

# **Clinton Middle School**

## **2016 – 2017 Student Handbook**

**Mrs. Annmarie Sargent – Principal**  
**Mr. Robert Seed - Assistant Principal**

**100 West Boylston Street**  
**Clinton, MA 01510**  
**(978) 365-4220 FAX (978) 365-7256**



# Clinton Middle School

## Student Handbook

### 2016 - 2017

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#### The Clinton Public School Website

In the 2009-2010 school year the Clinton Public Schools launched a new website ([www.clinton.k12.ma.us](http://www.clinton.k12.ma.us)) serving the district's three schools. The Website is used to communicate information, recognize student achievement and to promote the Clinton Public Schools. With parent/guardian permission the schools would like to use your child's schoolwork, image and name to recognize student achievement and to promote the Clinton Public Schools.

If at any time during the school year you would like to change the status of your authorization for posting your child's image, work, or name please contact the CPS.

## **CLINTON MIDDLE SCHOOL** **Student Acceptable User Policy**

The purpose of the Clinton School District Network and Internet is to enhance educational research. Access to the Internet enables students to explore thousands of libraries, databases and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate and/or potentially offensive to some people.

While the district's intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. It is the district's position that the benefits to students in the form of information resources and opportunities for collaboration exceed the potential disadvantages.

### **Rules for Student Use of Internet and e-mail**

Student behavior on school computer networks is governed by the behavioral expectations, which appear in the Student Handbooks. In conjunction with these behavioral expectations, students may use the Internet only for approved school-related activities.

#### **Students will not be permitted to:**

- Reveal their own personal information, such as addresses, telephone numbers, user names, passwords, etc., or that of other students;
- Use another's password and/or trespass in another's folder(s), work, and/or file(s);
- Access e-mail accounts or chat lines without permission and supervision.
- Attempt to gain access to unauthorized resources or entities; Post anonymous messages;
- Download software, such as games, applications, etc., for personal use;
- Access, send or display sites that provide material which does not conform with acceptable school use, such as pornography, obscenity, etc.;
- Violate copyright laws;
- Vandalize computers, computer software, computer systems, data, and/or the computer network;
- Use the network for non-school related purposes, such as commercial ventures, to set up personal web pages, advertising, etc.
- Violations may result in a loss of access as well as other disciplinary or legal action. The administration reserves the right to review students' files and communications to maintain system integrity and ensure that the users are using the system within the authority provided by the District.

Teachers and other staff members will make every attempt to monitor and guide students toward appropriate materials and the use of the system. This regulation conforms to School Committee Policy JICA-A Student Internet Access. Effective date: April 13, 1999

## **Parent/Student Contract with School**

**Parent:** As a parent I understand that success in school means more than good grades and have agreed to the following:

- I have read the student handbook posted on CMS website and agree to abide by the rules and regulations. I will be a good role model
- I will help my child set goals for the year.
- I will provide a quiet well-lit place to study.
- I will come to school and meet my child's teacher at least once during the school year.

**Student:** As a student of the Clinton Middle School I understand that in order to be the best I can be, I agree to the following:

- I have read the student handbook posted on CMS website and agree to abide by the rules and regulations.
- I will come to school ready to learn. I will have each day's homework completed and ready to hand in.
- I will work to reach the highest expectations.
- I will make my parent aware of all parent-teacher conferences and encourage them to attend.
- I will respect my teachers and my classmates--not criticize them.

**School:** As a school, in order to give students every opportunity to be successful, we agree to the following:

- We will make every effort to provide you with a safe environment.

- We will offer you challenging instruction in a respectful manner. We will give your parents respect.
- We will send home a progress report every quarter informing your parent how you are doing.

## CLINTON PUBLIC SCHOOLS

### CLINTON MIDDLE SCHOOL

#### Website Photograph/Identification

#### AUTHORIZATION AND RELEASE FORM

\_\_\_\_\_  
**Name of Student Printed**

\_\_\_\_\_  
**Name of Parent/Guardian Printed**

Students' telephone numbers and addresses will **NEVER** be posted to the Clinton Public School's website. This information is for filing purposes **ONLY**.

☐ **Yes**      ☐ **No**      1. I hereby authorize the Clinton Public School District to **photograph** and **videotape** the above-named student and to publish/broadcast the resulting image on the Clinton Public School District website for the general purpose of promoting the Clinton Public Schools and recognizing student achievement.

☐ **Yes**      ☐ **No**      2. I hereby authorize the Clinton Public School District to **identify** by name the published photos and videotape images of the above-named student on the Clinton Public School District website for the general purpose of promoting the Clinton Public Schools and recognizing student achievement.

I hereby release the Clinton Public School District, its past or present school committee members, superintendents, officers, employees, representatives and agents, from any and all claims, causes of action, suits or damages, including, but not limited to, claims of defamation, invasion of privacy, breach of confidentiality, and claims under any federal or state statute or regulation, arising out of the School District's photograph and publication/broadcast of my child's image and name on the School District website pursuant to this authorization.

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*I have read the Website Photograph/Identification Authorization Form, District Acceptable Use Policy and the Parent/Student Contract. I hereby release the district, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the District system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services. I give permission to issue an account for my child and certify that the information contained in this form is correct.*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student Signature

This form will be on file throughout your child's years in the Clinton Public Schools. If at any time you wish to change your authorization on this form please contact the Clinton Public Schools.

## **Clinton Parent and Teacher Association PTA**

### **The Clinton PTA sponsors:**

- enrichment programs
- field trip transportation
- book fairs
- holiday children's fund
- staff appreciation gifts
- school calendars
- academic scholarships
- Connect
- Ed phone system for all of the Clinton Public Schools

Our two annual fund raisers; Elementary School in the fall and Middle School in the spring, support our annual budget of \$ 40,000.00 plus each year!

By joining the P.T.A., active or non-active, your membership dues support this very large budget. Without fundraisers and dues, the field trips would not be possible due to budget cuts.

### **2016 - 2017 Clinton PTA Board Members**

#### **President:**

Christine Zentgraf

#### **Vice Presidents:**

Samantha Gamache

#### **Treasurer:**

Kate Moran

#### **Secretary:**

Helen Kerrigan

**CLINTON MIDDLE SCHOOL  
CLINTON, MASSACHUSETTS**

**PART I – INTRODUCTION**

**WELCOME TO CLINTON MIDDLE SCHOOL**

**TO THE STUDENTS OF THE CLINTON MIDDLE SCHOOL**

The administration and staff extend to each of you a sincere welcome to Clinton Middle School.

The people of the town of Clinton have assured the best possible education for each of you by providing you with a beautiful building, excellent facilities and a fine, qualified staff. Entering this school will be a memorable event, and we sincerely hope that each of you will find the experience to be personal, academic and social. It is the hope of the administration and staff that you will avail yourselves of the opportunities offered you here, behave in a responsible manner, study hard and regularly, and participate in school activities. There are two basic rules to follow to insure a happy and successful school year:

**BE LADIES AND GENTLEMEN, AND HAVE PRIDE IN YOURSELF AND YOUR SCHOOL.**

The Clinton Middle School is a culturally diverse school containing a multi-ethnic student body. As such, it is our policy that prejudice of any sort will not be tolerated. Students are both encouraged and expected to treat all others with respect and dignity. Our staff is committed to ensuring that this policy will be both practiced and enforced. Any Clinton Middle School student who experiences prejudice of any kind should bring it to the attention of the administration and staff immediately, and any student who violates this policy will be punished accordingly.

**MISSION STATEMENT**

**The Clinton Middle School is committed to educating and motivating students, providing them with a sound educational foundation and critical thinking skills, which empowers them to become responsible citizens and productive members of society.**

**Staff, parents and community work cooperatively to provide a safe, supportive environment that fosters self-esteem and mutual respect.**

**PBIS Information: What is PBIS: PBIS is a Positive Behavioral Interventions and Support program which is a support approach to create and maintain a positive school climate. This evidence based framework emphasizes preventing school discipline problems. PBIS provides ideas to support teaching, modeling and recognize positive, appropriate behaviors in school. The Clinton Middle School PBIS team has come up with the following logo and uses, “Gotcha Gael” tickets to help promote positive behaviors at school. Students are able to use their tickets at the school store or events that take place during the school year.**

**G – Get Ready**

**A – Act Responsibly**

**E – Expect Excellence**

**L – Learn to Lead**

**S – Show Respect**

## **PART II – GENERAL INFORMATION**

### **WHAT ARE THE SCHOOL HOURS?**

School begins at 7:45 a.m. and ends at 2:30 p.m. Teachers are available after school for those students desiring extra help. Please consult your teacher for specific days and times.

### **SCHOOL CANCELLATION**

In case of emergency or due to inclement weather, **NO SCHOOL** or **DELAYED OPENINGS** will be made via “Connect-Ed” and on the following radio and/or television stations:

#### **RADIO STATIONS**

<b>WSRS</b>	<b>96.1</b>	<b>FM</b>
<b>WBZ</b>	<b>1030</b>	<b>AM</b>
<b>WTAG</b>	<b>580</b>	<b>AM</b>
<b>WEIM</b>	<b>1280</b>	<b>AM</b>

#### **TELEVISION STATIONS**

<b>WBZ-TV</b>	<b>CHANNEL 4</b>
<b>WCVB-TV</b>	<b>CHANNEL 5</b>
<b>WHDH-TV</b>	<b>CHANNEL 7</b>

If school is delayed we will generally delay 2 hours. It is possible that the delay could be longer or shorter depending on the emergency or weather.

If school is released early due to emergency, the same stations will be contacted thirty (30) minutes prior to the release of the students. Parents will also be notified thirty (30) minutes prior to the release of the students.

**DO NOT** contact Police or Fire Department for school cancellations.  
Cancellations will also be on the website: [www.clinton.k.12.ma.us](http://www.clinton.k.12.ma.us)

## PART III – ATTENDANCE POLICY

### ATTENDANCE POLICY

#### I SCHOOL ATTENDANCE

All students are expected to attend school on each regularly scheduled day of the current school year as approved by the School Committee. Students will be marked absent when entering school after 10:30 a.m. Students will be marked absent when dismissed for the remainder of the day before 10:30 a.m. Students will be considered present when dismissed for the day after 10:30 a.m.

#### II ABSENTEEISM

**Parents are strongly urged to call their child in absent.** All students who are absent from school must bring a note signed by parent/guardian or medical doctor, indicating the date and reason for such absence to the office on the day they return to school. **No note is required if the parent called to report on the day of absence.** **Remember it is your responsibility as a student to seek out and make up all missed assignments.**

Absences will be considered either as **excused** or **unexcused** according to the following:

4. Excused absences will generally be recorded when the student has been ill, when there has been a serious illness or death or other extreme hardship over which you have no control. In any of these situations the student **must** return to school with a signed note as described above or parent must call and confirm the absence is excused.
- 1A.) Make-up of assignments with excused absences.  
If your absence is excused, you will be required to make up the assignments you missed and you will receive credit for such work under the following schedule:
  - One (1) day absence – three (3) school days to make up the missed assignments.
  - Two (2) days absence – six (6) school days to make up the missed assignments.
  - Three (3) to five (5) days absence – two (2) school weeks to make-up the missed assignments.
- 1B.) Excused absences of more than one week will be treated in the following manner.  
Upon returning to school, the student will meet with his/her teachers and arrange to Make up all missed work within one month of the date of return to school.
- 1C.) Failure to complete any missed assignments within the indicated schedule of time allowed (1A and 1B above) will result in a grade of zero to be recorded for each missing assignment.
- 1D.) A student who has received an incomplete grade during a marking period as a result of **excused absences** will be informed in writing by the teachers assigning the incomplete grade, exactly what assignments must be completed in order to have the incomplete grade removed from his/her quarterly mark. Students must make-up assignment within the time frame indicated above (1A and 1B).
  4. At the end of the time frame, the teacher(s) will notify the guidance department, in writing, the results of the assignments completed.
  4. The guidance department will remove the incomplete grade and assign the grade(s) reported by the teacher.
2. **Unexcused absences** will be recorded if a student does not return a signed and dated note from his/her parents or physician explaining such absences or has been found to be truant from school.
3. **Excessive absenteeism** as well as habitual tardiness will result in a parental conference.
4. **Any exceptional absentee** situation will be provided individual consideration through a parental conference.



5. **Family vacations and trips** that are scheduled when school is in session are not considered valid reasons for absence. While teachers will allow students to make up missed assignments, tests and quizzes, **they will not be required to prepare work in advance for a vacation related absence.** It is the student's and parent's responsibility to contact the teacher to receive the work that needs to be done when he or she returns to school.
6. Students suspended will be provided with the missed schoolwork and will receive credit once it is turned in.

### **ATTENDANCE AT SCHOOL FUNCTIONS**

Any students dismissed early, absent, or arriving at school after 10:30 a.m. will be ineligible to participate in any extra-curricular activity for that day, except in extraordinary circumstances with special permission of the principal.

Students who are suspended may not participate in any extra-curricular activities during the period of the suspension, nor are they to participate in the next subsequent activity.

Teachers may recommend to the principal that students who are poorly behaved not participate in cluster field trips. The decision of the principal is final. The parent of said student would be notified in advance of the decision.

### **WHAT DO I DO IF I AM TARDY?**

Students should be in their rooms at 7:50 a.m. If you are late to school you must report to the main office where you will receive a tardy slip. You will go to your locker then report to your teacher and show him/her your slip. If you are habitually late you will be given detentions and/or asked to make up the time after school.

**If a child is absent or tardy for more than 10 days per quarter a letter will be sent to parents stating the child is in academic jeopardy which then may result in the child being retained in their current grade. If an improvement is not made the school has the right to contact social services and/or the court to make a referral. School starts at 7:45 and transportation is provided to each student.**

### **WHAT DO I DO IF I AM ABSENT?**

All parents and/or guardians are required to do one of the following when your child is going to be absent from school:

1. (Most Preferred) Call the morning of the day the student is out to report absenteeism to school officials. You may use the following numbers: 365-4220, 365-4221 or 365-4223.
2. On the day your child returns to school, a note explaining the reason for the absence should be delivered to the assistant principal.
3. Any parent requesting homework must do so by 9:00 a.m. and may pick up the work after the school day in the office.
4. If a child has more than 45 absences in school year retention may be considered.

### **STUDENT DRESS**

Dress should be neat, modest, and clean. Decisions concerning dress should be personal and should be the responsibility of individual students and their parents. However, the school may specifically regulate student dress and attire in accordance with health and/or safety standards or when the mode of dress is disruptive to the educational process."

Therefore, we would ask that students and parents adhere to the following guidelines for appropriate school dress: lingerie and/or undergarments should not be visible at any time; halter-top shirts and those with "spaghetti" straps are not permitted; leggings worn as pants without the proper tunic or dress to cover their backside; sleeveless shirts must be no less than one inch wide at the shoulder, and be without gaping armholes; bare midriffs are not allowed; shorts/skorts/shirts may not be shorter than six inches above the student's knee; and clothes displaying profane and/or vulgar messages are not permitted. In addition, costumes of any type may not be worn at school except for designated days, and students are prohibited from writing on their skin with any writing implement. Safe and appropriate footwear must also be worn. Inappropriate footwear includes, but is not limited to flip-flops, beach shoes, and bedroom slippers (these precautions are taken for your child's safety).

The role of the school is to maintain a sound educational atmosphere conducive to learning. If student dress creates a disturbance, which interferes with the function of the school, the administration is empowered to take proper steps to correct the situation.

This does not mean that students, faculty, or parents groups may not recommend appropriate dress for school or special occasions. It means that a student will not be prevented from attending school or a school function, or otherwise be discriminated against, so long as his/her dress and appearance meet the requirements set above

## PART IV – ACADEMIC INFORMATION

### WHAT SUBJECTS WILL I TAKE?

Below is a list of subjects and the grades in which you will take these subjects.

**Grades and Number of Periods per Seven Day Schedule**

Subject	Gr. 4	Gr. 5	Gr. 6	Gr. 7	Gr. 8	
ELA	6	6	6	6	6	
Reading	6	6	6	6	6	
Math	6	6	6	6	6	
Science	6	6	6	6	6	
Social Studies	6	6	6	6	6	
Tech/Engineering	0	1	0	0	4	
Spanish	1	1	1	6 (H)	6 (H)	
Intro to Computers	0	0	1	0	0	
Computer Applications	0	0	0	4	0	
Art	1	1	1	0	0	(Elective for Gr.7/8)
Music	1	1	1	0	0	
Health	1	1	1	1	1	
Physical Education	1	1	1	1	1	
Library	0	0	0	0	0	
*Band		2	2	5	5	
*Symphony Singers		5	5	5	5	
*Chorus		1	1	0	0	
*Electives		0	0	0	0	

### HOW MUCH HOMEWORK WILL I HAVE?

Most major subject teachers will assign homework Monday through Friday. If you do your homework regularly, it should not be a problem.

You should, on average, be expected to have ten (10) times the grade level; for example:

<i>Grade</i>	<i>Times</i>	<i>Minutes</i>		<i>Average Homework Time</i>
4	x	10	=	40 minutes
5	x	10	=	50 minutes
6	x	10	=	60 minutes
7	x	10	=	70 minutes
8	x	10	=	80 minutes

**IMPORTANCE OF HOMEWORK** as noted above, homework carries significant weight in the quarter grade for the above subjects. Homework is also an integral and vital part in the success of each students learning. Homework is the responsibility of each student. Parental involvement is a necessary component in accomplishing such. We ask that all parents do their part communicating with teachers to ensure that their child is doing their homework regularly. **Teachers and teams of teachers will notify parents when a pattern of not doing homework is beginning with their child and a parent/teacher conference will be requested to discuss this issue.** School/Home communication is a district wide strategic goal and with both teachers and parents working together the completion of homework for all Clinton Middle School students will become a reality. *Any student in Grade 7 or 8 should turn in homework daily. If homework is not turned in it is at the discretion of the academic teacher to keep that child after school the same day.*

\*Curriculum Goals/Outcomes – Available by request in the main office and online at the Clinton Public School Website: [www.clinton.k12.ma.us](http://www.clinton.k12.ma.us)

## **CLINTON MIDDLE SCHOOL GRADING POLICY**

### **ELA**

Grade 4 Spelling and homework, class work and essays, tests and quizzes.

Grades 5 and 6 Homework, class work, quizzes and essays, tests and projects.

Grades 7 & 8 Homework, quizzes, open response journals, tests, projects and essays.

### **READING**

Grades 4 – 8 – Homework, quizzes, tests, long composition writing, projects and participation.

### **MATH**

Grade 4 - Homework, assessment (tests and quizzes), participation.

Grade 5- Homework, quizzes, tests, class work, cooperative group work and projects.

Grades 6 – 8- Homework, quizzes, tests and projects.

### **SOCIAL STUDIES**

Grade 4 – Homework, quizzes, tests and projects.

Grade 5 - Tests, homework, projects and class work.

Grade 6 - Homework, quizzes, tests and projects.

Grade 7- Homework, quizzes, test and projects . (3 quizzes equals one test, equals 1 project)

Grade 8 - Homework, tests and projects, quizzes, (this will include any projects that may be graded as tests and/or quizzes)

### **SCIENCE**

Grade 4- Homework, quizzes, tests and projects.

Grade 5 - Quizzes, projects and class work assignments are all of equal value except for tests, which are averaged as 2 quiz grades. Each student starts the new quarter with a homework grade of 100. A five-point deduction is taken for each homework assignment that is not turned in. The final homework grade is then averaged with the other grades to determine the grade for the quarter.

Grade 6 - Homework, quizzes, tests and projects.

Grade 7 - Tests/projects/writing assignments, quizzes and lab reports, homework.

Grade 8 - Homework, quizzes and lab reports, tests/projects/writing assignments.

## **HONOR ROLL/ GRADES FOUR THROUGH EIGHT**

In order to attain the Honor Roll at the Clinton Middle School, a student must meet the following requirements:

**HIGHEST HONORS** - All major academic subjects must be 95 – 100,

**HIGH HONORS** - Better than half of all major academic subjects must be at least a 90 and above and one between 87 – 89.

**HONORS** – All major academic subjects must be 80 and above.

All students must maintain at least a C average in all non-major subjects in order to be eligible for the honor roll. In those subjects (gym, music, library, technology, health, art) where students who are graded with an S (satisfactory) or U (unsatisfactory), any student receiving a U will be considered ineligible for the honor roll. A U will be considered below a 60 or failing.

### **STUDENT OF THE MONTH**

This program will recognize one student in every group in grades 4-8, who demonstrates the following qualities:

1. Respect to all people in the building, others as well as himself /herself.
2. Responsibility for his/her actions.
3. Good citizenship both in and out of the classroom.
4. Helpfulness to both teachers and fellow students.
5. Good manners at all time.
6. Shows kindness to both teachers and fellow students.

**Students of the Month will be honored by having a special treat with the Principal/Assistant Principal and receiving an award.**

**Students of the Month will also have their names published in the local newspaper.**

### **RETENTION POLICY**

Any student who **fails two** or more academic subjects will be considered for **retention**. **Retention is having a student repeat the same grade.** A student failing two or more subjects may be required to attend summer school in order to be promoted to the next grade level.

### **Academic Eligibility for Clinton Middle School Inter-Scholastic Athletic Teams**

Although sports are a very important part of the Clinton Middle School experience, all students must understand that academics are the #1 priority. Therefore, any student failing 2 or more major subjects as recorded on his/her quarterly report card will be ineligible to play sports until the next quarterly report card is issued. If a student is in the middle of a season then a Success Plan will be created to help the student be successful with their academics as well as remain on the team. If the student does not meet the criteria set in the Success Plan he may not be eligible to play in a game during the remaining portion of the season he/she is currently in and they may not be eligible for the following season sports. This is all at the discretion of administration and input from the student's academic teacher's. Our goal is to help the student be successful in school while being a team member.

### **GRADE 7 and 8 SPORTS**

#### **FALL SPORTS**

**Boys and Girls - Soccer and Field Hockey**  
**Football**

#### **WINTER SPORTS**

**Boys and Girls - Basketball**

#### **SPRING SPORTS**

**Boys and Girls Track**  
**Boys Baseball**  
**Girls Softball**

### **ATHLETIC COMPLEX**

**Football Fields, Track, Soccer Fields, Baseball Fields**

**WHEN DO WE RECEIVE PROGRESS REPORTS/REPORT CARDS?**

**All progress reports and report cards will be found on I Pass this year. Parents must register for an I Parent account.**

**Use the school website to register.**

Progress reports will be issued to all students halfway through each of three marking periods. The first quarter marking period those students who are not progressing academically letters will be sent home to parents. The purpose of progress reports is to inform you and your parents of your progress midway through each term. After the second quarter progress reports will be made available electronically through I Parent. It is important that you sign up for an I Parent account to access your child's progress report for 3<sup>rd</sup> and 4<sup>th</sup> quarters. I Parent can be used at any time to check your child's progress. Parents can sign up for I Parent anytime during the school year. Check the website for more details and instructions.

Report cards are issued four (4) times each year following the completion of each term. Each term includes approximately nine (9) weeks. Report cards will be issued through I Parent only.

**WHAT ARE OPEN HOUSE AND PARENTS' NIGHT?**

The Clinton Middle School will conduct an Open House within the first full week of school. The purpose of this Open House will be to introduce your parents to teachers, the curriculum, class rules, responsibilities of you and your parents, and outcomes you will be responsible for achieving.

After the second marking period (January), we will conduct a parents' night where all parents are invited to discuss their child's progress. In addition to the regularly scheduled parents' night, parents are invited to make appointments for conferences with teachers, counselors, or the administration by telephoning the school office at 365-4220.

## **PART V – FREQUENTLY ASKED QUESTIONS**

### **WHERE WILL I KEEP MY PERSONAL BELONGINGS?**

Each student in grades six through eight will be assigned a locker. You are responsible for your books and will be charged for them if you lose them. At the beginning of each day, you are to take the necessary books and supplies needed for classes prior to locker breaks. You will have five minutes at locker time to pick up books needed for the remainder of the day. Students will insure that lockers and desks are kept neat and orderly at all times. Students may only go to lockers at designated times or with teacher permission. Students should understand that lockers and desks are provided for their **use only and should not be considered as part of their personal property**. Inspection of lockers may be called by the administration, as they deem fit. Books and personal belongings for students in grades 5 and 6 will be kept in their homerooms at all time.

### **WHAT ABOUT STUDENT VALUABLES?**

Students are cautioned not to bring large sums of money, cameras, or other valuables to school. If they wear glasses or watches, they should keep track of them at all times. Students, not the school, are responsible for their personal property. Do not leave valuables in your locker.

### **I PODS/CELL PHONES**

Students are **NOT** permitted to bring iPods or other electronic devices to school as they cause distractions and interruptions in the learning process. Students may bring Cell Phones to school but they must be locked up either in a student locker or held by a staff member for the day. Students may NOT use cell phones during the school day. If they do they will be confiscated by staff.

### **USE OF PHONES**

No student will be allowed to use the telephone in the office unless there is an extreme emergency during the school hours and permission is granted from the office personnel. Students will be called to the office for telephone calls only in the case of emergency.

### **WEAPONS AND VIOLENCE**

Guns, knives, brass knuckles, pipes, and any other implement that may be construed as a weapon will be confiscated immediately. Any student who has such a weapon in his or her possession, on school grounds, school functions, school bus, school trips, or in his or her locker, will be subject to: suspension and possible expulsion, notification of police department, department of social services and participation in a counseling program.

Any physical assault, or at least a threat accompanied by the means to carry it out, in circumstances that create a reasonable fear of imminent danger, will result in suspension and possible expulsion.

### **CARE OF SCHOOL PROPERTY**

Students should have pride and respect for their school and should exert every effort to preserve it, including its equipment, facilities, and grounds from damage and misuse. Students, who in the judgment of the school administration, willfully or through negligence, damage, or misuse school equipment, facilities, or property, must make restitution and could be subject to disciplinary action by the school, (detentions or suspension), in addition to legal action.

### **WHAT ARE THE RULES ABOUT CHANGING CLASSES?**

Students changing classes should be quiet and orderly at all times. No lingering will be allowed in the corridors since it causes congestion. You may talk quietly, as you pass. No running is allowed at any time. Students are to keep to the right when passing between classes.

### **STUDENT PASSES**

During each period, students are not to be in the hallways or lavatories without their agenda, hall pass or specific permission. It must be signed by school personnel or the administration, as required.

### **WHAT ABOUT SCHOOL ASSEMBLIES?**

Assemblies are held in the school cafeteria. Some of the programs will involve student talent, the chorus, band, and other special groups. Films may be shown and professional programs may be presented. Students should show respect for those who are performing during the program. Students who cannot follow the rules of good behavior during assemblies may be excluded from future programs.

### **FIRE DRILLS**

Fire drills are held periodically and every drill should be treated as if there actually were a fire. All passing done during fire drills will be done quickly and quietly to avoid confusion.

## **LUNCH PROCEDURE**

Proper conduct will be observed in the lunchroom at all times, under the supervision of the lunch aides and teachers.

1. All students will WALK quietly to the cafeteria during their assigned lunch periods with their teachers.
2. Students will stand in line in single file and observe each student's place therein.
3. Food and drink may be consumed only in the lunchroom including lunches from home.
4. Students should move quickly and carefully in the lunch line with money ready.  
There shall be no "charging" lunches, unless by special permission of the cafeteria manager.
5. Students must return their trays to the proper location.
6. During lunch, students may use bathroom facilities in the grade level area only with permission.  
Eating in the cafeteria is a privilege and should be considered as such. Unruly conduct or failure to observe the above regulations will result in the assignment of a p.m. detention session as a minimum disciplinary action and may result in a suspension of a privilege.

## **LOCKERS**

Every student grades 6, 7 and 8 will be issued a locker at the beginning of the school year. It is the responsibility of each student to keep his /her locker properly maintained throughout the school year. Every student is encouraged to keep his/her combination number a secret to avoid theft.

Only locks issued by the school are to be used to secure lockers and under no circumstances are personal locks to be used. The school retains custody of the lockers, which school staff members may inspect at any time. "As noted earlier, lockers and desks may be inspected or searched at any time, and students therefore should not regard them as personal property."

## **AFTER DISMISSAL**

Students are expected to leave the school building immediately after dismissal unless they have a scheduled appointment(s) an extracurricular activity, or wish to meet with a teacher for assistance.

## **HOW DOES MY GUIDANCE COUNSELOR HELP ME?**

Guidance is an advising service. The counselors will gladly talk to any student in order to help them solve educational or social problems they may have. It is a service that helps students to better understand themselves, other students, and the educational process. Students however, should have a permission slip from the administration or classroom teacher before visiting the guidance office. Your parents are also invited to contact the guidance counselor at any time.

## **PART VI - SCHOOL HEALTH POLICY**

### **If my child becomes ill during the school day**

If my child becomes ill during the school day, the parent is called, using the numbers listed on our emergency cards which we ask you to fill out in the beginning of the school year. If the parent is not able to be contacted, the emergency contacts listed are then called. Please make every effort to list others you feel are responsible and please keep the phone numbers updated so we will always have a contact number should an emergency arise.

### **When to keep my sick child at home?**

- If the student has a fever of 100 degrees F or over they should not come to school. Once the fever is less than 100 degrees F without benefit of using Tylenol/Advil/Motrin for 24 hours he/she may return to school.
- A student may return if no vomiting and/or diarrhea for 12 hours.
- Students with skin conditions including impetigo, ringworm, scabies and other unidentified rashes need to be evaluated by a physician and have a note stating that the rash is not contagious.

### **Can my child take medication at school?**

If possible, parents are advised to give their child medication at home and on a schedule other than school hours. If a student's physician determines that a medication must be given during school hours, this will be administered by the school nurse. The following guidelines must be met.

- Medication should be brought to the health office by an adult. It is illegal for students to carry any medication other than life-threatening medications including insulin, asthma inhalers and epi-pens.
- Medication must be in the original container with a pharmacy label on it and including student's name and the directions for administration.
- Parent/Guardian must sign a consent form for medication administration.

If you want your child to take a non prescription medication such as Tylenol or Motrin; both the MD and the parent must sign the permission form as the school nurse is not at liberty to give any meds without the written OK from both.

### **Immunization Requirements for Clinton Middle School**

By Seventh Grade your student needs:

- 3 doses of Hepatitis B
- all of their DTP and 1 booster dose of Td or Tdap which should be given within the past 5 years
- 3 doses of Polio
- 2 doses of MMR
- 1 dose of Varicella or history of Chicken Pox disease
- (Two doses of Varicella if first dose given 13 years of age or older)

### **A current physical is required to enter CMS**

Students are required to have a physical in order to participate in the CMS sports program. Physicals are valid up to 13 months according to MIAA rules.

### **PHYSICAL EDUCATION**

Only a doctor's certificate or an excuse from the nurse or principal will be acceptable for a student to be excused from participation in Physical Education classes.



### **Growth Screening Program**

Although Massachusetts schools have taken heights and weights of students each year since the 1950's, a new regulation has been passed requiring school nurses to collect this information on students in grades 1, 4, 7 and 10. These measurements will then be used to calculate each child's BMI or Body Mass index and the results will be mailed home to parents or guardians or directly communicated to parents in writing. The hope is that the BMI will give you information about your child's growth pattern and to help increase awareness of the importance of healthy eating and active living. The screening will be done individually as all past screenings have been with confidential results.

Please notify your child's school nurse in writing if you prefer that your child not participate in this program.

### **Scoliosis Screening**

In keeping with standards set by the Department of Public Health, postural screening, more commonly known as scoliosis screening, will be done on students at the Clinton Middle School in the spring. This check is done to detect any abnormalities or curving in the spine which only affects a small percentage of the population. But... it is during a time of rapid growth in a youngster, thus during the middle school years.

If your child had had a physical exam within the school year and it is on file at the office of the school nurse, they will be exempt from the screening. If you choose not to have this done in school, please notify the school nurse in writing stating your request for exclusion.

## **PART VII – SCHOOL DISCIPLINARY ISSUES**

### **STUDENT BEHAVIOR**

Self-discipline is most effective. Students are expected to assume responsibility for their behavior. The following are some examples of unacceptable behavior and the consequences that may result. “Even though consequences have been listed, the administration reserves the right to impose greater discipline when deemed appropriate. Also, other forms of unacceptable behavior not contained on this list may also result in disciplinary action.”

<b><u>OFFENSE</u></b>	<b><u>PENALTY</u></b>
1. Sexual harassment	Detention-suspension-expulsion (as determined by administration)
2. Creating or attempting to create a disturbance	Up to five (5) detentions and/or three (3) day suspension
3. Disobeying a teacher or an administrator willfully and openly	Up to five (5) detentions and/ or up to five (3) day suspension
4. Using profanity toward a teacher or an administrator	Up to five (5) day suspension
5. Using profanity or vulgar language	Up to five (5) detentions (1st offense) or up to three (3) day suspension (2nd offense)
6. Assault and battery of another student	Up to ten (10) day suspension and possible referral to principal and/or superintendent for further action
7. Assault and battery on staff members	Up to ten (10) day suspension and possible referral to principal and/or superintendent for further action
8. Enticing, encouraging, prompting, or participating in attempts to interfere with the normal educational process	Up to five (5) detentions and/or up to three (3) days suspension
9. Showing disrespect for school property or causing damage to school property or to the property of teacher, staff member, or student.	Restitution and up to five (5) detentions or suspension up to ten (10) days. possible referral to the principal and/or superintendent for further review
10. Thievery (all items of value taken must be replaced or returned)	1st offense: parent/guardian conference, two (2) day suspension, possible notification to police, 2 <sup>nd</sup> offense: parent/guardian conference, up to ten (10) day suspension, and notification of police and possible further action
11. Truancy	Up to five (5) detentions for each offense and parent/guardian notification
12. Unexcused absence from class	Up to two (2) detentions and no credit for class work
13. Leaving school without permission	Up to three (3) detentions and parent/guardian conference (1st offense) and up to two (2) day suspension (2nd offense)
14. Cheating	Up to five (5) detentions for each offense, no credit for work, zero (0) on test, quiz, or assignment and notification to parent/guardian
15. Forgery	Up to three (3) days detention and Parent/ guardian notification (1st offense) Three (3) day suspension and parent/guardian Notification (2 <sup>nd</sup> offense)
17. Bullying (Physical/Verbal/Psychological) * (Please see Clinton Public Schools Policy)	Detention-suspension-expulsion (as determined by administration)
18. Cyber Bullying/Internet Harassment *(Please see Clinton Public Schools Policy)	Detention-suspension (as determined by administration)
19. Any other discipline that might not be stated above	Determined by administration

- **Cyber bullying/using the Internet to threaten/slander students or staff is strictly forbidden.**  
The administration reserves the right to discipline any student found guilty of this behavior with detention and suspension.  
The administration will notify the Clinton Police Dept. regarding any such incidents brought to their attention.

## **DETENTION**

Any staff member may require a pupil to report for an after school detention session for misconduct or violating other school rules. Pupils required to remain, if a second staff member assigned a session to the same pupil, in the same day, the pupil will be assigned a session by the second staff member for the succeeding day.

All students receiving a detention shall remain after school the day after he/she receives a detention. Parental notification slips stating the reason for the detention will be sent home with the student. It is the responsibility of the student to present this form to his/her parents, have it signed and return it the next day to the person that gave the detention. Failure to return a signed detention slip the next day may result in an additional detention.

Pupils assigned to p.m. sessions will report to the teacher in charge. Pupils in p.m. sessions are expected to do school work and remain quiet for the entire session (2:40 p.m.-3:05 p.m.). Those failing to do so may be subjected to an additional session or suspension from school.

## **SUSPENSIONS (Including Long Term Suspensions and Expulsions)**

(Suspension over 10 days – Parents have the right to a Hearing)

1. Possession and use of tobacco in any form in the school building, on school grounds, including school buses, or at any school sponsored activity, including athletic events, school trips, or dances.
2. Possession, use or distribution of controlled substances, including alcohol and drugs in the school building, on school grounds including school buses or any school sponsored activity, including athletic events, school trips, or dances. See section on Alcohol and Drug Abuse.
3. Possession of a dangerous weapon. See section on Weapons and Violence.
4. Harassment of others based on sex, race, religion, national origin or sexual orientation.

## **Procedures**

1. Because suspension is a serious penalty, there are certain procedural protections for students that will be afforded before a student is suspended. A student will be informed of the charges against him or her and the basis of the accusation, and will have an opportunity to present his or her “side of the story” before the suspension is imposed. In addition, the parents will be notified of any suspension.
2. The length of any suspension will depend on the seriousness of the misconduct and may be up to 10 days. Parents do not have the right to a hearing for suspension 10 days or less.
3. A parental conference will be required prior to the re-admission of a student who has been suspended. This is a valuable means of avoiding future suspensions.
4. A student who transfers into a new school system will be required to provide a complete copy of his/her student record to the new school. That record will include any incidents involving suspension, violation of criminal acts, or any incident reports in which the student was charged with any offense that would result in a suspension or expulsion.

## **Provisions under Massachusetts General Laws, Chapter 71, Section 37H (as amended by the Education Reform Act of 1993)**

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

- (b) Any student, who assaults a principal, assistant principal, teacher, teacher's aide, or other educational staff on school premises or at school-sponsored events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- (c) Any student who is charged with a violation of either (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation along with the opportunity to present evidence and witnesses at said hearing before the principal.

After said hearing a principal may, at his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

- (d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provision of this section.
- (e) When a student is expelled under the provisions of this section, no school or school district within the commonwealth shall be required to admit such student or to provide educational services to said student. If the student does apply for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion.

#### **Provisions Relating to Students Charged or Convicted of A Felony or Felony Delinquency (M.G.L. c.71, s.37H ½)**

A student against whom a court has issued a criminal complaint alleging the commission of a felony or a felony delinquency may be suspended by the principal if the principal determines that the student's continued presence in school will have a substantial detrimental effect on the general welfare of the school. The student shall receive written notice of the charges and the reasons for such suspension prior to its taking effect and shall also receive written notice of the right to appeal this decision to the superintendent.

The superintendent shall hold a hearing with the student and the student's parent within three calendar days of the request for an appeal. The student shall have the right to present oral and written testimony and to be represented by counsel (at the student's expense) at the hearing. The superintendent shall render a decision within five days of the hearing, which can overturn or alter the principal's decision and which shall be the final decision of the school system in regard to the suspension.

If a student is convicted (or adjudicated) of a felony or felony delinquency or admits guilt, the student is subject to expulsion by the principal, with the right of appeal to the superintendent. A student who has been expelled has no right to attend any other school or receive any other educational services.

#### **Expulsion Procedure**

In cases of serious misconduct that do not fall under M.G.L. c.71, s.37H or s.37H ½, the following procedures will be followed as required by M.G.L. c.76, s17:

No student will be expelled from school unless the student and his/her parents have had an opportunity for a hearing before the Superintendent of Schools. The student is entitled to the following procedural protections:

1. Written notice of the charges;
2. The right to be represented by an attorney 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 present relevant witnesses;
6. A reasonably prompt, written decision, including the specific grounds for the decision.

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

The state and federal special education laws require that students who have been determined to have special needs and whose special education program is described in an Individual Education Plan (IEP) must be afforded additional rights in connection with suspension and expulsion.

1. The IEP of every student with special needs will indicate whether the student is expected to meet the regular discipline code or if the student's disability requires any modification to the discipline code. Any such modification will be described in the IEP.
2. A record will be kept of the number of days that any special education student has been suspended in a school year.
3. When it appears that the suspension (s) of a special need student will accumulate to ten days in a school year, the student's IEP will be reviewed and the appropriate action will be taken, all as provided in section 338 of the Chapter 766 Regulations. If a student with special needs is to be suspended for a period in excess of ten days in any school year, the Department of Education must be notified and must approve any alternative education program.

### **Rights of Disabled and Special Needs Students:**

"Under both federal and state law, special procedures exist concerning the discipline of disabled students and special needs students. The Clinton Public Schools recognizes its obligation to abide by such procedures".

The Clinton Public School System subscribes to the Americans with Disabilities Act (ADA)

### **Suspension Policies for Students with Identified Disabilities**

The Clinton Public Schools have a modified suspension policy that adheres to the mandated procedure for the suspension of students with disabilities consistent with the federal regulations: 34 CFR 520-525.

Due to the length of these policies, they are not printed here in the school handbook but are on file in the office of the principal and assistant principal of each building as well as the office of the superintendent and the director of special education.

### **Protection for children not yet eligible for special education and related services.**

A child who has not been determined to be eligible for special education and related services and who has engaged in behavior that violated any rule or code of conduct of the Clinton Public Schools, including any behavior described in CFR 300.

Or 300.521 may assert any of the protections provided for students with disability before the behavior that precipitated the disciplinary action occurred.

### **Basis of Knowledge:**

An LEA must be deemed to have knowledge that a child is a child with a disability if:

1. The parent of the child has expressed concern in writing (or orally if the parent does not know how to write or has a disability that prevents a written statement) to personnel of the appropriate educational agency that the child is in need of special education and related services.
2. The behavior or performance of the child demonstrates the need for these services, in accordance with 300.7
3. The parent of the child has requested an evaluation of the child pursuant to 300.530-300.536.
4. The teacher of the child, or other personnel of the LEA has expressed concern about the behavior or performance of the child to the director of special education of the LEA or to other personnel in accordance with the LEA's established child find or special education referral system.

**Exception:**

A public agency would not be deemed to have knowledge if, as a result of receiving the information specified under Basis of Knowledge the agency:

Either –

1. Conducted an evaluation and determined that the child was not a child with a disability.
2. Determined that an evaluation was not necessary.
3. Provided notice to the child's parents of its determination.

SE 7 – Procedure for Not Yet Eligible

It is the policy of the Clinton Public Schools not to discriminate on the basis of race, color, national origin, age, religion, sex, sexual orientation and/or disability in the admission to, access to, treatment in, or employment in its programs and activities. The non-discrimination officer will be appointed by the School Committee each year.

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## **PART VIII – OTHER DISTRICT POLICIES**

### **SEXUAL HARASSMENT**

All persons associated with this school system, including but not necessarily limited to, the committee, the administration, the staff, and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the school community may be in violation of this policy.

**Definition of Sexual Harassment:** Unwelcome sexual advances: requests for sexual favors or other verbal or physical conduct of a sexual nature may constitute sexual harassment. Any student who believes that he or she has been subjected to sexual harassment will report the incident(s) to the administration. Any student guilty of sexual harassment may be placed on detention, suspended or expelled.

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development.
2. Submission to or rejection of such school conduct by an individual is used as the basis for employment or education decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

### **Non-Discrimination and Sexual Harassment**

It is the policy of the Clinton Public Schools not to discriminate on the basis of race, color, national origin, age, religion, sex, sexual orientation and/or disability in the admission to, access to, treatment in, or employment in its programs and activities. The non-discrimination officer will be appointed by the School Committee each year.

All persons associated with the Clinton School System, including, but not necessarily limited to, the school committee, the administration, the staff and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the school community will be in violation of this policy. Any member of the school community who believes that he or she has been subjected to sexual harassment will report the incident(s) to the grievance officer. The School Committee prior to the beginning of each school year will appoint a sexual Grievance Officer. This person will be designated to handle inquiries and/or complaints regarding the sexual harassment policy.

Each school year a 504 coordinator is appointed for each individual school. Section 504 of the Federal Rehabilitation Act of 1973 is a civil rights law that protects individuals with disabilities from discrimination. 504 coordinators may be reached at their individual school and can answer all inquiries and/or complaints with regards to the Section 504 statute:

Clinton Elementary School (978) 365-4230  
Clinton Middle School (978) 365-4220  
Clinton High School (978) 365-4208

You may direct additional inquiries to the Office of the Superintendent, 150 School St., Clinton, MA 01510  
Tel: (978) 365-4200.

Reference: Title VI; Title IX; and Section 504

## **BULLYING**

Bullying and harassment are major distractions from learning. The grades of the victims can suffer. Fear can lead to chronic absenteeism, truancy, or even dropping out of school. Bystanders feel both guilty and helpless for not standing up to the bully.

Bullying behavior by students starts in elementary school and may begin as teasing and put-downs, and become progressively worse and assume physical dimensions. Also, sexual harassment is infact, often a form of bullying.

Bullying of any type has no place in a school setting. The Clinton Public Schools will endeavor to maintain learning and working environment free of bullying.

Bullying is defined as the act of one or more individuals intimidating one or more persons through verbal, physical, mental, or written interactions including via any electronic media. Bullying can take many forms and occur in virtually any setting. It can create unnecessary and unwarranted anxiety that will affect attending school, walking in corridors, eating in cafeterias, playing in the school yard or recreation areas, participating in or attending special and extra-curricular activities, or riding on the bus to and from school each day.

Examples of bullying include but are not limited to:

- 1.) Intimidation, either physical or psychological.
- 2.) Threats of any kind state or implied.
- 3.) Assaults on students, including those that are verbal, physical, psychological, and emotional.
- 4.) Attacks on student property.

The School Committee expects administrators and supervisors to make clear to students and staff that bullying in the school building, on school grounds, on the bus or school sanctioned transportation, or at school-sponsored functions will not be tolerated and will be grounds for disciplinary action up to and including suspension and expulsion for students, and termination for employees. The district will promptly and reasonably investigate allegations of harassment, including bullying.

The Principal of each building will be responsible for handling all complaints by students alleging harassment, including bullying.

The Superintendent will develop administrator guidelines and procedures for the implementation of this policy.

### **REFERENCE:**

National School Safety Center  
Maine Project against Bullying  
The Wellesley College Center for Research on Women

### **LEGAL REFERENCE:**

Title VII, Section 703, Civil Rights Act of 1964 as amended  
Federal Regulation 74676 issued by EEO Commission  
Board of Education 603 CMR 26:00

### **CROSS REFERENCE:**

ABA, Promoting Civil Rights and Prohibiting Harassment  
AC, Nondiscrimination  
ACAB, Sexual Harassment  
JICFA –E, Hazing

Reviewed for 1<sup>st</sup> Reading  
2<sup>nd</sup> Reading and Adoption

March 9, 2010  
March 23, 2010



## Grievance/Complaint Procedure

The School Committee annually appoints a non-discrimination grievance officer and sexual harassment grievance officer who will be vested with the authority and responsibility of processing all complaints of non-discrimination and sexual harassment. All matters involving non-discrimination and sexual harassment complaints will remain confidential to the extent possible.

Any member of the school community who believes that he or she has been subjected to discrimination or sexual harassment is urged to report any incident of discrimination or harassment to the building principal **within thirty business days of the alleged incident**. Every effort should be made to provide the name(s) of anyone involved; the date, time, place, location of any alleged misconduct; a description of the alleged misconduct; and an account of any circumstances which may be relevant to the particular situation. The complainant may wish to have a supportive faculty member (and/or parent or guardian, if he/she is a student) present at all involving the case. In addition, the complainant is urged to keep written notes on all things relevant to the complaint, and make at least two copies of these notes for reference purposes. Staff members who receive complaints are expected to call them to the attention of the building principal or Title IX Coordinator immediately or as soon as possible thereafter and follow the guidelines established above. The grievance officer will take appropriate steps to investigate and/or resolve the complaint **within ten business days of the initial report made by the charging party**. Such steps may include, but are not limited to the following:

- a. The grievance officer will confer with the charging party (the complainant) in order to obtain a clear understanding of that party's statement of the facts. The grievance officer will request the complainant write a letter to the charges party (respondent) summarizing the nature of the behavior and requesting that it stop;
- b. The grievance officer will then attempt to meet with the respondent in order to obtain his or her response to the complainant and request the respondent write a letter to the complainant;
- c. The grievance officer will hold as many meetings with the parties as is necessary to gather facts;
- d. The grievance officer will also interview any and all persons named by either party in the course of the investigation, to determine the validity and/or scope of the claim.
- e. The grievance officer will submit a written report of the finding to all parties;
- f. On the basis of the grievance officer's perception of the situation he or she may:
  1. Attempt to resolve the matter informally through conciliation.
  2. Report the incident and transfer the record to the superintendent or his/her designee and so notify the parties by certified mail.
  3. Report the matter to the local police if criminal activity is involved.

After reviewing the record made by the grievance officer, the superintendent or designee **has ten business days** to gather the evidence necessary to decide the case, and thereafter impose any sanctions deemed appropriate, including a recommendation for a letter of reprimand or warning or a suspension of one to ten days. **A written report of the findings will be submitted to all parties.** Termination or expulsion is subject to the requirements of due process. **All parties have ten business days to appeal the decision of the findings to the School Committee.**

**Complaint Form**

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Place:** \_\_\_\_\_

**Names(s) of Complainant(s):** \_\_\_\_\_

**Name of grievance officer receiving report:** \_\_\_\_\_

**Date** \_\_\_\_\_ **and Time** \_\_\_\_\_ **of alleged incident.**

**Name(s) of person(s) present during the alleged incident:**

\_\_\_\_\_  
\_\_\_\_\_

**Nature of complaint (attach additional sheets if needed)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Follow-up (Check One):**

\_\_\_\_\_ **Letter\***

\_\_\_\_\_ **Face-to-Face Meeting**

\_\_\_\_\_ **Administrative Action (Explain):** \_\_\_\_\_

**Signatures:**

**Complainant** \_\_\_\_\_

**Grievance Officer** \_\_\_\_\_

**Others Present** \_\_\_\_\_

## TOWN OF CLINTON

### MEMORANDUM OF UNDERSTANDING

The Clinton School System and the Clinton Police Department agree to coordinate their efforts to prevent and control violence and drug abuse, including the use of alcohol by students, and to respond effectively to all incidents of criminal or delinquent behavior on school grounds (including school buses), in school buildings, or at school sponsored events. This agreement set out formal procedures for communication and cooperation between the parties.

We agree to the following procedures for the handling of incidents involving the use of drugs or alcohol on school property or at school functions, including but not limited to those incidents constituting criminal or delinquent behavior.

<b>Behavior</b>	<b>School Response</b>	<b>Interaction with Police</b>
Student voluntarily confides a drug or alcohol problem to a staff member.	Staff will consult with an Administrator and/ or School Guidance Counselor for assistance in deciding appropriate action or referral.	None
School official has reasonable cause to suspect that a student is under the influence of drugs or alcohol but no contraband is found.	Principal or designee will notify parents and the student will be removed from class until parent conference is held.	Informal notification by the school. The school officer will decide on the level of police involvement if any.
Student is found to be or admits to being under the influence of drugs or alcohol, but no contraband is found,	In accordance with the disciplinary code, as stated in the student agenda, principal will make immediate notification to the police and the parent. He will hold a conference with the parent, the student and appropriate others before the student returns to school. Student and parents may be required to attend a family education workshop, or a like program.	Formal written notification by the school to the police department including Name, D.O. B., of the offender. The school Resource Officer (S.R.O.) will decide if criminal complaints are to be taken out or if a Care and Protection order is to be sought.
Student found to be in possession of a drug or alcohol, or a dangerous weapon, or who commits act of violence.	Same as last response. In additions the student will be suspended immediately with possible expulsion from the school system. The contraband is turned over to the S.R.O. immediately.	Formal written notification by the school to the Police Dept. the S.R.O. may take out the appropriate criminal or juvenile complaint.
Student found to be selling or distributing drugs, alcohol, or dangerous weapons, or who uses a dangerous weapon, or commits other acts of violence.	In addition to the parent and the police notification, the student will be suspended immediately with possible expulsion from the school system. The contraband is turned over to the S.R.O.	Formal written notification by the school to the Police Department. The S.R.O. will take out the appropriate criminal or juvenile complaints.

The Clinton Police Department and the Clinton School Department will identify specific persons as designated liaisons in order to implement the terms of this agreement. The school department will name one (1) such person from each school building, and the police department will designate one (1) police officer as the school officer to serve in such a capacity. The people so designated should work to bring about a mutual trust and understanding between the two departments.

By signing this memorandum, the two departments agree to work together, and with the community as a whole, to bring about a drug free and safe environment in the Clinton Public Schools.

Signed: \_\_\_\_\_

**Terrance Ingano**  
Superintendent of Schools  
Clinton Public Schools

\_\_\_\_\_  
**Mark R. Laverdure**  
Chief of Police  
Clinton Police Department