

# **Clinton Middle School**

**2021 - 2022 Student and Parent Handbook**

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# **Clinton Middle School Handbook**

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## **CLINTON MIDDLE SCHOOL**

### **PART I – INTRODUCTION**

#### **WELCOME TO 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:

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 addressed.

#### **MISSION STATEMENT**

This mission of Clinton Public Schools is to provide students with rigorous, engaging, and academically challenging educational opportunities in a safe and secure environment. These opportunities aim to develop academic and social skills while recognizing individual differences and promoting the discovery and development of individual strengths, talents, and interests. Through partnerships with the community, Clinton Public Schools aims to teach students how to learn and adapt to be competitive and successful in a global society.

#### **VISION STATEMENT**

Clinton Public Schools' vision is to be a high performing school system where students develop as lifelong learners who are healthy, able to work collaboratively, think critically to solve complex problems, overcome adversity, and effectively utilize technology. Our students will be prepared to connect with our local community as well as be responsible, knowledgeable, and productive members of our global community.

#### **CORE VALUES**

**Academic Achievement:** Clinton Public Schools strives for all students to achieve at their highest level of academic performance while stimulating intellectual curiosity and developing the skills necessary to adapt and change to ensure college and career readiness.

**Safety and Wellness:** Clinton Public Schools aims to provide a safe and supportive learning environment which promotes social-emotional and physical wellness for all.

**Global Community:** Clinton Public Schools embraces diversity and aspires for all of our staff and students to be productive, active, and caring members of not only the local community, but the global society as well.

## **PART II – GENERAL INFORMATION**

### **SCHOOL HOURS**

School begins at 8:00 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. The main doors will open at 7:30 a.m. for students

### **SCHOOL CANCELLATION**

In case of emergency or due to inclement weather, NO SCHOOL or DELAYED OPENINGS will be made via One-Call, Facebook, and the Clinton Public Schools website and on the following television stations:

► WBZ ► WCVB ► FOX25 ► WHDH

If school is released early due to an 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.

Please do not contact Clinton Police or Fire Departments for school cancellations.

### **OPEN HOUSE/PARENT-TEACHER CONFERENCES**

The Clinton Middle School will conduct an Open House within the first few weeks 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.

During the second trimester, we will conduct a parents' night where all parents/guardians are invited to discuss their child's progress. In addition to the regularly scheduled open house and parents' night, parents are invited to make appointments for conferences with teachers and counselors by telephoning the school office at (978) 365-4220.

### **CHANGE OF ADDRESS/CONTACT PHONE NUMBER**

Students who move during the school year must report their new address and/or change of phone number to the main office.

### **SCHOOL PROPERTY**

Students should have pride and respect for their school and should exert every effort to preserve it, including protecting equipment, facilities and grounds from damage and misuse. Students, who in the judgment of the school administration willfully or intentionally, damage or misuse school equipment, facilities, or property must make restitution and could be subject to disciplinary action by the school, and/or legal action.

Defacement or destruction of *any* school property are practices that are not in accordance with good school conduct.

### **CLASS MATERIALS**

Students are responsible for the care and condition of school owned educational materials including chromebooks, novels and academic textbooks/workbooks. Students will be expected to report and to pay for all lost or damaged materials.

## **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.

Parents have the right and responsibility to determine how the student will dress providing that the attire is not destructive to school property, complies with the requirements for health and safety, and does not interfere with the educational process.

The role of the school district 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.

Students, faculty or parent groups may recommend appropriate dress code 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.

The Administration reserves the right to define what proper attire is and take appropriate action.

## **PROTECTION AND SAFETY OF STUDENTS AND EMPLOYEES**

Even though all student actions requiring disciplinary action may not be listed, students must keep in mind that they have no right to interfere with the rights of others to achieve their vocational and educational objectives. Students whose actions and behavior prevent themselves and others from achieving these objectives are subject to disciplinary action.

## **SCHOOL COUNSELOR**

The mission of the Clinton Middle School Counseling Program is to promote a comprehensive, developmental counseling program that addresses the personal/social, academic, and career development of all students. School counselors/social workers are professional school advocates who provide support to maximize student potential and academic achievement.

The Counseling Department partners with other educators, parents or guardians, and the community to facilitate the support system to ensure that all students at Clinton Middle School have access to and are prepared with the knowledge and skills to contribute at the highest level as productive members of society. The Clinton Middle School Counseling mission is based on guidelines set forth by the American School Counselor Association.

Our certified School Counselors/Social Workers provide a variety of services including classroom guidance, crisis intervention, individual and group counseling, consultation with parents, teachers and administrators, and coordination of services with outside agencies. Appointments can be made through the School Guidance Counseling Secretary in person, by phone or by email.

## **DISPLAY OF AFFECTION**

Public displays of affection observed by a teacher or Administrator that are deemed inappropriate in a school setting or a school related activity may result in serious disciplinary action, including but not limited to, suspension and/or parent/guardian conference.

## **GUM CHEWING**

Gum chewing in a school situation is unsanitary and does have an effect on the health and safety of our students. We request all students to refrain from gum chewing in school so that disciplinary action does not become necessary.

### **ASSEMBLY PROGRAMS**

Students will go to the gymnasium or cafeteria for assembly programs. Teachers will accompany and sit with their class.

When the program begins, courtesy demands that all talking cease immediately and that all students give their undivided attention to the speaker or performer. Failure to act in a courteous manner will result in loss of the privilege of attending assemblies and could result in detentions, suspension or expulsion.

### **POSITIVE BEHAVIOR INTERVENTION AND SUPPORT- PBIS**

PBIS is a Positive Behavioral Interventions and Support program which is a proactive 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 recognizing positive, appropriate behaviors in school. PBIS program is designed to increase and encourage positive behavior, decrease negative behavior, and foster a feeling of community within Clinton Middle School.

**G – Get Ready**

**A – Act Responsibly**

**E – Expect Excellence**

**L – Learn to Lead**

**S – Show Respect**

### **STUDENT OF THE TRIMESTER**

This program will recognize one student in every group in grades 5 - 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 times.
6. Shows kindness to both teachers and fellow students.

Students of the Trimester will be recognized during the school day and will also have their names published in the local newspaper.

### **CAFETERIA**

- Absolutely **NO FOOD OR BEVERAGE** to be taken out of the cafeteria
- Students will keep tables and surrounding area clean
- When finished with lunch return trays, dishes, drink containers, papers, etc. to the receptacles provided
- Students may attend only one (1) lunch period
- Students are not to leave the cafeteria area until their lunch period is over unless they have permission from the teacher on duty
- Any kind of cafeteria disruption, unruly conduct, or failure to observe the above rules and regulations will result in suspension of cafeteria privileges. Consequences will be **at** the discretion of the School Administration
- Misappropriation of students personal identification number (PIN), will result in disciplinary action

Any student who brings food or beverage, other than bagged/boxed lunches or water, to school in the morning must dispose of it in the receptacles provided at the door upon entering the building. A student will not be permitted to have a

beverage, other than water, or food in any area other than the cafeteria. Failure to comply may result in an office referral and the food/beverage will be confiscated.

### **CORRIDOR TRAFFIC**

During class time students are not to be in the corridors unless they have written permission from a teacher. All corridor traffic should keep to the right and pass along quickly and quietly. Do not run in the corridors. Tardiness to class may result in disciplinary actions.

### **SCHOOL BUS REGULATIONS**

Students using the bus who display poor behavior, including but not limited to bullying, and/or harassment, pushing, shoving, inappropriate language, throwing articles out of the bus, extending arms or heads out of the bus windows, not sitting, violating the rights/safety of other students and drivers, while riding on the bus, will be given one (1) warning in writing or lose your privilege to ride the bus. The second notice will inform you that your riding privileges have been suspended for five (5) days or more. Future violations will result in longer periods of suspension and possibly permanent suspension from riding the buses.

Any behavior on the bus that violates School District rules will be subject to school punishments including, detentions, suspensions, and expulsion. Due to the many eye injuries and other accidents, there will be no snow throwing in the vicinity of our school property or at school bus stops.

Any student who does not comply with the above regulations will be subject to disciplinary actions (e.g., parent/guardian conference, detention, suspension, loss of bus transportation privileges, or expulsion).

### **LOCKERS**

At the beginning of each school year, teachers will issue lockers to students. Students are NOT allowed to share their locker and must keep them locked at all times. We ask that students do not leave valuables in their lockers at any time. If a lock does not work the student should inform a teacher or administration. Only school locks can be used on the school locker.

Clinton Middle School, for the school year, loans a student's locker to the student. The combination is given to the student. Students should recognize that allowing others access to a locker destroys much of its value. Students should have no expectation of privacy in their lockers or desks, and school officials reserve the right to inspect lockers or desks either with or without the student's presence and/or permission if the officials deem it necessary or advisable.

### **ELECTRONIC DEVICES**

Cell phones and other electronic devices, including but not limited to Ipods, headsets, earbuds, or laser pointers may not be used and should not be visible in classes unless otherwise directed by the teachers. Additionally, these devices should never be used during a quiz or a test. Use of these during a quiz or a test will be considered cheating. These devices may never be used in the restroom, locker room, or gym areas. Additionally, recording capabilities, audio and/or video, may never be used during the school day.

Additionally, any use of these devices to violate any of the rules in this handbook, such as harassment, bullying, and/or academic dishonesty, may result in revoking these privileges as well as additional consequences based on the offense.

Violation of CMS cell phone policy will result in the following disciplinary action: First offense: warning. Second offense: cell phone registration. Third offense: cell phone restriction for one week and general detention. Subsequent offenses: general detentions and/or suspension and/or cell phone restriction corresponding to the frequency and severity of the offense.

Students who refuse to comply with cell phone restrictions are subject to suspension.



## **FIRE AND EVACUATION DRILLS**

Every student must be familiar with the fire drill procedure, which is posted in each classroom. Pupils are to leave rooms quickly and quietly when the fire alarm rings. Silence during a fire drill is most important. All students are to remain with their teacher and move away from the building to the designated areas. Teachers will provide further directions as needed.

### **FIRE EVACUATION PLAN**

In the event of a fire evacuation, students and staff will follow the instructions posted inside of the classroom, lab, cafeteria or the main office and evacuate the building. Students and staff will evacuate through the front, rear and /or side exits. Students will remain with their teachers and move at least 500 feet away from the building or as otherwise instructed. Teachers must carry their class lists outside and take attendance once outside of the building and immediately notify administration of any student (s) missing. Students and staff will be allowed to re-enter the building once the all clear has been given.

### **COMPLETE EVACUATION**

In the event that a complete evacuation is needed, (bomb threat, gas leak, etc.) students and staff will report to Clinton High School. Staff members should bring their class lists with them. Students in the first floor classrooms, accompanied by their respective teachers will report to the CHS gymnasium and students in the second floor classrooms will report to the CHS Auditorium (capacity of 600). Students must remain with their respective teachers once inside of CHS and CMS teachers will take attendance to determine if anyone is missing. If a student is missing, Administration should be notified immediately. The building Principal will report to the auditorium to check classes and should be notified of any student missing. The Assistant Principal will report to the gymnasium to check classes and should be notified immediately of any student missing. Any CMS staff member who is not assigned a class should report to the CHS library after checking in with an Administrator.

### **EVACUATION PLAN**

CMS First Floor Classes	CHS Gymnasium	Assistant Principal
CMS Second Floor Classes	CHS Auditorium	Principal
Faculty without a class	CHS Gymnasium	

However, in the case that both CMS and CHS need to be evacuated and weather permits, students and staff from CMS will evacuate to the parking lot of the athletic complex across the street. In the event of inclement weather, the bus company will be notified by the administration to pick up and shuttle students to the Clinton Elementary School. Directions will be given by the administration at the time of this type of evacuation and the same attendance procedure and check-in will be followed.

**In the event of fire or other emergency evacuation, staff members are asked to notify administration immediately if a neighboring class is unable to evacuate.**

## **WITHDRAWAL FROM SCHOOL**

M.G.L. c. 76, s. 18

No student sixteen years of age or older shall be considered to have permanently left public school unless an administrator of the school which such student last attended has sent notice within a period of ten days from the student's fifteenth consecutive absence to the parent or guardian of such student in both the primary language of such parent or guardian and English, stating that such student and his parent or guardian may meet with the Superintendent, or designee, prior to the student permanently leaving school, within ten days after sending of the notice. The time for meeting may be extended at the request of the parent or guardian and with the consent of the Superintendent, or a designee, provided no extension shall be for longer than fourteen days. Such meetings shall be for the purpose of discussing the reasons for the student permanently leaving school and alternative educational or other placements.

The Superintendent, or a designee, may proceed with any such interview without a parent or guardian if the Superintendent, or a designee, makes a good faith effort to include the parent or guardian.

### **STUDENT RECORD REGULATIONS**

In accordance with State regulations, the student record is divided into two (2) sections: The transcript and the temporary record. The transcript includes only the minimum information necessary to reflect the student's educational progress: name and address, course titles, grades, credits, and grade level completed. The transcript is kept by the school system for at least sixty (60) years after the student leaves the system.

The temporary record contains the majority of the information maintained by the school about students. This may include such things as standardized test results, comments by teachers, counselors, and other persons as well as other similar information.

Individuals may request the contents of their temporary records up to seven (7) years after their transfer, graduation, or withdrawal from the School District. Any temporary record not requested prior to June 30th of that 7<sup>th</sup> year will be destroyed.

Upon reaching the age of eighteen (18), students may limit the rights extended to their parents/guardians regarding their student records by making such a written request to the principal or superintendent. The school will notify the students' parents/guardians of the request.

### **NON-CUSTODIAL PARENT ACCESS TO STUDENT RECORD**

Access to a student's records by a non-custodial parent is subject to the following:

(a) A non-custodial parent is eligible to obtain access to the student record unless:

1. The non-custodial parent has been denied legal custody based on a threat to the safety of the student or to the custodial parent, or
2. The non-custodial parent has been denied visitation or has been ordered to supervised visitation, or
3. The non-custodial parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
4. There is an order of a probate and family court judge which prohibits the distribution of student records to the non-custodial parent.

(b) In order to obtain access, the non-custodial parent must submit a written request for the student record to the School Principal.

(c) Upon receipt of the request, the school will immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access to the student's record after 21 days, unless the custodial parent provides the Principal with documentation that the non-custodial parent is not eligible to obtain access as set forth above.

## **PART III – ATTENDANCE POLICY**

### **SCHOOL ATTENDANCE**

Student attendance in class is essential for successful academic performance to take place. It is important that students be punctual and attend school except when absence is unavoidable due to illness or an emergency.

Parents/guardians must call the school attendance line before 8:00 A.M. at 978-365-4220 and press 2. As an alternative to phoning in an absent or tardy child, you can now report through the CMS website under the “Parent” tab. In your email, please indicate:

- your child’s name
- reason for tardiness or absence from school
- a contact phone number

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 are considered officially absent if they arrive after 10:30 AM or are dismissed before noon, unless excused by the administration.

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 may then 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.

### **ABSENTEEISM**

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

1. Call the morning of the day the student is out to report absenteeism to school officials.
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. Absences will be considered either as excused or unexcused according to the following:
  - a. 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/guardian must call and confirm the absence is excused.
  - b. 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.
  - c. Excessive absenteeism as well as habitual tardiness will result in a parental conference. Retention may be considered if a child has more than 45 absences during the school year.
  - d. 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.

### **Tardiness to School**

Students are tardy to school if not seated in their homeroom when school starts at 8:00 AM. Each time a student has an unexcused tardy to school he/she may be assigned a general detention that will be served the same day or, if extenuating circumstances exist, the following school day.

If a student is tardy to school due to what he/she believes to be unavoidable and/or extenuating circumstances, these reasons must be presented and/or documented to the administration.

All students must report to the office for a late slip after the start time of 8:00 AM. Failure to do so may result in a General Detention or possible suspension.

### **Tardiness to Class**

Students are expected to be present when classes start. Teachers will determine consequences for students who are tardy to class, including a phone call to parent/guardian and/or general detention.

### **After Dismissal**

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

### **Early Dismissal**

Requests for early dismissal during the school day should be made in writing by the parent or guardian. Students who are granted early dismissal must leave the building immediately. These written requests should be presented to the Administration before the start of school. Requests for early dismissal should not be made unless it is absolutely necessary. Dental and medical appointments or other engagements should be made after school.

The student is responsible for all make-up work due to early dismissal.

The administration reserves the right to accept a note as excused or unexcused for an absence. Any student leaving upon denial will be open for disciplinary action.

Students in this situation **MUST** still sign out in the main office.

## **MAKE-UP POLICY – ABSENCES AND INCOMPLETE GRADES**

Absences will generally be marked “excused” when the student has been ill, when there is a serious illness or death in the family, or if there is an extreme hardship over which the student has no control. Students will not be allowed to make up work missed due to an “unexcused” absence. (See Attendance Policy)

1. It is the responsibility of the student to make up work and tests missed due to absence. Unless there are extenuating circumstances, work must be made up within one (1) day after the student's return to school for each day's absence. For example, if a student is absent on Monday, make-up work must be submitted in class on Wednesday. The administration has the final discretion on absences.
2. When the date of a test and/or research project has been announced in class and the student is aware of this information, he/she will be expected to take that test or pass in the research project the day of his/her return to school unless the teacher grants an extension. Make up work is not allowed in cases of unexcused tardies or unexcused absences.
3. If a student receives an incomplete at the end of a marking term, work must be made up within two (2) weeks after the issuance of the report cards for 1<sup>st</sup> and 2<sup>nd</sup> terms. A 3<sup>rd</sup> term incomplete must be made up within two (2) weeks after the end of the school year.
4. Teachers will notify the Guidance Department at the end of the allotted time to make up work as to the status of the student and his/her make-up work.
5. Failure to complete any missing assignments will result in a grade of zero (0) for each missing assignment. Time frame is established in this policy.

## **PART IV - STUDENT ACTIVITIES**

### **PARTICIPATION IN SCHOOL SPONSORED PROGRAMS**

All school members are encouraged to participate in school-sponsored activities. Students absent from school will not be allowed to participate in any school activity or athletic event held on that day or evening, unless prior approval for the absence has been given by the school Administration. To participate in a school sponsored weekend (Saturday and Sunday) activity students must be present in school on the Friday preceding the weekend unless prior approval for the absence has been given by the school Administration.

### **ELIGIBILITY - SCHOOL SPONSORED ACTIVITIES & INTERSCHOLASTIC ATHLETICS**

Any student who participates in a school organization, holds an elective office, or participates in a school-sponsored activity or athletic program, is expected to comply with established school rules or such participation may be ended. The student must be academically eligible, therefore, any student failing 2 or more major subjects as recorded on his/her report card will be ineligible to play sports until the next report card is issued.

Eligibility is at the discretion of administration with input from the student's academic teachers. Our goal is to help the student be successful in school while being a team member.

Students receiving services under Chapter 766 whose individualized education plan is 502.4 or a more restrictive prototype, may be declared academically eligible by the Principal provided all other eligibility requirements are met.

Students who are absent or dismissed from school shall not be allowed to participate in or attend any school-sponsored activity or athletic contest or practice held on that day or evening unless prior approval for the absence or dismissal has been given by the school Administration.

Students must travel to and from any scheduled game/activity on the bus provided by the school, unless written permission is given by the Administration.

Students who are assigned in or out of school suspension cannot participate in any school-sponsored activity during the day(s) of their suspension.

For additional information on School Sports, please refer to the athletic handbook found on the Clinton Public School Website under athletics

## **PART V – ACADEMIC INFORMATION**

### **IMPORTANCE OF HOMEWORK**

Homework is also an integral and vital part in the success of each student's learning and 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 completing homework regularly. Teachers and teams of teachers will notify parents when a pattern of not doing homework is beginning 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. If homework is not turned in it is at the discretion of the academic teacher to keep that child after school the same day.

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:

- Grade 5 = 50 Minutes
- Grade 6 = 60 Minutes
- Grade 7 = 70 Minutes
- Grade 8 = 80 Minutes

### **GRADING SYSTEM - Grades 6 - 8**

90 - 100.....	Excellent
80 - 89.....	Good
70 - 79.....	Fair
60 - 69.....	Poor
Below 60.....	Failing
Inc. ....	Incomplete work

### **HONOR ROLL - Grades 6 - 8**

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** - All major academic subjects must be 90 except one between 87 – 89.

**HONORS** – All major academic subjects must be 80 and above. Grade 7 and 8; Computers, Tech, and Spanish are major subjects.

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.

### **RETENTION**

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.

## **ENGLISH LANGUAGE LEARNER PROGRAM (ELL)**

The English Language Learner (ELL) Program at Clinton Middle School is offered to English learners. An English learner is a child who does not speak English **or** whose native language is not English **and** is not currently able to perform ordinary classroom work in English. The terms English learner, English language learners, and limited English proficient (LEP) students are interchangeable.

An incoming student's ability to perform ordinary classroom work in English is based upon information provided in his/her home language survey, the English language proficiency screening, as well as the student's previous record.

Under M.G.L. c. 71A as amended in 2002, school districts are required to provide Sheltered English Immersion (SEI) instruction to limited English proficient students. SEI is provided through Clinton Middle School's ELL Program.

### **Sheltered English Immersion**

In Sheltered English Immersion programs, school districts must ensure the progress of LEP students in developing listening comprehension, speaking, reading, and writing in English, and in meeting academic standards by providing instruction in the two components of SEI. They are: 1. English as a Second Language/English Language Development and, 2. sheltered content.

1. English as a Second Language (ESL) instruction (also known as English language development or ELD), is explicit, direct instruction about the English language intended to promote English language acquisition by LEP students and to help them "catch up" to their student peers who are proficient in English. All students in ESL classrooms are LEP students. ESL/ELD instruction includes learning outcomes in speaking, listening comprehension, reading and writing based on the English Language Proficiency Benchmarks and Outcomes (ELPBO) document.
2. Sheltered content instruction is instruction that includes approaches, strategies and methodology that make the content of the lesson more comprehensible to students who are not yet proficient in English.

At CMS, English proficiency in reading, writing, listening, and speaking of all LEP students are assessed annually by the Massachusetts state assessment, currently the ACCESS test.

CMS LEP students also participate in the Massachusetts Comprehensive Assessment System (MCAS), with the other students in their grade. LEP students who are in their first year in the U.S. are not required to take English Language Arts (ELA) MCAS, but it is recommended that they take the test in order to become familiar with the format.

When an LEP student demonstrates that he or she is proficient in English, that student will be exited from the ELL program and monitored for up to four years. Proficiency in English is determined by language assessment testing in listening, speaking, reading, and writing; and by passing all academic subjects at grade level.

If parents believe that their child should be placed in a program other than Clinton's English Language Learner Program, they have the right to request a waiver for alternate placement. Parents also have the right to decline ELL services and may visit CMS to opt their child out of the English Language Learner Program.

## **SECTION 504 SERVICES**

With regard to education, Section 504 is designed to ensure meaningful access to public school policies and practices for students with disabilities. The 504 Coordinator is Mr. Robert Seed, Assistant Principal.

## **PROGRESS REPORTS/REPORT CARDS**

All progress reports and report cards will be sent home with your child. Parents can also register for an IParent account to view grades, progress reports and report cards. Parents can sign up for IParent anytime during the school year. Check the website for more details and instructions.

Progress reports will be issued to all students halfway through each of three marking periods. The purpose of progress reports is to inform you and your parents of your progress midway through each term. Report cards will be issued at the end of each term.

Grade 5 students will be going to a Standards Based Report Card for this school year. It will resemble the report card they received in Grade 4.

## **DUAL SCHOOL PROGRAM**

The Dual School Program is offered to those students entering grade 8 who meet the academic criteria for the program. Students' names are submitted to administration and all data is reviewed from report cards to MCAS scores and teacher recommendations. These names are then submitted to the high school where applications are given to students and decisions made by the high school if all criteria are met.

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

### **STUDENT ILLNESS & ACCIDENTS**

A student who becomes ill during the school day should ask his/her teacher for permission to go to the Nurse's Office. If the Nurse is not present the student should report to the Administration.

Students may not be given any medication (prescription or over-the-counter) without the written direction of their doctor and the written permission of their parent/guardian. Consent forms are available from homeroom teachers and the school Nurse. Any medication taken during school hours **MUST** be brought to the Nurse in the pharmacy container upon entering school in the morning. Students will not be dismissed by the Nurse without first contacting the parent/guardian.

Dismissal by the school Nurse will not be granted without a physical assessment.

All student accidents must be reported **IMMEDIATELY** to the school Nurse. If the school Nurse is not present, the accident must be reported to the Principal or the Assistant Principal.

## **CPSD ILLNESS GUIDELINES FOR ATTENDANCE**

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

- If the student has a fever over 100F, the student may return to school once the fever is under 100F without Tylenol/Advil/Motrin for 24 hours.
- May return if no vomiting and/or diarrhea for twelve hours.
- 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.
- Pink Eye with active drainage---may return once antibiotic has been started.
- Active Strep Throat---may not return to school until at least 24 hours after beginning appropriate antibiotic treatment and resolution of fever.



## **ADMINISTERING MEDICATIONS TO STUDENTS**

The school nurse will be the supervisor and administrator of prescription and nonprescription medications in the school. In order for medication to be administered to a student the following criteria must be met:

### Responsibilities of the School Nurse Regarding Medication Administration

- A written medication order from a licensed health care prescriber that includes:
  1. Student's name
  2. Name of the drug, dosage, frequency, time and route of administration
  3. Diagnosis
- Parent/Guardian written authorization.
- Medication must be in a pharmacy or manufacturer labeled container.
- Medication must be brought to the school nurse's office by an adult.
- Medication orders must be renewed each school year.

For short-term prescription medications, i.e. those requiring administration for ten school days or less, the pharmacy-labeled container may be used in lieu of a written order.

### Handling, Storage and disposal of prescription and nonprescription medications.

- Medication must be brought to the school nurse's office by an adult, in an original pharmacy or manufacturer labeled container.
- School nurses will document the quantity of prescription medication delivered.
- Prescription and nonprescription medications will be kept in a securely locked cabinet.
- Medications not retrieved by parents/guardians by 11 AM of the last day of school will be destroyed by the school nurse.

This policy shall be reviewed and revised as needed, with a review occurring at least every two years.

LEGAL REF: M.G.L. 71:54B

Department of Public Health Regulations: 105 CMR 210.00

Adoption: April 12, 2011

**Narcotics will not be administered in the school setting. Students requiring narcotics are strongly advised to remain home.**

### **Opt-Out Substance Use Letter**

#### **Attention: Parents/Guardians**

Dear Parent or Guardian:

As your child's caregiver, we know that you desire the best resources for your child and the young people in our community. Data from the Massachusetts Department of Public Health consistently demonstrates that a small number of students try alcohol, marijuana and other drugs and by the end of high school, many more students report substance use.

In order to help prevent students from starting to use substances, or intervene with early use, Clinton Public Schools nursing and counseling staff will be providing an interview-based screening for 7th and 9th grade students about the use of alcohol, marijuana, and other drugs. This screening utilizes the most commonly used substance use screening tool for adolescents in Massachusetts, the CRAFFT II. Student screening sessions will be brief (approximately 5 minutes) and conducted confidentially in private, one-on-one sessions conducted by the school nurse or mental health professional with the 7th and 9th grade students. Students who are not using substances will have their healthy choices reinforced by the

screener. The screener will provide brief feedback to any student who reports using substances, or is at risk for future substance use. If needed, the student will be referred to our designated counselors for further evaluation. Results of the screening will not be included in your student's school record, nor will results be shared with any staff other than the SBIRT (Screening, Brief Intervention, and Referral to Treatment) Team. The SBIRT Team is composed of the nursing staff, the mental health staff and your child's guidance counselor.

As with any school screening, you have the right to opt your child out of this screening. Please contact your school nurse (978-365-4208 for CHS nurse/978-365-4220 for CMS nurse) if you wish to exclude your child in this screening. Additionally, screening is voluntary and students may choose not to answer any or all of the screening questions. Screening will be conducted throughout the school year (timeline may vary from year to year).

One way to prevent youth substance use is to talk with your child about your family's values and expectations regarding substance use. Research shows that parents' influence is the #1 reason young people decide not to drink alcohol. Together, schools and parents CAN make a difference for the youth in Natick.

Sincerely,

CHS Nurse

CHS Principal

CMS Nurse

CMS Principal

### **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 Chickenpox 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 for 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**

### **The current components of the Massachusetts Regulations 105 CMR 200.000: PHYSICAL EXAMINATION OF SCHOOL CHILDREN 200.500:**

#### ***Height and Weight Measurements include:***

- prior notification of BMI screenings and the benefits of the screening to all parents and legal guardians by any reasonable means, including an opportunity to request, in writing, that their child's measurement not be taken;
- accurate measurement of height and weight and the calculation of BMI for students in grades 1, 4, 7, and 10 (or by a student's 7th, 10th, 13th and 16th birthday in un-graded 5 classrooms) by trained individuals approved by MDPH in accordance with these guidelines;
- requirement that every effort be made to protect the privacy of the student during the screening process; that confidentiality concerning height and weight measurements be properly safeguarded during the screening and reporting process;
- documentation of the students BMI in the student's health record;
- submission of aggregate BMI results to MDPH using appropriate data reporting tools as determined by MDPH;
- assurance that school health personnel or other school staff with access to student health records not disclose, either verbally or in writing, the height, weight or BMI of any individual student to anyone other than the parent/legal guardians or the individual student without written permission of the parent/legal guardian;
- identification of resources that support healthy eating and active living and prevent/reduce overweight and obesity and other chronic diseases in the community.

#### **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 has 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-DISCIPLINARY POLICIES

### STUDENT CODE OF CONDUCT

Students are expected to assume responsibility for their behavior and abide by all laws, regulations, rules, directives and the Code of Conduct. The following is a list of some unacceptable behaviors and the actions that may result. The Administration reserves the right to impose more severe penalties if deemed appropriate.

<b><u>OFFENSE</u></b>	<b><u>PENALTY</u></b>
1. Sexual Harassment	Detention, suspension and/or expulsion
2. Defamation of character	Detention, suspension and/or expulsion
3. Creating or attempting to create a disturbance	Five (5) days detentions and/or three (3) days suspension or prosecution
4. Disobeying, disrespecting or lying to a teacher, staff member or administrator	Detentions and/or up to five (5) days suspension
5. Using profanity toward a teacher or an administrator or staff member	Up to five (5) days suspension
6. Using profanity or vulgar language	<b>1st offense:</b> 5 detentions <b>2nd offense:</b> 3 days suspension
7. Assault, battery on any person not referenced in s. 37H of c. 71, or threatening a person, including intentionally causing or attempting to cause physical injury to another person	Up to ten (10) day's suspension, referral to Principal and/or Superintendent for possible further action. May follow with legal action
8. Enticing, encouraging, promoting or participating in attempts to interfere with the normal educational process	Five (5) days detentions and/or three (3) days suspension
9. Showing disrespect for school property or causing damage to school property or the property of a teacher, staff member or student	Restitution and/or 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 to be returned or replaced)	<b>1<sup>st</sup> Offense:</b> Parent/guardian conference <b>and</b> two (2) day suspension, possible notice to police for further action <b>2<sup>nd</sup> Offense:</b> Parent/guardian conference and ten (10) day suspension, notice to police and possible further action
11. Unexcused tardiness to class	Detentions and/or suspension
12. Possession of pornographic material	Detentions and/or suspension and police notification
13. Truancy	In school suspension and parent/guardian notification
14. Unauthorized absence from class.	Two (2) detentions, <b>NO CREDIT</b> for class work
15. Leaving school without permission	In school suspension Parent/guardian notification
16. Cheating or Plagiarism	Five (5) teacher detentions for each offense, <b>NO CREDIT</b> for class work, "0" for test, quiz, and assignments, and parent/guardian notification

17. Forgery	<b>1<sup>st</sup> Offense:</b> Up to three (3) detentions, parent/guardian conference <b>2<sup>nd</sup> Offense:</b> Three (3) day suspension, parent/guardian notification
18. Failure to identify oneself to Administrators, Faculty or Staff member	Detentions and/or up to five (5) days suspension
19. Failure to report to the office when told to do so by a staff member	Up to five (5) days suspension
20. Misuse or misappropriation of student's personal identification number (PIN)	Detention and/or suspension
21. Inappropriate public display of affection	Detention and/or suspension
22. Fighting/Striking another student	Detention, suspension and/or expulsion
23. Fighting/Striking faculty, staff or other official	Up to expulsion
24. Intimidation/harassment/interference with safety of staff or student/bullying	Up to expulsion
25. Drug/alcohol possession/use	Up to expulsion
26. Drug/alcohol or contraband distribution	Up to expulsion
27. Sexual assault/sexual abuse	Up to expulsion
28. Arson	Up to expulsion
29. Weapons/dangerous instruments	Up to expulsion
30. Bomb threats/false fire alarms/fireworks/explosives	Up to expulsion
31. All other criminal offenses	Up to expulsion

This list and its suggested consequences do not limit the Administration's ability to deliver alternative consequences, nor does it imply a progressive order of consequences. All behavioral violations will be assessed on an individual basis, and all consequences will be delivered at the discretion of Administration.

### **DETENTION**

The Assistant Principal or Principal may assign general detentions. Each student is to have sufficient materials and books to study for the period. Teacher detentions are kept to the teacher's discretion, and will be served on the day they are assigned. If there is a conflict with numerous detentions it is the responsibility of the student to notify the teacher(s) involved. General detentions are from 2:35 - 3:05 PM.

Any student who is absent from or refuses to attend an assigned detention will be assigned one additional detention. If the student fails to attend the next scheduled detention parental conference will be scheduled and a one (1) day suspension may result.

Any student serving a general detention may not participate in any activity for the remainder of the day.

## **WEAPONS**

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 buses, school trips, or in his or her locker, will be subject to:

- Suspension and possible expulsion
- Notification to police department
- Notification to social services
- Participate in a counseling program

## **VIOLENCE**

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

## **TOBACCO AND SMOKING AND VAPING**

MGL c. 71, s. 2A

The possession and/or use of any tobacco product, smoking paraphernalia (including but not limited to electronic cigarettes) is prohibited in school buildings, school facilities, on school grounds, or on school busses at any time. This policy shall apply at all times, including during all school sponsored activities.

- **First Offense:** Parent/guardian notification/conference; and Five (5) detentions
- **Second Offense:** Three day suspension and participation in a school approved smoking cessation program
- **Third Offense (within a school year):** Five (5) day suspension
- **Fourth Offense (within a school year):** Ten (10) day suspension
- **Fifth Offense(within a school year):** Expulsion up to eighteen (18) weeks

## **ALCOHOL AND DRUG USE ON SCHOOL PROPERTY**

The possession of, use of, serving of or consumption of any alcoholic beverage, intoxicants or drugs on school property or at school related events is strictly prohibited.

Drinking or being under the influence of alcohol or drugs on school grounds or at any school related event will result in at least five (5) days suspension with a required parental conference before the student may return, or possible expulsion. Second offenses may result in a minimum suspension of ten (10) school days or a possible expulsion from school.

**First Violation:** When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose, at a minimum, all privileges to attend any school function or activity, and shall be removed from any office or club for the next ten (10) consecutive school days. No exception is permitted for a student who becomes a participant in a treatment program.

**Second and Subsequent Violations:** If the student has not been expelled, when the Principal confirms, following an opportunity for the student to be heard, that a second or subsequent violations have occurred, the student shall lose, at a minimum, privileges as stated above for sixty (60) consecutive school days.

If after the second or subsequent violations the student of his/her own volition becomes a participant in a chemical dependency program or treatment program approved by the Principal, the student may be certified by the Principal for reinstatement in all school activities after a minimum of thirty consecutive school days. Certification must be issued by the director or a counselor of a chemical dependency treatment center.

In either case, the penalty could extend into the next school year and the student may be subject to expulsion from the school or School District by the Principal.

The School Nurse may conduct a medical assessment for possible substance abuse upon the request of the Administration.

In cases of sale or distribution of drugs/alcohol or possession of drug paraphernalia by a student, the student's Parent/Guardian and police will be notified and the student will be suspended subject to further disciplinary action including expulsion from school.

## **STUDENT SUSPENSION OR EXPULSION FROM SCHOOL**

MGL c. 71, s. 37H ¾

This section shall govern the suspension or expulsion of students who are not charged with a violation of MGL c. 71, Section 37H or with a felony under Section 37H1/2.

When deciding the consequences for the student, the school district shall exercise discretion; consider ways to re-engage the student in the learning process; and avoid using expulsion as a consequence until other remedies and consequences have been employed.

For any suspension or expulsion under this section, the principal or designee shall provide, to the student and to the parent or guardian of the student, notice of the charges and the reason for the suspension or expulsion in English and in the primary language spoken in the home of the student. The student shall receive written notification and shall have the opportunity to meet with the principal or designee, to discuss the charges and reasons for the suspension or expulsion prior to the suspension or expulsion taking effect. The principal or designee, shall ensure that the parent or guardian of the student is included in the meeting, provided that such meeting may take place without the parent or guardian only if the principal or designee can document reasonable efforts to include the parent or guardian in that meeting.

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

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

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

When the district suspends or expels a student it shall continue to provide educational services to the student during the period of suspension or expulsion. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student under an education service plan.

**CONSEQUENCES FOR VIOLATION OF DRUGS, WEAPONS OR VIOLENCE POLICIES**  
**MGL c. 71, s. 37H**

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

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

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

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

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

(F) The District is required to report to the department of elementary and secondary education the specific reasons for all suspensions and expulsions, regardless of duration or type.

(G) If the District suspends or expels a significant number of students for more than 10 cumulative days in a school year, the department of elementary and secondary education will investigate and recommend models that incorporate intermediary steps prior to the use of suspension or expulsion.



## **CRIMINAL COMPLAINTS AND FELONY CONVICTIONS**

### **MGL.c. 71, s. 37H ½**

Notwithstanding the provisions of section eighty-four and sections sixteen and seventeen of chapter seventy-six of the Massachusetts General Laws:

- (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 a 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 should would have a substantial detrimental effect on the general welfare of the school. The student shall receive oral or 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; 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 a decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

When the district suspends or expels a student it shall continue to provide educational services to the student during the period of suspension or expulsion. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its school or provide educational services to the student under an education service plan.

## **DISCIPLINE PROCEDURES FOR DISABLED STUDENTS**

### **Individualized Education Plan**

All students are expected to meet the requirements for behavior as set forth in the student handbook. Chapter 71B of the Massachusetts General Laws and its implementing regulations require that additional provisions be made for students who have been found by an evaluation team to have special needs and whose program is described in an Individualized Education Plan (IEP).

The following additional requirements apply to the discipline of special needs students:

1. A 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. When a suspension 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 within 10 days of the decision to discipline to conduct a “manifestation determination” which is a review all relevant information in the student’s file, including the IEP, 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.
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 suspension or expulsion may go forward 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 under the following circumstances:
  - 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.
5. In either Par. (3) or (4) above, the interim alternative education setting enables the student to continue in the general curriculum and to continue receiving services identified on the IEP, and provides services to address the problem behavior.
6. 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 Par. 4, the student returns to the original placement unless the parents and District agree otherwise or a hearing officer orders a new placement.
7. 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 a hearing officer or the end of the time period for the disciplinary action, whichever comes first, unless the parent and the School District agree otherwise.

### **Section 504 Plan**

The following procedures apply to students currently receiving services under section 504:

1. If a student is suspended for longer than 10 consecutive days or has a series of suspensions that are shorter than 10 consecutive days but constitute a pattern a Section 504 Team meeting is held.
2. District personnel, the parent, and other relevant members of the Team, as determined by the parent and the District, convene within 10 days of the decision to discipline to review all relevant information in the student’s file, including the 504 Plan, 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 504 Plan. This process is referred to as 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 suspension or expulsion may go forward consistent with policies applied to any student without disabilities.
4. If District personnel, the parent and other members of the Team determine the behavior IS a manifestation of the student's disability, the team will review the 504 Plan to make any appropriate changes to support the student's educational access and implement the revised plan.

### **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 the Individuals with Disabilities Education Act and/or its implementing regulations (the "IDEA"), may assert any of the protections provided for students with a disability if the LEA (Local Education Authority), which is the Clinton School Department, had knowledge that the child was a child with a 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 School District 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 the IDEA.
3. The parent of the child has requested an evaluation of the child pursuant to the IDEA.
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 has taken one of the following actions:

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.

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

*The following is a summary of the relevant student-related provisions of the District's DESE approved Bullying Prevention Policy (File JICFB 1A) and the Bullying Intervention Plan. To view the entire Policy and Plan, please visit the District Website at [www.clinton.k12.ma.us](http://www.clinton.k12.ma.us).*

The Clinton Public Schools 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 cyberbullying.

#### **Definitions:**

“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.

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 Clinton Public schools;

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 Clinton 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 disrupts the education process or the orderly operation of a 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. 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.

### **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.

### **Target Assistance:**

The Clinton Public Schools 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.

## **Cyber Bullying**

Neither the school's network nor the broader Internet (whether accessed at school or out of school, either during or after school hours) may be used for the purpose of harassment. All forms of harassment in cyberspace, often called cyber bullying, are unacceptable.

Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings (including blogs). Often the author (sender or poster) of the inappropriate material is disguised (logged on) as someone else.

Community members who feel that they have been the victims of such misuses of such technology should not erase the offending material from the system. They should print a copy of the material and immediately report the incident to the Administration. All reports of harassment in cyberspace will be investigated fully. Sanctions may include, but are not limited to, the loss of computer privileges, detention, suspension, separation, expulsion from the school, or police notification.

## **NON-DISCRIMINATION AND SEXUAL HARASSMENT**

### **A. Non-Discrimination**

It is the policy of the Clinton Public Schools not to discriminate on the basis of race, color, national origin, age, religion, sex, gender identity, and sexual orientation and/or disability in the admission to, access to, treatment in, or employment in its programs and activities.

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 harassment.

Each school year a 504 Coordinator is appointed for the high school, and the District appoints a Title IX Compliance Officer. Section 504 of the Federal Rehabilitation Act of 1973 is a civil rights law that protects individuals with disabilities from discrimination. Title IX is a federal law prohibiting discrimination on the basis of sex in educational programs and activities of public schools.

References: School Committee Policies File: AC, File ACA and File ABA; Title IX; and Section 504.

## **B. Sexual Harassment**

All persons associated with the Clinton Public Schools, 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 retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating in an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated.

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 where:

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 conduct by an individual is used as the basis for employment or education decisions affecting such individuals.
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.

References: School Committee Policy File: ACAB; MGL c. 151B, s. 4.

### **NON-DISCRIMINATION AND SEXUAL HARASSMENT** **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 or the grievance officer **within thirty business days of the alleged incident**. Every effort should be made by the complainant 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 that may be relevant to the particular situation.

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. The building principal or Title IX Coordinator shall report the complaint to the grievance officer. The grievance officer will take appropriate steps to investigate and/or resolve the complaint promptly. 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 facts and may interview any witnesses.
- b. The grievance officer will then attempt to meet with the respondent in order to obtain his or her response to the complaint;
- c. The grievance officer will hold as many meetings with the parties and witnesses as is necessary to gather facts;
- d. The grievance officer will submit a confidential written report of the findings to the superintendent or his/her designee;
- e. On the basis of the grievance officer's findings based on the investigation he or she may:
  - i. Attempt to resolve the matter informally through conciliation;
  - ii. Report the incident and transfer the record to the superintendent or his/her designee and so notify the parties by certified mail;
  - iii. 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 any more evidence necessary to decide the case, and thereafter **shall** impose any discipline deemed appropriate. Discipline imposed shall be subject to the requirements of due process.

### **Student Acceptable Use 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 may 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 commuter 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;
- Unauthorized use of resources, such as copy paper, printer toner, etc.;
- 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 student's 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 JICB 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 parents 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 parents how you are doing.



# CLINTON PUBLIC SCHOOLS

## CLINTON MIDDLE SCHOOL

### Website Photograph/Identification

#### AUTHORIZATION AND RELEASE FORM

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

\_\_\_\_\_  
**Parent/Guardian Name 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.