised not to attend school until such time as these conditions are resolved:

1. if a student has weeping or bloody skin or mouth sores that cannot be successfully covered or controlled with medications
2. if the student exhibits biting of an unusual frequency or severity that would be accompanied by actual transfer of blood from the biter, as might happen only from a student with chronically bloody gums or mouth
3. if the student exhibits bloody diarrhea.

These conditions are grounds for the exclusion of any student from a school setting, regardless of whether she/he is known or suspected to harbor a blood-borne infection.

Adapted from Medical Update to Policy Guidelines: Infants, Toddlers and Preschoolers with HIV Infection/AIDS in Early Childhood Settings (Department of Public Health, 6/89)

Universal Precautions for School Settings

Universal precautions refer to the usual and ordinary steps all school staff need to take in order to reduce their risk of infection with HIV, the virus that causes AIDS, as well as all other blood-borne organisms (such as the Hepatitis B virus).

They are universal because they refer to steps that need to be taken in all cases, not only when a staff member or student is known to be HIV-infected.

They are precautions because they require foresight and planning, and should be integrated into existing safety guidelines.

1. Appropriate equipment (mops, buckets, bleach, hot water, hand soap, disposable towels and latex gloves) must be readily available to staff members who are responsible for the clean-up of body fluid spills.
 - a. Treat human blood spills with caution
 - b. Clean up blood spills promptly

- c. Inspect the intactness of skin on all exposed body parts, especially the hands. Cover any and all open cuts or broken skin, or ask another staff member to do the clean-up. Latex gloves contribute an added measure of protection, but are not essential if skin is intact
 - d. Clean up blood spills with a solution of one part household bleach to ten parts water, pouring the solution around the periphery of the spill. Disinfect mops, buckets and other cleaning equipment with fresh bleach solution
 - e. Always wash hands after any contact with body fluids. This should be done immediately in order to avoid contaminating other surfaces or parts of the body (be especially careful not to touch your eyes before washing up). Soap and water will kill HIV
2. Clean up other body fluid spills (urine, vomit, feces), unless grossly blood contaminated, in the usual manner. They do not pose a significant risk of HIV infection.

Adapted from Universal Precautions for School Settings, Massachusetts Department of Education and Medical Update to Massachusetts Policy Guidelines: Infants, Toddlers and Preschoolers with HIV Infection/AIDS in Early Childhood Settings (June, 1989).

Building Use or Rental Policy

Whitman-Hanson Regional School District schools are available for community use. Applications (Building Use Forms) are available in the Principal's office. Requests must be filed at least three weeks in advance of the anticipated use.

Promotion/Retention

The Whitman-Hanson Regional School District recognizes each pupil as an individual and also recognizes the wide variance in individual, emotional, social, physical and intellectual growth patterns. Factors that play a prominent role in arriving at a decision regarding promotion and retention are recommendations from teachers, counselors and school administrators as well as MCAS testing results, report card grades, and child's potential to succeed.

Promotion from each of these grades to the next requires that students pass three (3) of four (4) major subjects taken. Major subjects in the Whitman-Hanson Regional School District are defined as: Language Arts, Mathematics, Social Studies, and Science. If a student is a candidate for retention, he/she may participate in and successfully complete an approved summer program of studies. Should successful completion of the summer program bring a student's yearly average from failure to a passing grade, the student will be promoted. Costs associated with a summer studies program, including transportation, will be the responsibility of the parents/guardians.

Those students who are in danger of being retained will immediately be referred to the Student Teacher Assistance Team (STAT). This team is comprised of the School Principal, Guidance Counselor, and/or Adjustment Counselor, School Nurse and other staff members who are involved in an individual child's education. The Principal will assess the overall education status of the students being referred in an effort to find ways for those students to experience a higher

degree of success. At the close of the second marking period, parents will be notified in writing if their child is in danger of being retained for the following school year.

In the event that a student is not successful in meeting the Whitman-Hanson School District's standards for promotion, the Principal will notify parents/guardians of an intention to retain their child at a particular grade level before the last week of school. The Principal will have the authority to make the final decision regarding the promotion of a student being considered for retention. Parents will have the opportunity of appealing the Principal's decision to the Superintendent.

Appeals to the school Principal on the part of parents/guardians, must be made within ten (10) days of the retention notification. If not satisfied, the parents/guardians may appeal to the Superintendent of Schools prior to the close of school.

Police Response

The Principal or designee may request for police response to the school. A brief description of the incident should be made over the telephone, along with the location (in the school) of the incident. Whenever possible, the Police Officer responding should be met at the door of the school by the Principal or designee. A detailed description of the incident should be given to the officer prior to his involvement. Once it is determined that a criminal act has occurred, the Police Department is responsible for the situation.

Regulations Governing School Bus Transportation

Bus Loading and Discharging Procedures

In accordance with Chapter 118 of the Acts of 1974, all pupils will enter or leave the bus when the lights/lamps are flashing. Further, our loading and discharging procedure requires that pupils pass at least ten (10) paces in front of the bus on the side of the flashing lamps. Pupils will be informed by the Building Administrators and homeroom teachers that they shall not wait on snow banks or attempt to climb snow banks after being discharged from a bus. Bus routes are established at the beginning of the school year based on the school's total enrollment and ridership on individual bus routes. Therefore, requests for students to ride on buses and get off at stops other than those they were assigned to in September cannot be honored.

Suspension of Bus Privileges

Bus Transportation is a privilege and may be denied for just cause by the Building Administrator. Extreme cases of misbehavior on the bus or at the bus stop shall be reported by the Building Administrator to the School Safety Officer. The following procedures shall be processed in relation to possible suspension of bus riding privileges:

Penalties

1. First Bus Report: Student may be removed from the bus for a period of two (2) days.
2. Second Bus Report: Student may be removed from the bus for a period of five (5) days.
3. Third Bus Report: Student may be removed from the bus for a period of ten (10) days.
4. Fourth Bus Report: Student may be removed from the bus for a period of thirty (30) days.
5. Fifth Bus Report: Student may be removed from the bus for a period of sixty (60) days.
6. Sixth Bus Report: Student may be removed from the bus for a period of one hundred eighty (180) days.
7. Late bus: First discipline referral may result in student being removed for 30 days; second report, for the remainder of the school year.

Parents may be required to meet with the building administrator for a permission slip to re-board the bus. Bus Operators will not allow the pupils to re-board the bus until he/she receives the permission slip signed by the Building administrator.

Penalties may be carried into a subsequent school year at the discretion of the building administrator.

Bus Reports may be issued for but are not limited to the following:

- Putting arm, head or anything out of the window.
- Throwing anything out of the window.
- Pushing, hitting another pupil or grabbing property of another pupil.
- Standing when a seat is available.
- Lighting matches or lighters.
- Fighting.
- Vulgar or profane Language.
- Vandalism such as defacing seats or cutting seats.
- Opening emergency door or any action which could cause harm to another pupil.
- Refusal to obey reasonable rules of bus and operator's authority.
- Smoking or drinking.
- Possession of displaying weapons or like instruments.
- Harassment of other pupils or driver.
- Physical violence or threat of physical violence toward a bus operator.
- Possession of a controlled substance.

Note: Students are subject to video and audio surveillance while riding on District buses.

An Act Providing for the Distribution of Information to Certain Parents of Children Enrolled in Elementary and Secondary Schools

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

Chapter 71 of the General Laws is hereby amended by inserting after section 34G the following section:

Section 34H

(a) Each public elementary and secondary school shall provide the following information in a timely and appropriate manner to the parent of a child enrolled in the school if the parent is eligible for information pursuant to this section and requests the information in the manner set forth in this section: report cards and progress reports; the results of intelligence and achievement tests; notification of a referral for a special needs assessment; notification of enrollment in a transitional bilingual program; notification of absences; notification of illnesses; notification of any detentions; suspensions or expulsion; and notification of permanent withdrawal from school. Each school shall also make reasonable efforts to ensure that other written information that is provided to the custodial parent but not specified in the preceding sentence be provided to the requesting parent if that parent is eligible for information pursuant to this section and requests the information in the manner set forth herein. All address and telephone number information shall be removed from information provided pursuant to this section. Receipt of this information shall not mandate participation in any proceeding to which notification pertains nor shall it authorize participation in proceedings and decisions regarding the child's welfare which are not granted through the award of custody. For purposes of this section, any parent who does not have physical custody of a child shall be eligible for the receipt of information pursuant to the procedures of this section unless said parent has been denied legal custody of the child based on a threat to the safety of the child or to the custodial parent, or who has been denied visitation, or who has been ordered to supervised visitation, or whose access to their child or to the custodial parent has been restricted by a temporary or permanent protective order unless said protective order, or any subsequent order which modifies said protective order, specifically allows access to the information described in this section.

A parent eligible for information pursuant to this section who wishes to have this information shall submit a written request to the school principal annually. The initial request shall include: a certified copy of the probate court's order or judgment relative to the custody of the child indicating that the requesting parent has not sought and been denied shared legal custody as defined in section 31 of chapter 208 based on a threat to the safety of the child or the custodial parent and is entitled to unsupervised visitation with his child, or a certified copy of an order by a probate and family court judge specifically ordering that this information be made available to the requesting parent which certifies on its face that it is being made after a review of the records, if any, of the judgment of custody and the criminal history of the petitioner, that provision of the requested information has not been determined to pose a safety risk for the custodial parent or to any child in the custodial parent's custody and that it is in the best interest of the child that such information be provided to the petitioner; and an affidavit from the

requesting parent certifying that the judgment or order remains in effect and that no temporary or permanent protective order restricting access to the custodial parent or to any child in the custodial parent's custody is in effect.

- (c) Upon receipt of a request for information pursuant to this section the school shall immediately notify the custodial parent of the receipt of the request. Notification must be made by registered mail and by first class mail in both the primary language of the custodial parent and in English. The school may seek reimbursement for the cost of postage from the requesting parent. The notification shall also inform the custodial parent that information requested pursuant to this section shall be provided to the requesting parent after 21 days unless the custodial parent provides to the principal of the school documentation of any court order which prohibits contact with the child, or prohibits the distribution of the information referred to in this section or which is a temporary or permanent order issued to provide protection to the custodial parent or any child in the custodial parent's custody from abuse by the requesting parent unless said protective order or any subsequent order which modifies said protective order, specifically allows access to the information described in this section.
- (d) In each subsequent year, the parent eligible for information pursuant to this section shall indicate in the annual request that he continues to be entitled to unsupervised visitation with his child and to be eligible for the receipt of the information pursuant to this section. Upon receipt of a request for information pursuant to this section the school shall immediately notify the custodial parent of the receipt of the request. Notification shall be made by registered mail and by first class mail in both the primary language of the custodial parent and in English. The school may seek reimbursement for the cost of postage from the requesting parent. The notification shall also inform the custodial parent that information requested pursuant to this section shall be provided to the requesting parent after 21 days unless the custodial parent provides to the principal of the school documentation of any court order which prohibits contact with the child, or prohibits the distribution of the information referred to in this section or which is a temporary or permanent order issued to provide protection to the custodial parent or any child in the custodial parent's custody from abuse by the requesting parent.
- (e) At any time the principal of a school is presented with an order of a probate and family court judge which prohibits the distribution of information pursuant to this section the school shall immediately cease to provide said information and shall notify the requesting parent that the distribution of information shall cease.
- (f) The principal of each public elementary and secondary school shall designate a staff member whose duties shall include the proper implementation of this section.
- (g) Requests for information made pursuant to this section which are made while a permanent protective order restricting access to the custodial parent or to any child in the custodial parent's custody is in effect shall constitute a violation of said protective order and be subject to the applicable penalties.
- (h) The Department of Education shall promulgate regulations to implement the provisions of

this section. Said regulations shall include provisions which assure that the information referred to in this section is properly marked to indicate that said information may not be used to support admission of the child to another school.

Notification of Rights under the Family Educational Rights and Privacy Act (FERPA) for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 10 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has a contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist), or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and

address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Notification of Rights under the Protection of Pupil Rights Amendment (PRPA)

PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas OR email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Asbestos Management Plans

The School District’s Asbestos Management Plans are available for review in the Central Office located at the Whitman-Hanson Regional High School. Any questions regarding these plans can be directed to the Superintendent of Schools.

Important Notice to All Out-Of-District Vocational School Applicants

All students who intend to apply for acceptance to an out-of-district vocational high school program (such as Norfolk Agricultural School) must complete all of the following, prior to April 1. Please note that the information submitted reflects admittance for the following fall.

- Written application (supplied by and submitted) to the appropriate Vocational School.
- Written approval of the non-resident application by the Whitman-Hanson Regional School District Superintendent of Schools.

Failure to comply with the April 1 cut-off date, as stated above, may result in disapproval of the application by the Superintendent of Schools or the respective Selectmen's Office. This action may be necessary because of budgeting timeline restrictions.

After April 1, all out-of-district vocational high school applications must also receive approval from the respective Selectmen's Office. Extensions will not be automatic and will be granted only based on hardship or unusual circumstances.

Bullying Prevention Policy

The Whitman-Hanson Regional School District is committed to providing a safe, positive and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying, or cyber-bullying.

"Bullying" is the repeated use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target that:

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

"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 communications.

Cyber-bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in 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 more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

Bullying and cyber-bullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyber-bullying are alleged, the full cooperation and assistance of parents and families are expected.

For the purpose of this policy, whenever the term bullying is used it is to denote either bullying,

or cyber-bullying.

Bullying is prohibited:

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

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

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

Prevention and Intervention Plan

The Superintendent and/or his/her designee shall oversee the development of a prevention and intervention plan, in consultation with all district stakeholders, which may include teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians, consistent with the requirements of this policy, as well as state and federal laws. The bullying prevention and intervention plan shall be reviewed and updated at least biennially.

The Principal is responsible for the implementation and oversight of the bullying prevention and implementation plan within his or her school.

Reporting

Students, who believe that they are a target of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, are obligated to report incidents to a member of the school staff. The target shall, however, not be subject to discipline for failing to report bullying.

Each school shall have a means for anonymous reporting by students of incidents of bullying (781-618-7086). No formal disciplinary action shall be taken solely on the basis of an anonymous report.

Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action.

Parents or guardians, or members of the community, are encouraged to report an incident of bullying as soon as possible.

A member of a school staff shall immediately report any instance of bullying the staff member has witnessed or become aware of to the school principal or their designee.

Investigation Procedures

The Principal or their designee, upon receipt of a viable report, shall promptly contact the parents or guardians of a student who has been the alleged target or alleged perpetrator of bullying. The actions being taken to prevent further acts of bullying shall be discussed.

The school principal or a designee shall promptly investigate the report of bullying, using a Bullying/Cyber-bullying Report Form which may include interviewing the alleged target, alleged perpetrator, staff members, students and/or witnesses.

Support staff shall assess an alleged target's needs for protection and create and implement a safety plan that shall restore a sense of safety for that student.

Confidentiality shall be used to protect a person who reports bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying.

If the school Principal or a designee determines that bullying has occurred he/she shall take appropriate disciplinary action. The principal shall notify local law enforcement personnel, the Director of Safety and Security and the Superintendent if it is believed that criminal charges may be pursued against the perpetrator. The local law enforcement agency will determine if criminal charges are warranted.

The investigation shall be completed within fourteen school days from the date of the report. The parents or guardians shall be contacted upon completion of the investigation and informed of the results, including whether the allegations were found to be factual, whether a violation of this policy was found, and whether disciplinary action has or shall be taken. At a minimum the Principal or his/her designee shall contact the parents or guardians as to the status of the investigation on a weekly basis.

Disciplinary actions for students who have committed an act of bullying or retaliation shall be in accordance with district disciplinary policies.

Each school shall document any incident of bullying that is reported per this policy and a file shall be maintained by the Principal or designee. A copy of each incident report shall be provided to the Director of Safety and Security who will inform the Superintendent. In the case where a student identified with special needs is involved, the Administrator of Special Education will be notified.

Confidentiality shall be maintained to the extent consistent with the school's obligations under law.

Retaliation

Retaliation against a person who reports bullying, provides information during an investigation

of bullying, or witnesses or has reliable information about bullying shall be prohibited.

Disciplinary actions for students who have committed an act of bullying or retaliation shall be in accordance with district disciplinary policies.

Target Assistance

The Whitman-Hanson Regional School District shall provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to students, both targets and perpetrators, affected by bullying, as necessary.

Training and Assessment

Annual training shall be provided for school employees and volunteers who have significant contact with students in preventing, identifying, responding to, and reporting incidents of bullying.

Age-appropriate, evidence-based instruction on bullying prevention shall be incorporated into the curriculum for all K to 12 students.

Publication and Notice

Annual written notice of the relevant sections of the bullying prevention and intervention plan shall be provided to students and their parents or guardians, in age-appropriate terms.

Annual written notice of the bullying prevention and intervention plan shall be provided to all school staff. The faculty and staff at each school shall be trained annually on the bullying prevention and intervention plan applicable to the school.

Relevant sections of the bullying prevention and intervention plan relating to the duties of faculty and staff shall be included in the school employee handbook.

The bullying prevention and intervention plan shall be posted on the Whitman-Hanson Regional School District website.

Harassment, Prejudice, and Non-Discrimination (Policy AC)

General Information

The School Committee's policy of nondiscrimination extends to students, staff, the general public, and individuals with whom it does business; No person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, sex, religion, national origin, sexual orientation, gender identity or disability. If someone has a complaint or feels that they have been discriminated against because of their race, color, sex, religion, national origin, sexual orientation, gender identity, or disability, their complaint should be registered with the Title IX compliance officer.

The Whitman-Hanson Regional School District is a community of learners that rejects

harassment or prejudice in all forms and believes that children learn best when not influenced by stereotypical or preconceived ideas or opinions which disregard facts. Harassment or prejudice is demonstrated by intolerance, hatred, or bias toward others with the intent to do physical or emotional injury or harm to the victim. Harassment and prejudicial acts are damaging because they deny the individuality and dignity of the person(s). While no one is free of prejudice, our District believes that no one should be allowed to openly harass or demonstrate prejudice toward others. Acting in a harassing or prejudicial manner will be dealt with accordingly. This harassment may include behavior, such as wearing of clothes or symbols, which denigrates others or which is offensive to others because of its negative racial, religious, or ethnic connotations. Some examples of harassing or prejudicial acts are:

- Drawing (or wearing) of swastikas or other negative symbols on a wall, book, etc.
- Making negative statements directed at a person or group of people based on religion.
- Making negative comments directed at a person or group of people based on job or economic status.
- Making prejudicial comments to a person or group of people based on a person's intellectual capacity.
- Fighting, kicking, hitting, tripping, pinching, scratching and/or other violent conduct.
- Other physical conduct, not violent in nature, such as touching, staring, blocking a doorway, following a person, and/or laughing/sneering at a person.
- Destruction of a person's property.
- Calling a person at home, sending postal or electronic mail to the person's residence and/or following the person, and/or being at the person's home in an attempt to harass/intimidate.

All acts of harassment or prejudice, when reported to school officials, shall be investigated thoroughly using the same process that is available for racial or sexual harassment investigations.

Racial Harassment

Pursuant to Title VI and Title VII of the Civil Rights Acts racial harassment of a student, present or prospective employee, or visitor shall not be tolerated. Violation, if proven, will result in disciplinary action. Any person who believes that he/she has been the victim of racial harassment may seek redress through Whitman-Hanson's Racial Harassment Grievance Procedure by contacting your building principal as listed at the end of this section, or by contacting the Superintendent's Office at 781-618-7000.

Racial harassment is defined as:

Verbal or physical conduct which has the purpose or effect of substantially interfering with an individual's work or educational performance, or creating an intimidating, hostile or offensive working or educational environment, when such conduct is undertaken because of the race and/or color of the person against whom the conduct is directed.

Examples of racially harassing conduct include but are not limited to:

- Racial epithets;
- Use of racial stereotypes;

- Graffiti, notes, letters, cards, pictures using racial epithets, racial slurs, racial stereotypes and/or demeaning references to a member of a race;
- Fighting, kicking, hitting, tripping, pinching, scratching and/or other violent conduct when done because of the victim's race;
- Other physical conduct, not violent in nature, such as touching, staring, blocking a doorway, following a person, and/or laughing/sneering at a person when such conduct is undertaken because of the person's race;
- Destruction of a person's property because of the person's race; and
- Calling a person at home, sending mail to the person's residence and/or following the person, and/or being at the person's home in an attempt to harass/intimidate because of the person's race/color.

Racial harassment is not limited to prohibited conduct by a supervisory employee toward a non-supervisory employee or by a teacher toward a student. Racial harassment includes, but is not limited to the following considerations:

- A. The harasser does not have to be the victim's supervisor. He/she may also be an agent of the employer, a supervisory employee who does not supervise the victim, a non-supervisor employee (co-worker), or, in some circumstances, even a non-employee (student, parent).
- B. The harasser and the victim can both be students.
- C. The harasser could be either a student or a staff member, and the victim could be either a student or staff member.
- D. The victim does not have to be the person at whom the conduct is directed. The victim may also be someone who is affected by such conduct when it is directed toward another person. For example, inappropriate attempts of humor or the racial harassment of one person may create an intimidating, hostile, or offensive working or educational environment for another or may unreasonably interfere with an individual's work or educational performance.

All personnel and students will be responsible for implementing, monitoring and enforcing the above policy. All personnel and students are to strictly adhere to this policy.

Title IX

Contacts:	Mr. Jeffrey Szymaniak	781-618-7412
	Mr. George Ferro	781-618-7466

Racial Harassment Grievance Procedure

Preface

A formal grievance may be filed at any time by a student, employee, administrator, and/or applicant who believes that his/her rights as outlined above have been violated. Each student, faculty member, administrator, or staff member has an obligation to make every effort to resolve problems informally as they arise. All members of the community are urged to resolve problems

fairly and informally so that they do not become sources of grievances to be pursued formally through the grievance procedure. If a suitable solution cannot be reached informally through independent means, a formal grievance may be initiated.

Definitions: A “grievance” shall be a complaint by an individual that there has been a violation of the racial harassment policy.

- A. The grievant should file a written statement of the grievance within thirty (30) days of the alleged harassment. The grievance should be filed with his/her supervisor, or in the event that the supervisor is the alleged harasser, with the building principal or assistant superintendent. If the grievant is a student, the grievance should be filed with the student’s adviser, counselor, and principal or other staff member.
- B. In the event that the grievant does not feel comfortable making the grievance as outlined above, he/she is free to file the grievance with any administrator above him/her in the organizational chart. The grievance should be in writing because of due process concerns for the alleged harasser. However, if the grievant is unable to put the grievance in writing, the grievance shall be written by the administrator and must be signed by the grievant before proceeding.
- C. Once the grievance is received, an appropriate investigation of the grievance shall be undertaken. In the case of a student grievance, the investigation shall be done by the principal or his designee.
- D. Such investigation may consist of, but may not be limited to, the following actions:
 - Interview(s) with the grievant.
 - Interview(s) with the individual alleged to be the harasser.
 - Interviews with other employees, other students, or other witnesses.
 - Interviews with other individuals.
 - Review of pertinent records.
- E. Within a reasonable time after receipt of the grievance, a decision on the grievance shall be rendered, and the alleged harasser and the grievant shall be informed of the decision and whether or not the allegations were found to be credible.
 - a. If the allegations are not deemed credible, the matter shall be closed. The documents, notes, and other materials from the investigation shall be kept as a record for an appropriate period of time. The purpose for retaining this record is to enable Whitman-Hanson to prove that it conducted an appropriate investigation.
 - b. If the allegations, or any part of the allegations, are deemed credible, appropriate action against the harasser shall be taken.
 - c. Remedial actions will depend on the severity of the incident(s). An admission of guilt, an acknowledgment of a verbal warning, a promise not to commit such offense again, and other action taken to provide appropriate relief for the grievant may be sufficient resolution. At this stage, it is hoped to sensitize the person at fault to the effects of such behavior, to be constructive and not unduly punitive in the disciplinary action. If informal resolutions are not adhered to or if the allegations involve conduct for which informal resolutions are not appropriate, the administrator may deem it necessary to take appropriate action that can include discipline up to and including termination (if an employee) or exclusion (if a student).
- F. If the grievant is not satisfied with the results of the grievance, he/she may appeal to the Superintendent.

- G. Grievants are not limited to a formal grievance procedure but may seek relief from other agencies, including the Equal Employment Opportunity Commission, the Massachusetts Commission Against Discrimination, or the Office for Civil Rights of the Department of Education.
- H. Any retaliatory action of any kind by an employee or student against any employee or student as a result of that person's seeking redress under these procedures, cooperating in an investigation, or otherwise participating in any proceeding under those procedures, is prohibited and shall be regarded as a separate and distinct grievable matter under this procedure.
- I. All grievance proceedings will, to the greatest possible extent, be held in confidence by all persons directly or indirectly involved in them.

Sexual Harassment Policy and Complaint Procedure for Students

Introduction

It is the policy of the Whitman-Hanson Regional School District that all students should be able to attend school and participate in a learning environment which is free of any kind of sexual harassment. Sexual harassment thus violates the policies of the District and also violates the law, specifically Title IX and general Laws c. 151C.

What is sexual harassment?

The legal definition of sexual harassment is: *Unwelcome advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:*

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's success as a student;
2. Submission to or rejection of such conduct by an individual is used as the basis of educational decisions affecting such individuals; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's educational performance, or creating an intimidating, hostile or offensive educational environment.

Some Examples of Sexual Harassing Conduct:

- touching (arm, breast, buttocks, etc.)
- verbal comments (about parts of the body, what type of sex the victim would be "good at," clothing, looks, etc.)
- name-calling (from "honey" to "bitch" and worse)
- spreading sexual rumors
- leers and stares
- sexual or "dirty" jokes
- cartoons, pictures, and pornography
- using the computer to leave sexual messages or graffiti or to play sexually offensive computer games

- gestures with the hands and body
- pressure for sexual activity
- cornering, blocking, standing too close, following
- conversations that are too personal
- "rating" an individual - for example, on a scale from 1 to 10
- obscene T-shirts, hats, pins
- showing R-rated movies during class (not curriculum-based)
- sexual assault and attempted sexual assault
- massaging the neck, massaging the shoulders
- touching oneself sexually in front of others
- graffiti
- making kissing sounds or smacking sounds; licking the lips suggestively
- howling, catcalls, whistles
- repeatedly asking someone out when he or she isn't interested
- "spiking" (pulling down someone's pants)
- facial expressions (winking, kissing, etc.)
- "slam books" (lists of students' names with derogatory sexual comments written about them by other students)
- "making out" in the hallway

Complaint Procedure

If you feel that someone has sexually harassed or is sexually harassing you, you should file a complaint as promptly as possible by following the steps below; in this way, the sexual harassing conduct will stop, and the person who is sexually harassing you will know that you do not like or accept such conduct.

Steps for Filing a Complaint

1. Speak or send a note to any employee of the school system whom you trust, i.e., principal, assistant principal, teacher, nurse, counselor, custodian, crossing guard, aide, cafeteria worker, etc. You can also speak to your parents who can then notify the principal or assistant principal. Remember that the complaint procedure does not start until school personnel receive the complaint.
2. If you have not or do not want to put the complaint in writing, the employee will do so. This should be done no later than two (2) school days after you have talked, or given the note, to the employee. The complaint has to be put in writing to make sure that the employee's understanding of your complaint is correct.
3. The employee will refer the written complaint to the principal. The principal or his/her designee may speak with you to get more information. In any case, the principal or his/her designee will speak to the person who is alleged to have sexually harassed you (called "the respondent") to obtain information as well.
 - a. If the principal feels that the complaint can be resolved without a formal investigation, he/she may use the informal procedure. The informal procedure simply tries to resolve the situation and can be done in many ways. Even if the Principal

thinks that the informal procedure is acceptable, you or the respondent can ask that the formal procedure be used, rather than, or after, the informal procedure.

Examples are:

- Principal or his/her designee may have a conversation between you and the respondent where you can tell the respondent that the behavior bothers you and must stop.
- The Principal or his/her designee may have you write a letter to the respondent saying that the behavior bothers you and must stop.
- The Principal or his/her designee may have separate conversations with you and the respondent.

Examples of possible resolutions are:

- Letters of apology
- Assurances that the offensive behavior will end
- Disciplinary action

4. The informal procedure will be completed within five (5) school days from the date the principal receives the complaint. The principal or his/her designee will notify you and the respondent of the results of the informal procedure. Resolution of the situation may or may not occur as a result of the informal procedure. If all the parties involved in this informal procedure feel that a resolution has been achieved, this discussion will remain confidential and no further action will be taken. If any of the parties feel that resolution has not been achieved, the following formal procedure will be used. Investigative deadlines may be extended under extenuating circumstances such as illness.

Formal Procedure:

1. The formal procedure is used when any one of the following happens:
 - a. You or the respondent ask that the formal procedure be used,
 - b. The principal or his/her designee decides that the formal procedure should be used, or
 - c. You or the respondent feels that the informal procedure was not helpful or adequate and one of you requests within five (5) school days, that the formal procedure be used.
2. The formal procedure will be completed within twenty (20) school days of the complaint being filed with the principal, or if the informal procedure was used, within twenty (20) school days of the request to start the formal procedure.
3. The principal or his/her designee will investigate the complaint and complete a written report, which will include:
 - All facts and circumstances of the incident.
 - A summary of the investigation which will include interviews with anyone reasonably believed to have relevant information, namely, you, the respondent and, if either is under the age of 18, their parents (if appropriate), witnesses, and anyone else who may have experienced similar conduct.
 - A description of any actions already taken and/or proposed by the principal or his/her designee.

Copies of this written report, including the principal's decision, and the rationale and documentation of it will be forwarded to each of the parties involved within five (5) school days of completion of the investigation. All documentation of sexual harassment complaints will be kept on file with the Assistant Superintendent.

If the principal or his/her designee finds that sexually harassing conduct has occurred, then/he/she may discipline the respondent, require the respondent to apologize to you, require that the respondent go to counseling or training, take any combination of these actions or any other appropriate action.

You or the respondent may appeal the decision in writing to the Assistant Superintendent, within fifteen (15) school days of receipt of the findings of the formal procedure. The decision will be reviewed to ensure adequacy of the investigation and conclusions. Parties will be given an opportunity to submit additional information. The Assistant Superintendent will make a decision and provide it in writing to you and the respondent within thirty (30) days.

Other Resources

Individuals also have the right to seek a remedy from Massachusetts Commission Against Discrimination, One Ashburton Place, Boston, MA 02108, (617) 727-3990, and the Regional Office of Civil Rights for the U.S. Department of Education, 222 John W. McCormack Bldg., Boston, MA 02109, (617) 223-9662.

Retaliation

No one may retaliate against you for filing a complaint. Further, no one may retaliate against any student, employee person because they provided information or helped in the investigation. If any person feels that they have been subjected to retaliation, he/she should file a complaint with the principal.

Considerations to Remember

- A male as well as a female may be the victims of sexual harassment, and a female, as well as a male, may be the harasser.
- The victim may be the same or opposite sex as the harasser.
- The victim does not have to be the person at whom the unwelcome sexual conduct is directed. The victim may also be someone who is affected by such conduct when it is directed toward another person. For example, in appropriate attempts of humor or the sexual harassment of one girl (or boy) may create an intimidating, hostile, or offensive environment for another girl (or boy) or may unreasonably interfere with an individual's educational performance.

Dissemination Process

To insure that all our students are afforded an opportunity to understand this policy, it shall be annually distributed as follows:

- a. If asked at any level, the school principal, assistant principal, school adjustment counselor, guidance counselor, or school psychologist may assist a parent to help the child comprehend the meaning of the policy. It shall also be reviewed by the building principal at the start of the school year and with every new student enrolled by that student's guidance counselor.
- b. For students PK and K, parents will receive a copy of the policy in their enrollment packet. Parents will be asked to review this policy with their child(ren).
- c. For students' grades 1 through 8, each building health teacher will review this policy in class as part of the curriculum. It shall also be included in the student handbook. This curriculum activity will not be considered a human sexuality curriculum component and, therefore, not covered under Massachusetts General Law Section 32A (Parent Notification Act.)
- d. For students' grades 9 through 12, each shall receive a copy of this policy at the beginning of the school year either by hard copy or through the student handbook.
- e. For self-contained classes or other unique situations, the classroom teacher or specialist assigned shall be responsible for review of this policy with the student as directed by the administrator of Special Education.