

## **Dr. Robert G. O'Donnell Middle School Mission Statement**

The O'Donnell Middle School will maintain a safe environment, which fosters the intellectual, physical, social, emotional and moral development of each child. The O'Donnell Middle School supports the active involvement of students in a variety of experiential learning opportunities and problem-solving strategies. This encourages students to strive for academic excellence, develops a sense of responsibility and respect for themselves and others, and creates a strong bond among school, home and community.

### **VISION**

We believe the schooling process involves the cooperative participation of students, parents, teachers, and administrators in the development and implementation of the curriculum.

It is our vision that students be engaged in learning activities, which encourage them to:

- develop the academic abilities and skills to become life-long learners;
- possess a positive sense of self worth;
- feel capable as they take on new developmental tasks and challenges;
- behave ethically and act responsibly toward others;
- develop sound work habits, motivation, and values;
- have a perspective on the future that provides a source of positive direction and energy;
- appreciate the benefits of a diverse society and respect the values of others;
- develop communication skills which enable them to get along with others and develop long-term interpersonal relationships;
- engage in health enhancing and health protective behaviors; and
- become positive, contributing members of their peer group, family, school, and community.

### **CORE VALUES**

Recognizing that a child's education is a partnership between home and school, the O'Donnell Middle School Council has identified four core values for families and school to share:

- Families and school should nurture children by encouraging them to work hard, persevere, and strive for academic excellence.
- Families and school should encourage children to accept responsibility for their own behavior and act with integrity.
- Families and school should encourage children to treat each other with respect and value diversity.
- Families and school should encourage children to mediate disagreements, reduce conflicts, and prevent violence.

### **DR. ROBERT G. O'DONNELL MIDDLE SCHOOL**

Stoughton Junior High School was opened on October 1, 1960. In September 1994, Stoughton Junior High became the Stoughton Middle School and shortly thereafter, it was named the Dr. Robert G. O'Donnell Middle School. (OMS)

The school is named for Dr. Robert G. O'Donnell who contributed thirty-five years of service to the Stoughton School System. He started in 1959 as Director of Science at Stoughton High School. In 1960, Dr. O'Donnell became Principal of Stoughton Junior High School, a position he held until his retirement in 1991.

### **GRADE 6**

Welcome to our middle school family! You are now in the first year of your O.M.S. experience. You are assigned to an interdisciplinary team of five teachers; each team of teachers works together to teach you math, science, social studies, reading, and language arts. In addition, your program will include many exploratory subjects.

You will have many opportunities in your three years at O.M.S. to become involved in school and community activities. We encourage you to participate and do your best. The O.M.S. faculty and staff look forward to helping you prepare for the future in developing your personal goals, improving your abilities, acquiring new skills, and expanding your horizons.

## **GRADE 7**

You are now in the second year of your middle school experience. You are assigned to an interdisciplinary team of four/five teachers; each team of teachers works together to teach you math, science, social studies, and language arts. In addition, your program will include many exploratory subjects.

As middle school students you are ready to assume more responsibility for your class work, behavior, and homework. Your teachers, guidance counselor and administrators are here to support and guide you through the school year. You are encouraged to ask questions and seek their advice at any time.

Many opportunities for involvement in school and community service will exist. We encourage you to participate. In addition, your program will include World Language and many exploratory subjects.

## **GRADE 8**

To our most senior family members, welcome back to O.M.S. as an eighth grade student. O'Donnell Middle School is fun but it also means new responsibilities. Remember that the grade 6 and 7 students look up to you. Set a good example for them. Participate in activities that this school has to offer, volunteer your time to help others. In addition, your program will include World Language and many exploratory subjects.

Realize that grade 8 is a very important year for high school preparation. Complete all of your assignments and use consistent study habits to prepare for tests. You are assigned to a disciplinary team of four/five teachers; each team of teachers works together to teach you math, science, social studies, and language arts. In addition, your program will include World Language and many exploratory subjects.

You are expected to continue your personal and academic growth, keeping in mind that your teachers, guidance counselor, and administrators are here to assist you at any time.

## **STUDENT SERVICES**

### **BUILDING SECURITY**

All school building exits will be locked during school hours. The main entrance to the O'Donnell Middle School is equipped with a monitoring and communication system. All visitors must use the main entrance to gain access to the building and must report immediately to the school office upon entering the building.

The Stoughton Public School System is a chemical- free and weapons-free district. The guidelines for student behavior and the discipline code adopted for each building are designed to protect students from the irresponsible behavior of others. Most importantly, all students are directly accountable for the consequences of their behaviors.

To ensure the safety and security of all students in the schools, the Stoughton Public School system reserves the right to conduct warrantless searches of students, their possessions, and school lockers, providing that there is a reasonable basis for the search. Therefore, students should not have expectations of privacy in these areas. The School Committee also authorizes unannounced searches using drug sniffing dogs in any one of the school buildings to make certain that illegal drugs are not being brought onto school grounds and into the schools.

Adopted by Stoughton School Committee, May 9, 2000

### **MAIN OFFICE**

Located here is your Principal, Assistant Principals, and office staff. Come here if you are late for school. If you have lost or found an item, it should be reported to this office. Have your parent/guardian call if you will be absent, late or need assistance and or direction. All visitors must report to the main office and all dismissals take place from the main office.

As you go through life, you receive guidance from your parents, other members of your family, your friends, your teachers and guidance counselors.

The middle school guidance counselors are available to help you with any problems you may have. Perhaps you will want to talk to your guidance counselor about making new friends, getting along with your classmates, organizing your time to complete all of your assignments, making responsible decisions, or what you plan to do in the future.

Located in the Guidance Office are Sheila Coughlan and Corinne Brookshire. Also available are two Adjustment Counselors, Amanda Huyler and Dr. Daniel Hoy.

## **SECTION 504 OF THE REHABILITATION ACT OF 1973**

Section 504 is an Act prohibiting discrimination against anyone with a handicap in any program receiving federal financial assistance. The Act defines a person with a handicap as anyone who:

1. has a mental or physical impairment which substantially limits one or more major life activities, including activities such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working;
2. has a record of such an impairment; or
3. is regarded as having such an impairment

In order to fulfill its obligation under Section 504, the Stoughton Public School System recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a handicap will knowingly be permitted in any of the programs and practices of the school system.

The Stoughton Public School System has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and, if the child is determined to be eligible under Section 504, afford access to educational services. If the parent or guardian disagrees with the determination made by the professional staff of the Stoughton Public Schools, she or he has a right to a hearing with an impartial hearing officer.

If you have questions about Section 504, please feel free to contact the building principal or his/her designee at (781) 344-7002.

## **CLINIC**

Your health and physical well-being are very important to us. If you become ill or you are hurt during the school day, our school nurse is available to help you.

We hope that students never have an accident in school, but if one should occur or if a student should become ill in school, the school nurse will provide first aid and notify a parent. When this occurs, the parent has the responsibility of providing transportation home and any further necessary care. In addition, the nurse will administer vision and hearing tests to all students each year.

Except in an emergency, a student needs a pass to see the school nurse. If the nurse determines that the student is too ill to remain in school, she will call the student's home to make arrangements for dismissal. When a student returns to school after an absence because of illness, he/she must bring to the homeroom teacher a note from the parent indicating the reason for the absence. If you are absent three days or more because of personal illness, your homeroom teacher will send you to the nurse on the day you return with an absence note or your doctor's certificate. If the illness was a contagious disease such as measles, mumps, chicken pox, or strep throat, a student may **ONLY** be readmitted by the school nurse after the designated period of isolation and note from a physician. If you are absent three or more days, you must obtain a pass from your teacher to report to the clinic on the day you return with your absent or physician note.

Each year, Student Emergency Information Forms are distributed to students to be brought home so that parents may accurately fill them out. The form needs to be returned to the homeroom teacher. The form is kept on file in the nurse's office to help in emergency care for a sick or injured student and in contacting the parents of the student.

This form must be updated by the family as changes occur in family situations i.e., work schedule, new phone numbers, emergency contacts. Please do not list emergency contact individuals who are without transportation.

Annual examinations for students include a check of hearing, vision, height, and weight. Booster doses of tetanus, diphtheria, polio and other vaccines are offered and given as needed. Any vaccines received privately should be reported to the clinic. T.B. tests may be given whenever necessary. All doctor certificates, either for illness or injuries, are to be sent to the clinic so they can be entered into your health record.

School personnel do not give medication, not even aspirin. The exception to this rule is when you bring a note from home and are currently under the care of a physician. This is always reviewed by the principal and/or the school nurse. In order to receive medication in school, you must have:

1. A signed medication order from your physician.
2. A signed Administration Plan/Parent Consent Form.
3. Medicine should be delivered to school in a pharmacy or manufacturer-labeled container by you or a responsible adult whom you designate.
4. No more than a thirty day supply of medicine should be delivered to the school.

“Over-the-counter” medicines will be given if received in original container with a note from your parent including the child’s name, room number, dosage, and time to administer. All medication must be kept in the clinic, except medication such as Medi-inhalers and allergy kits. Arrangements should be made through the clinic so teachers can be notified.

All medical excuses for modification of student programs i.e., physical education must be brought to the school nurse who will process them. When you plan a routine physical exam with your family physician, please request a medical record form from the nurse so that the findings of that exam can be entered into the records.

## **STOUGHTON PUBLIC SCHOOLS INTERNET SAFETY AND ACCEPTABLE USE POLICY**

### **I. PURPOSE**

The purpose of this policy is to set forth policies and guidelines for: access to the Stoughton Public School’s district computer system; acceptable, safe use of the Internet; and implementation of the requirements of CIPA (the Children’s Internet Protection Act).

### **II. GENERAL STATEMENT OF POLICY**

In making decisions regarding access to the school district computer system and to the Internet, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

### **III. LIMITED EDUCATIONAL PURPOSE**

The school district is providing students and employees with access to the school district’s computer system, which includes Internet access. The purpose of the system is not to provide students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, professional or career development, and limited high-quality, self-discovery activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user’s personal account on another system may not be acceptable on this limited purpose network.

### **IV. USE OF SYSTEM IS A PRIVILEGE**

The use of the school district system and access to use of the Internet is a privilege, not a right. The school district has the right to place reasonable restrictions on the use of equipment, resources and material students and employees access or post through the system. Students and employees are also expected to follow the rules set forth in the district’s rules and regulations governing conduct, disciplinary code, and the law in their use of the district’s equipment and network. This access has not been established as a public access service or a public forum. All access and rights are privileges granted by the district, and users should expect no privacy rights. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use of access privileges; payments for damages and repairs; discipline under other appropriate school district policies or collective bargaining agreements, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

### **V. UNACCEPTABLE USES**

- A. The following uses of the school district system and Internet resources or accounts are considered unacceptable:
1. Users will not use the school district system to access, review, upload, download, store, print, post, or distribute pornographic, obscene or sexually explicit material.
  2. Users will not use the school district system to transmit or receive obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language.
  3. Users will not use the school district system to access, review, upload, download, store, print, post, or distribute materials that use language or images that are inappropriate to the educational setting or disruptive to the educational process and will not post information or materials that could cause damage or danger of disruption.

4. Users will not use the school district system to access, review, upload, download, store, print, post, or distribute materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
  5. Users will not use the school district system to knowingly or recklessly post false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
  6. Users will not use the school district system to engage in any illegal act or violate any local, state or federal statute or law.
  7. Users will not use the school district system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school district system software, hardware or wiring or take any action to violate the school district system's security, and will not use the school district system in such a way as to disrupt the use of the system by other users.
  8. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
  9. Users will not use the school district system to post private information about another person or to post personal contact information about themselves or other persons including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
  10. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user.
  11. Users will not use the school district system to violate copyright laws, or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
  12. Users will not use the school district system for the conduct of a business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official. Users will not use the school district system for political lobbying.
  13. Users will not install, update, or modify software or hardware on any component of the district system without the express written consent of the Administrator of Technology.
  14. Students will not download files from sources outside the district without specific permission.
- B. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. A user may also in certain rare instances access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher.

## **VI. CONSISTENCY WITH OTHER SCHOOL POLICIES**

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

## **VII. LIMITED EXPECTATION OF PRIVACY**

- A. By authorizing use of the school district system, the school district does not relinquish control over any of the components of the system, materials stored in the system, or contained in files in the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of their child's individual access at any time.
- E. School district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under local, state, or federal law.
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities and activities not in compliance with school district policies conducted through the school district system.

- G. In the event there is an allegation that a student has violated the District Acceptable Use Policy, the student will be provided with a written notice of the alleged violation and will be provided with notice and opportunity to be heard in the manner set forth in the district's policies. Disciplinary actions may be taken.
- H. Employee violations of the District Acceptable Use Policy will be handled in accordance with law, School Board Policy or collective bargaining agreement(s), as applicable.

### **VIII. INTERNET USE AGREEMENT**

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet/Acceptable Use Agreement form must be read and signed by the user and the parent or guardian. The form must then be filed at the school office.

### **IX. SYSTEM SECURITY OBLIGATIONS**

- A. Users are responsible for the use of their individual access account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his/her password to another person.
- B. Attempts to log on to the District's private network or any other network as a system administrator is prohibited without the express written consent of the Administrator of Educational Technology.
- C. Any user identified as a security risk or having a history of violating this or any other Acceptable Use Policy may be denied access to the District's private network.
- D. Users will avoid the inadvertent spread of computer viruses by following the School District virus protection procedures and will not disable or otherwise tamper with district anti-virus software.
- E. Users should immediately notify a teacher or system administrator of any possible security problem.
- F. Students will promptly disclose to their teacher or other appropriate school employee any message received that is inappropriate.

### **X. CONTENT FILTERING**

As required by CIPA and in recognition of the need to establish a safe and appropriate computing environment, the district will use content filtering technology to prevent access, to the degree possible, to objectionable or unsuitable content that might otherwise be accessible via the Internet. The district's content filter will be set to prevent access to: obscene material, child pornography, material harmful to minors, and other material that is deemed locally to be "inappropriate for minors". Filtering technology is not foolproof and the use of filtering technology does not relieve employees and students of their responsibilities under this policy.

### **XI. LIMITATION ON SCHOOL DISTRICT LIABILITY**

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district diskettes, tapes, hard drives or servers, or for delays or changes in or interruptions of service or mis-deliveries or non-deliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

### **XII. USER NOTIFICATION**

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
  - 1. Notification that Internet use is subject to compliance with school district policies.
  - 2. Disclaimers limiting the school district's liability relative to:
    - a. Information stored on school district diskettes, hard drives or servers.
    - b. Information retrieved through school district computers, networks or online resources.
    - c. Personal property used to access school district computers, networks or online resources.
    - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
  - 3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
  - 4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
  - 5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a user through the Internet is the sole responsibility of the user or, in the case of a minor, the minor's parents.
  - 6. Notification that should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
  - 7. Notification that all provisions of the acceptable use policy are subordinate to local, state and federal laws.

**XIII. PARENT RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE**

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student’s use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
  - 1. A copy of the user notification form provided to the student user.
  - 2. A description of parent/guardian responsibilities.
  - 3. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and a supervising teacher prior to use by the student.
  - 4. A statement that the school district’s acceptable use policy is available for parental review.

**XIV. ADMINISTRATION**

- 1. The Administrator of Educational Technology has the responsibility and authority for the development, publication, implementation and ongoing administration and enforcement of the processes and techniques required to protect the Stoughton Public School District’s computer systems from unauthorized access, loss or misuse.
- 2. School principals have the responsibility to establish a system to ensure adequate supervision of students using the system and to maintain executed user agreements for students. They are also responsible for interpreting and enforcing this policy at the local level.
- 3. Local management has the responsibility to interpret and enforce this policy for employees including maintaining executed user agreements.

**XV. IMPLEMENTATION; POLICY REVIEW**

- A. The school district administration may develop appropriate guidelines and procedures necessary to implement this policy for submission to the school committee for approval. Upon approval by the school committee, such guidelines and procedures shall be an addendum to this policy.
- B. The administration shall revise the student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district’s Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school committee shall conduct an annual review of this policy.

**INTERNET USE AGREEMENT**

**USER**

I have read and do understand the school district policies relating to acceptable use of the school district computer system and the Internet and agree to abide by them. I further understand that any violation of the policies above is unethical and may constitute a violation of law. Should I commit any violation, my access privileges may be revoked, disciplinary action may be taken, and/or appropriate legal action may be taken.

**User’s Full Name (please print):**

**User Signature:**

**Date:**

**PARENT OR GUARDIAN (required when users are minors)**

As the parent or guardian of this student, I have read the school district policies relating to acceptable use of the school district computer system and the Internet. I understand that this access is designed for educational purposes. However, I also recognize it is impossible for the school district to restrict access to all controversial materials and I will not hold the school district or its employees or agents responsible for materials acquired on the Internet. I hereby give permission for my child to use the district system and to access the Internet. I certify that the information contained on this form is correct.

Parent or Guardian’s Name (please print):

Parent or Guardian’s Signature:

**Approved by the Stoughton School Committee 05/28/2002**

## **LOST AND FOUND**

A “Lost and Found” box is located in the cafeteria. If you have misplaced a personal item, please check the box to see if it has been deposited. Please return all items found to the “Lost and Found” box.

## **CUSTODIAL STAFF**

The Middle School custodians work very hard to keep our school in a clean, and safe condition. Their job is very difficult, and they need everyone’s cooperation in order to keep the Middle School a clean and pleasant place in which to learn.

You can do your part by taking care to see that the desks you use, the classroom you work in, the corridors you walk in, the cafeteria you eat in, and the outside grounds are kept litter free. Whenever you notice papers littering a desk or corridor, please help by throwing them away. This is your school. Take pride in its appearance.

## **STUDENT ACTIVITIES**

### **STUDENT COUNCIL**

Every homeroom in the school elects a representative and an alternate to serve on the Student Council. If you have interest in running for the office of President, Vice President, Secretary or Treasurer, you must fill out “nomination papers” explaining why you want to hold that position and you must gather twenty-five signatures from other students who feel you would make a valuable officer of the Student Council.

### **PEER LEADERSHIP**

The Peer Leadership Club is a group of students who work on school and community projects. Activities have included a Walk to Save Walden Pond, a drive to collect food for Stoughton’s Food Pantry, and a trip to Northeastern University to see an AIDS quilt and to learn more about programs which benefit AIDS research. This club meets after school.

### **VOCAL AND INSTRUMENTAL MUSIC PROGRAMS**

If you have sung or played an instrument at your elementary school, you can continue to develop your talent and love of music at the Middle School, by participating in 6th, 7th, or 8th grade instrumental music and 6th, 7th, or 8th grade vocal chorus.

Try outs are also held for the Middle School Jazz Band.

### **SPELLING BEE**

The Middle School’s Spelling Bee is sponsored every year by the Stoughton Woman’s Club.

The competition begins in your language arts class. The winners from each class in grade 6 compete with other grade 6 students. The same process takes place for 7th and 8th graders. The Middle School winner moves on to compete in the Patriot Ledger’s Regional Spelling Bee.

### **SCHOOL DANCES**

In cooperation with the P.T.S.O., we sponsor several dances throughout the school year. The students decorate the cafeteria, a disc jockey adds the music and special lighting, and the P.T.S.O. sells refreshments. The dances are held from 4:30 – 6:30 p.m. for 6<sup>th</sup> grade and 7:00 – 9:00 p.m. for 8<sup>th</sup> grade.

Please remember these few rules so that our dances will continue to be a success:

1. All rules for good conduct, which apply during the school day, also apply at school dances.
2. Our dances are for Middle School students ONLY.
3. Parents are requested to arrive promptly at the conclusion of their child’s/children’s dance.
4. You must attend school on the day of the dance if you want to be admitted that evening.

## **FIELD TRIPS**

Quality learning takes place both within and beyond the walls of the middle school. High standards of behavior must be maintained during field trips because you represent our school, our community, and in some cases, our state. Leaving school grounds for learning experiences is a privilege that must be earned; it requires students to be able to make good decisions and to behave responsibly. Students have the opportunity throughout the school year to demonstrate to their teachers a respect for rules and an ability to make good decisions independently. It is in this way that students earn trust and respect.

### **Criteria for Field Trip Retention**

These guidelines provide clear expectations for students, teachers, and families. Working together will maintain high quality learning experiences during field trips and will result in enjoyable, productive and safe experiences for everyone. We ask that parents explain these expectations to their children and support our decisions.

Students and families will be informed by the team if a field trip retention is to be recommended. The teachers may decide if a probationary period will be provided. This probationary period will be an opportunity for the students to significantly amend unacceptable behaviors/grades. Collectively, the team teachers will access possible field trip retention and recommendations will be made to the administration and the teams will notify parents. Field trip retention will be determined separately for each trip.

As you read the following criteria, please note the use of the word "pattern". Continuation of one or more of these serious infractions will determine field trip retention.

### **GENERAL CRITERIA FOR FIELD TRIP RETENTION**

- ABC or OSS
- A pattern of behavior that demonstrates poor judgement/decision making.
- A pattern of disrespect for authority.
- A pattern of inability to learn from mistakes.
- Misbehavior on previous field trips.
- Missing excessive schoolwork for unexcused reasons including absences.

A field trip is just like any other school day. Field trips are planned to teach you in a special way, and it is up to you to get as much value from it as you can.

1. Follow all instructions of your supervisors and adhere to all bus safety rules.
2. Respect public property.
3. Please remember that people judge your school and Stoughton by the way you behave.
4. Students not participating in a field trip must be in attendance at school.
5. Please remember that you are responsible for any school- work or homework that you miss when you are on a field trip.
6. For health and safety issues, the parent may be asked to accompany the child.

### **GIFTS TO SCHOOL PERSONNEL**

Students and their parents are discouraged from the presentation of gifts to school employees on holidays and at the end of the school year.

This policy reflects a growing sentiment among professional educators that gift giving to teachers may tend to bring about tension at home or competition in school, when children in a class feel a compulsion to match the generosity of their peers.

The most appreciated gifts are those which the children make themselves or the writing of letters which express your gratitude or appreciation.

### **8<sup>th</sup> GRADE CLASS DAY**

In order to participate in Class Day Activities you must be a student in good academic standing. This means you have met all academic requirements, you have demonstrated a pattern of good behavior, and you meet attendance requirements (absences and tardies).

## **PARENT TEACHER STUDENT ORGANIZATION**

The purpose of the P.T.S.O. at the Middle School is to keep parents actively involved in their children's education and to provide support for the Middle School's programs and for special events. Membership is open to all parents and we hope you will contact the officers for this year to volunteer your assistance.

### **SCHOOL ATTENDANCE**

O'Donnell Middle School attendance policy designates 20 absences per year as the maximum allowed under normal circumstances. All absences, including excused absences by parents, will count toward the allowed number of absences.

The promotion of any student who fails to comply with this attendance policy is at the discretion of the administrative principal. A meeting will be held with the principal, parents and student if necessary.

Each absence a family wants considered as an excused absence must be documented within five school days of returning to school. It will be the student/parent's responsibility to bring documentation to the Assistant Principal for Students Services.

#### Excused Absences:

1. School approved field trips.
2. Representation of O'Donnell Middle School at school related activities.
3. Family bereavement.
4. Absences due to illness upon physician's certification/school nurse dismissal.
5. Legal matters.
6. Parent note.
7. Out of school suspension.

#### Examples of Unexcused Absences:

1. Truancy.
2. Absences without physician's certification.
3. Family vacations.
4. Dismissals.
5. Absence without note from parent.
6. Three tardies to school equal one absence; excessive tardies may result in disciplinary action.

#### Notification Procedure:

1. Each student will be required to follow this attendance policy.
2. Comments on the progress reports and the report card will indicate grades affected due to absence.
3. Report cards will show absences, tardies, and dismissals.
4. Letters will be sent to parents.
5. Parents will be notified of potential disciplinary procedures.

#### Appeal Process:

- Level I: Parents may appeal the unexcused absence to the Assistant Principal for Student Services.  
Level II: Parents may appeal the unexcused absence to the Principal.

### **ATTENDANCE NOTES**

When you return to school from an absence, you will be expected to bring a note from home signed by your parent or guardian to clearly explain the date(s) and reason(s) why you were absent. This note, including your full name, must be given to your homeroom teacher the day you return. Notes must be provided even if a phone call has been made to notify the school of the absence. Students who do not bring absence notes may be subject to disciplinary action. Students who are truant are subject to disciplinary action. Only the school administration has the authority to approve absences. Students who are absent for illness three or more days, parents must contact the school nurse.

### **MAKE-UP WORK**

Make-up work is your responsibility. Teachers are available for make-up work after school. The time in which to make up work assigned while absent is the number of days absent plus one, i.e., absent Monday, work is due on Thursday. Previously assigned work will be due on the day after return from absence. Incomplete grades should be made up by the end of the next mid-term period.

### **APPOINTMENTS**

Whenever possible, dental and medical appointments should be held during your free time or after school hours, not for any part of the school day.

### **VACATION STATEMENT**

Families are encouraged to take vacations during the regularly scheduled school vacations and holidays. However, we do recognize that circumstances may cause families to be away from home during the time that school is in session.

Introduction to new material occurs daily, these absences will severely affect your progress. All students are required by the State Department of Education to pass the MCAS (Massachusetts Comprehensive Assessment System) test in grade 10 in order to receive a Stoughton Public School diploma from Stoughton High School. Therefore the responsibility of learning new material presented during this absence will belong to you and your parents since it is not always possible for the school to provide introductory material in advance; however, reinforcement material shall be provided upon the student's return to school. Incomplete work due to vacation or poor quality of work/testing may adversely impact term grade. In addition, vacation time during scheduled school time counts as absence time.

The following procedure will be followed: Parents are requested to give at least one week's written notice to the Principal and your child's teachers stating the dates of the anticipated absence. Students will be responsible to complete class and home assignments missed due to absence. Students will need to stay after school upon their return to school for support of the curriculum including testing.

### **ARRIVING LATE AND LEAVING EARLY**

The hours for a normal school day are 7:30 A.M. to 2:12 P.M. We hope that you will never have to come late or leave early. However, sometimes because of doctor's appointments, religious commitments, or family emergencies, it happens. However if your bus arrives late, that is not something for which you are responsible.

Arriving Late Procedures:

1. Check in at the main office and get a pass first.
2. Report to either your homeroom or class even if there is but a minute left to get your assignment.
3. Students tardy and not reporting with a note at the time of the tardiness may be subject to a session.

Leaving Early Procedures:

1. When you arrive in the morning, give a note to your homeroom teacher from your parents giving your full name, the time you are to be dismissed, and the name of the person dismissing you. The office will call your class when your parent/guardian arrives.
2. Report to the main office to meet your parent/guardian and have your parent/guardian sign you out.

An I.D. will be required of the person signing a student out of the building. If there is any court decision and documentation, which would restrict dismissal to only certain identified adults, we need to know this and receive a legal copy of the information.

1. Absence without note from parent.
2. Three tardies to school equal one absence; excessive tardies may result in disciplinary action.

Each absence a family wants considered as an excused absence must be documented within five school days of returning to school. It will be the student/parent's responsibility to bring documentation to the Assistant Principal for Student Services.

O'Donnell Middle School attendance policy designates 20 absences per year as the maximum allowed under normal circumstances. All absences, including excused absences by parents, will count toward the allowed number of absences.

The promotion of any student who fails to comply with this attendance policy is at the discretion of the administrative principal. A meeting will be held with the principal, parents and student if necessary.

## **DRESS CODE/APPEARANCE**

The Dr. Robert G. O'Donnell Middle School is an academic institution. It is expected that all persons associated with this school will dress in a manner, which is appropriate for a formal educational environment.

We realize that style of dress is a matter of personal taste. However, we do expect that you will dress neat, clean and modest at all times.

Clothing which displays offensive language or images or illegal substances is not acceptable in a school setting. The interpretation of this statement will be left to the discretion of the teacher and the administration

Hats, bandanas, or any hooded garment, coats, jackets and other head gear are not considered appropriate attire inside the school building, and as such, are not to be worn. Anything related to gang membership is banned: weapons, violence, illegal activity, gang identified clothing, insignia and gestures.

Bare midriffs, see through garments, spandex pants, halter tops, low cut blouses, tube tops, muscle shirts, pajamas and shorts (no shorter than mid thigh) are not to be worn in school. All clothes must be worn at the proper height, (ie: pants worn around waist). No wallet chains, dog chains, or spike jewelry are allowed in school.

Obscene, profane language or pictures on clothing or jewelry should not be worn. Footwear that scratches, discolors or mars the gym floor is not allowed. For your safety: shoes deemed to be dangerous should not be worn.

The Principal or his/her designee is authorized to:

- a) have students change their clothing in school and/or;
- b) send the offending student home to change their clothing;
- c) if clothing or jewelry is determined to be offensive, disruptive, and/or unsafe, disciplinary action may be taken;
- d) repeat offenders will be subject to disciplinary action;
- e) ABC could result if clothing issue cannot be resolved.

The final decision on the appropriateness of students' dress and attire rests with the school administration.

## **PHYSICAL EDUCATION PROGRAM**

The athletic programs at the Middle School are designed to improve physical fitness and develop safe practices for you to follow whenever you are involved in physical exercises or sports.

There are no gym uniforms at the Middle School. However, you are required to bring a change of clothing to participate in the gym program.

Your change of clothing should include running pants, shorts or some other type of pants, which are flexible when you exercise (not jeans); a jersey or shirt, socks and sneakers.

If you need to be excused from gym, you must bring a note from home explaining the reason. Please bring this note to the nurse's office between 7:30 a.m. -8:00 a.m. with a pass from your teacher. Remember to tell your homeroom teacher where you will be going.

If you are going to be excused from gym permanently or for a lengthy period of time, you will have to bring a note from your doctor.

## **ACADEMIC EXPECTATIONS**

### **HOMEWORK POLICY**

Homework is an important extension of classroom learning because it continues your educational development through preparation, extension, practice and creative reinforcement. It helps develop individual research skills, study habits, personal responsibility and accountability.

Homework typically consists of, but is not limited to, reading, skill development activities, writing assignments, and other appropriate learning tasks. It is expected that homework will be monitored by parents and is factored into the student's grade by teachers. You will have homework/study assignments every night. Even if there is no homework due the next day, students can read and review notes, or the chapter for an upcoming quiz or test.

Make a study plan with your family. Set aside home study time every day. Students will use a student agenda for their homework assignments.

Homework will consist of work within these four categories:

1. *Practice* - given to help students master specific skills and to reinforce material presented in class.
2. *Preparation* - given to prepare students for upcoming lessons.
3. *Extension* - given to decide if students can transfer new skills and ideas to new situations. Extension assignments require abstract thinking skills.

4. *Creative* - given to help students integrate many skills and ideas while producing a requested response. These assignments usually take more time to complete, several days, even weeks.

- Sixth grade students should be engaged in 1 to 1 1/2 hours of homework each night.
- Seventh grade students should be engaged in 1 1/2 hours of homework each night.
- Eighth grade students should be engaged in 1 1/2 to 2 hours of homework each night.
- Each team will explain homework policy.
- All homework assignments will be posted in each room in a common location.
- All students and teachers will use the Student Agenda Books for recording homework.
- Parents, students, and teachers all share responsibilities of homework.

### **PARENTS**

Please take an interest in your child's lessons to gain a better understanding of the learning, which is taking place at school.

- Establish a set time and place for your child to do homework.
- Place a strong emphasis on the value of completing homework regularly.
- Parents are asked to supervise homework and to check assignments daily.
- Parents are asked to check and initial the completion of assignments as outlined in the student agenda.

### **STUDENTS**

Write down your homework assignments in your agenda. If you are unsure about your assignment, ask the teacher for help at the end of the class or after school. Keep your papers from each class well organized. Remember to put your best effort into the neatness and correctness of each assignment and to turn it in on time.

### **EXTRA HELP**

Extra help is available Tuesday, Wednesday and Thursday after school. It is a good idea to talk with your teacher about extra help the day before you are actually planning to stay. This will give you time to let your parents know and to arrange for transportation home. If deemed necessary by your students teachers' he/she may be required to attend after school tutorial programs.

### **MID-TERM PERFORMANCE REPORTS**

Each team issues mid-term performance reports to only those students at risk for failure with a grade below C-. This mid-term performance report will be mailed home to parents/guardians. After mid-term, a teacher will send a performance report to a Parent/Guardian of a student whose grade has fallen below a C.

Remember, this is only halfway through the term. You still have time to improve your grade, study harder and seek extra help from your teacher.

### **REPORT CARDS**

You will receive a report card approximately two weeks after marks close for each term.

You will earn four term grades and an end of the year grade in English, mathematics, social studies, and science. You will also receive grades each term in a variety of other subjects according to grade level offerings.

Next to each subject your teachers may also include two comments about your work habits and behavior

Your parents must sign your report card envelope and you must return it the next day to your homeroom teacher.

### **HONOR ROLL**

In order to make the Honor Roll at O'Donnell Middle School, you must have A's and B's in all subjects and have good conduct. If you receive the comment, "poor conduct" you automatically lose your right to be on the Honor Roll.

## **PARENT TEACHER CONFERENCES**

- November 17, 2010 6:30 – 8:00 p.m. M – Z
- November 22, 2010 6:30 – 8:00 p.m. A – L

Also, the O'Donnell Middle School "**Knight of Excellence**" will be Thursday, April 7, 2011

The purpose of these conferences is to allow parents to meet with your teachers and talk with them about your progress. These talks are limited, so if more time is needed, please schedule an appointment with the teacher at a mutually convenient time.

Parents are welcome to call make appointments to see teachers, teams, guidance counselors, or administrators at any time during the year. Every attempt will be made to return your phone call within 24 hours.

## **PROMOTION AND RETENTION POLICY**

In order to be promoted to the next grade:

1. A student cannot fail more than one of the following classes for the year – Math, Science, Social Studies, English.
2. A student may attend summer school, at the students' cost of \$200, if he/she has failed two subjects for the year.
3. A student failing 3 or more subjects for the year may only attend summer school with the permission of the principal. All grades, behavior and other factors will be taken into consideration.

## **SCHOOL PROCEDURES**

### **CORRIDOR RULES AND PASSES**

When you are walking in the corridors, keep to the right. No shoving, pushing, playing; no banging, slamming, or kicking of locker doors is allowed. Do not yell or run in the corridor. Talk to friends as you walk along so that you do not block the flow of traffic.

Unless you are changing classes or going to lunch, you must have a valid, signed pass in your possession. This pass will state your name, destination, time, and the teacher's signature.

While changing classes, you are expected to be on time for the next class. If you are late for any class for a valid reason, you should have a pass from the person who prevented you from being on time. If you arrive late to class without a pass, the teacher will refer your name to the office.

### **LOCKERS**

You will be given a locker with a built-in combination. Do not give your combination to others. Please do not leave money or expensive items in your locker. The school is not responsible for any lost items.

Lockers are the property of the school department and therefore subject to inspection by the administration at any time.

### **CARE OF TEXTBOOKS**

In September each of your teachers will distribute books for you to use this year. You are responsible to return these books in June in the same good condition. Please be sure to print your name, your teacher's name and your homeroom clearly on the bookplate inside each book. Cover all your books to protect them from damage. You will have to pay for lost or damaged books, so take this responsibility seriously.

### **STUDENTS DEBTS**

If you owe money for books and/or materials, the report card will not be sent home with your child. Instead, a notice will be sent home informing the parent/guardian of the debt and advising the parent/guardian that he/she may pick up the report card in the Middle School Office.

### **CARE OF PERSONAL PROPERTY**

We ask all students to carry book bags with care in the hallways and to and from school. The school cannot be responsible for your valuables. Leave money and valuable articles at home.

**\*The school assumes no financial responsibility for lost or stolen articles.**

## **POLICY ON ACCEPTANCE OF PAYMENTS**

Effective September 1, 2000, bank checks, money orders or cash will be the only forms of payment accepted by Stoughton Public Schools for bus transportation, lost books, facilities, preschool tuition, summer school and evening school.

Adopted by Stoughton School Committee, September 1, 2000

## **OFFICE PHONES**

The office telephones are for emergency use only. Students must make plans for transportation and after school activities with families prior to leaving for school.

## **FIRE DRILLS/BUILDING EVACUATIONS**

### **Know the evacuation route from your position at any time.**

Fire drills will be held to practice the safest ways to empty our building. When the alarm rings, you should line up quickly and quietly. Your teacher will then escort you out of the building by the proper exit. You must move quickly, without shoving or talking.

Outside the building, stay together with your class so that your teacher can take attendance.

A sign is posted in every room showing which fire exit is to be used by the people in that room.

Listen for instructions. When directed, return quickly and silently to the class you left.

## **GUESTS TO THE BUILDING**

Only students who intend to enroll in O'Donnell Middle School are permitted to visit classes. Prior to any visit, permission must be granted from the administration. Any visitor entering O'Donnell Middle School must sign in at the main office.

## **SUBSTITUTE TEACHERS**

If your regular classroom teacher is absent and a substitute teacher is teaching for the day, you are expected to act in the same courteous and cooperative way you do when your own teacher is present. Please keep in mind that a substitute teacher is a member of the community and will form an impression of the Middle School from his or her experiences in the classroom. We want that impression to be a very positive one.

## **CAFETERIA**

It is nice to arrive in the cafeteria to a clean table. The cafeteria staff works very hard to prepare meals that you will enjoy and to keep the lunchroom clean. There are several lunch periods. It is important to leave tables and floors at the end of each lunch spotless, without paper or crumbs. To make the cafeteria a pleasant and safe place for everyone, we expect sensible and responsible behavior in the cafeteria.

Lunch price: \$2.00

Cafeteria Rules

1. You must enter in an orderly manner. Please be patient in the lunch line, Pushing, crowding or cutting into the line will not help you get your lunch any faster.
2. Please be polite to the cafeteria staff, use proper table manners, and enjoy the time with your friends by talking quietly at your table.
3. Please stay in the seat you have chosen. Directions will be given as to the maximum number of people to be seated at one table. Wandering around makes the aisles between tables very crowded.
4. As you do in the classroom, please show respect and listen to the team of teachers who supervise the cafeteria.
5. You must have the permission of a teacher in the cafeteria if you need to leave the cafeteria for any reason.
6. Do not touch the food or belongings of others. This is very important because what one person thinks is a joke can make another person very angry.
7. If you are asked to help clean up, you are expected to do so.
8. Eating in the lunchroom is a privilege. If you are uncooperative or disrespectful during this time, you will lose the privilege of eating lunch with your friends for a certain number of days.

All cafeteria rules are posted in the cafeteria.

## **BREAKFAST**

Breakfast is offered every morning in our cafeteria from 7:05 - 7:30 A.M. for \$ 1.00. You can have milk and juice plus your choice of a delicious muffin or a bagel with cream cheese.

## **FOOD AND DRINK IN THE CLASSROOM/CORRIDORS**

Beverages and food of all types are only allowed in the cafeteria. Gum chewing is not allowed anywhere in the school building because it creates a major problem in keeping the school clean. Teacher sessions will be assigned for this offense and repeat offenders will be referred to the office.

## **TRANSPORTATION**

### **ARRIVAL AND DEPARTURE BY CAR**

The School Council Improvement Council recommends that parents drop off their children no later than 7:15 a.m. in the designated areas. If you are being picked up after school, please ask your parents to park in the designated areas.

### **BICYCLES**

In good weather you may decide to ride your bicycle to school. Please be sure to lock your bicycle to the bike racks on the Access Road side of the school. **The School cannot be responsible for your valuables.**

### **BUSES**

#### **Student Transportation Policy and Guidelines**

The Stoughton Schools will transport students on a daily basis according to the policy and guidelines listed below.

Student handbooks for elementary, middle and high schools outline the responsibilities of the students with regards to their conduct on the bus. Violations of the rules or conduct outlined in the handbook may result in temporary or permanent suspension of bus riding privileges. No refunds will be issued for students suspended from bus services.

Parents/guardians are responsible for students between the time they leave the residence and the time they enter the bus and again once the student leaves the bus.

Student transportation is a privilege, not a right, and is dependent upon the student's good behavior while on the bus.

#### **Eligibility**

1. The Stoughton Public Schools follow the State requirements for transporting students, which is any student in grades kindergarten through sixth, who lives more than 2 miles from the school they are entitled to attend, shall be eligible for transportation at no cost. \*(MGL., c71, sec 68)
2. Students in grades kindergarten through sixth living less than 2 miles from their school and in grades 7 through twelve are not eligible for free transportation.
3. Mileage is determined by the "Transfinder Pro" transportation software system. This is a scheduling and routing package that contains a GPS (Global Positioning Satellite) system to determine mileage. Transfinder measures from the midpoint of a lot, along the street of the listed address to the assigned school.
4. Massachusetts General Law and the Department of Education define the route to a school as a "commonly traveled route" and the distance between the residence and the school is a "walkable distance" not necessarily the route a bus may take.
5. Students with temporary medical disabilities who are not eligible, or who require additional assistance, may be approved for transportation on a short-term basis with permission of the building principal and upon the presentation of a doctor's note. Students will be assigned to the special education vehicles that have monitors.
6. Elementary "out of district" students are not eligible for transportation.

#### **Routes and Stops**

1. Bus routes and their corresponding stops are developed initially through the Transfinder system. The route is driven and each stop checked using a set of criteria (see enclosed). The routes and stops are forwarded to the Stoughton Police Department for review, and changes are made and recorded in Transfinder.
2. Drivers are given their routes prior to the start of school in order that they may be driven and to make suggestions for any changes.

3. Once the routes are finalized, a postcard is sent to all students assigned to buses listing their bus number, stop location and times. These postcards serve as bus passes for the first three days of school.
4. Routes and stop times are listed on the postcards and are “estimates.” Weather, traffic, the number of stops on a route, and the number of students at a stop effect pick-up/drop-off. Students must be at the stop at least “10 minutes” prior to the scheduled pick-up times. Buses will not wait for students.
5. The Stoughton Public Schools responsibility for a student begins once the student boards the bus or enters the school property. Parents have the responsibility of supervising and transporting students until they board the bus in the morning and once they are discharged from the bus in the afternoon.
6. Students riding the bus will be picked up and dropped off at their assigned stop five days a week. If a change of stop or bus is requested and approved, this will become the new assigned stop five days a week *for pick-up and drop off*. Requests to change stops or buses must be submitted to the building principal in writing, stating the reasons for the request and the name, address and telephone number of the person who will now be responsible for the student prior to boarding or after leaving the bus.

When a change of location of a stop is requested, students/parents/guardians may recommend a new location but this does not imply the ultimate decision is theirs. The new location must meet the criteria outlined in the “bus stop determination worksheet.” On a case by case basis new location requests will be reviewed by the School Department and all decisions are final.”

7. Kindergarten students will not be dropped off at a bus stop unless a parent, responsible adult or older student is there to escort them home. If no one is present to meet the student, they will be returned to their school.
8. The same buses transporting the elementary students are used to transport secondary students. Due to time constraints, the number of stops on secondary routes are reduced and secondary students may be required to walk further to their assigned stops. Students may be required to walk up to one-half mile to their scheduled bus stop.
9. In certain situations, schools may remain open but sidewalks may not be completely clear. Under those circumstances, the Superintendent of Schools may implement the use of the “snow emergency stops.” These stops may be used by “walkers” who will then be transported to school.
10. Maintaining the sidewalks and roadways is the responsibility of the Public Works Department and they should be notified for repairs or maintenance.
11. Bus drivers do not determine stops, nor can they change stops. Drivers will not allow students not assigned to a route onto a bus. Drivers cannot, by law, drive a bus with student numbers greater than its capacity, except in a very specific case of emergency and then only at the direction of the School Department. Drivers will not allow non-students (including parents) onto buses.

Questions or comments about routes or stops should be forwarded to your student’s school administrative office.

### **Pay and Ride**

1. Those students who are not eligible for transportation may “at the discretion of the School Committee” pay to ride a bus. “See eligibility requirements above.”
2. Pay and ride will be a self-sustaining program, i.e.: the students riding the buses must cover the cost of the bus.
3. Pay and ride students will be assigned to “existing” stops unless unusual circumstances are present.
4. Pay and ride students will receive their pass once an application has been completed and the fee is paid in full. “Students cannot ride buses without a pass.” Students who submitted applications prior to the deadline will receive postcards showing their stops with the “approximate” pick-up and drop-off times. This postcard will serve as their pass for the first three days of school. Permanent passes will be issued during those three days. If a student does not have a pass, they will be given one day to acquire a new pass from their school office. On the second and subsequent days, if the student still does not have a pass, they will not be allowed to ride the bus. Replacement passes are available at the administrative office of your child’s school for a fee of \$2.00.

Students submitting late applications will be placed on a waiting list in the order that they are received. After the first week of school, students will be placed on buses if there is space on the bus and there is time available on the route.

5. Fees for the pay and ride program will be set by the School Committee.
6. The annual fee per child will be determined by the School Committee. Full non-refundable payment, in the form of credit card, bank check, money order or cash, is due on or before a date determined by the School Committee, in your child's school office.
7. **To pay by credit card please access the school store at:**  
  
[www.mealpay.com](http://www.mealpay.com)  
  
and click on the link labeled Transportation. Credit card payments will only be accepted through a date determined by School Committee. All payments made after that date must be in the form of bank check, money order or cash.
8. No payments will be refunded.
9. The School Committee reserves the right to make adjustments to the annual fee at any time during the year, even if the school year has started. In the event the School Committee elects to raise the fee during the school year, you will be notified of the amount of the fee increase, the effective date of the increase, and the date by which the additional payment is due. If the additional payment is not received by the due date, your child will not be allowed to ride the bus after the effective date. Also, in the event you elect not to pay the additional fee, or otherwise do not pay the additional fee, and your child's transportation privileges are terminated, you are not entitled to a refund on any fees already paid.
10. Applications are available at the administrative office of the school your child attends and by going on-line to <http://www.stoughtonschools.com/Merchant2/merchant.mv> and clicking on the link labeled Transportation. Applications should be completed and returned to the office of the school your child will be attending in September, by the date noted above.
11. Students who meet federal low-income guidelines will have their pay and ride transportation fees waived. Applications shall still be submitted and all other transportation procedures shall apply.

### **Late Bus**

1. The decision to provide a "late bus" is solely at the discretion of the School Committee.
2. Plans for transporting eligible students as well as pay and ride students do not encompass plans for a late bus, and there is no entitlement to a late bus, regardless of whether your child is an eligible student or a pay and ride student.
3. Late bus service may be instituted or discontinued at any time by vote of the School Committee.
4. Fees for the late bus may be charged at the discretion of the School Committee.

Approved by the School Committee February 15, 2005

### **Bus Rules**

1. The driver and/or bus supervisor is in full charge of the bus students. He or she will have the right to assign students to specific seats within the bus and shall accept as his or her responsibility the obligation to report to the Assistant Principal the names of any students who seriously misbehave. There is to be no smoking aboard any school bus at any time. This is a requirement of the state laws.
2. Possession and/or use of weapons, controlled substance or alcoholic beverages aboard a bus is subject to the same disciplinary action and policy as applies to possession or use in school.
3. Windows and doors are not to be opened or closed except by the bus driver or supervisor. At no time are objects of any kind or size to be thrown within the bus or through the window or door.
4. Do not enter a bus once it is in motion. There is to be no movement within the bus once having been seated.
5. Improper language is not to be tolerated and shall be proper cause for a report to the Assistant Principal. Shouting and/or screaming is not allowed and is to be regarded as a basis for disciplinary action; radios and/or other electronic devices are not to be brought aboard buses and, if present on the vehicle, are subject to confiscation at the discretion of the driver.
6. The following are to be considered infractions of the rules during transport for which students may be reported and disciplinary action invoked: refusing to obey the driver, fighting, lighting matches or cigarette lighters, hanging out a

- window, spitting, possession or use of a weapon, disobeying a bus monitor, bothering others, or any other behavior which distracts the driver from the safe operation of the vehicle and jeopardizes the safety of all passengers.
7. Damage to the school bus shall be considered to be the same as damage to school property; those who deface or otherwise destroy such property are to be held responsible for its repair or replacement.
  8. Under no circumstances will students be allowed to transfer to another bus. Discretion will be afforded by building administrators for established special groups and individual requests. A student may be allowed to transfer to another bus for baby-sitting and emergency purposes provided that the parents send a note of request to the Assistant Principal including telephone numbers of persons to be contacted in case of emergency. The Assistant Principal will forward the request to the bus driver by use of the standard form. Parental notes for this purpose are to be kept in the building and, as necessary, a log sheet maintained of issued approvals.
  9. Students are reminded that a violation of this code of conduct may be cause for suspension and/or exclusion from school.

**Temporary Student Transfers From One Bus to Another:**

- a. Transfers will only be granted on a space-available basis. If space is not available, it is the parents' responsibility to provide transportation.
- b. Transfers will be granted by the school administrator or their designee for family emergencies, baby-sitting and/or parental vacation. These requests must be submitted in writing at least forty-eight (48) hours in advance.

If the transfer is rejected, the parent/guardian requesting said transfer may appeal, in writing, to the Superintendent of Schools or his/her designee. The Superintendent's decision is final.

Adopted by School Committee, July 24, 2001

**BUS EVACUATION DRILLS AND EMERGENCY PROCEDURES**

These are situations which require evacuation:

1. Fire or imminent danger of fire.
2. Unsafe position due to an accident, mechanical failure or human failure.
  - a. In the path of a train or on railroad tracks.
  - b. Near a body of water when the bus might roll or near a cliff.
  - c. When the driver cannot see the path of other oncoming vehicles.
  - d. When the bus cannot be seen by other oncoming vehicles.

These are several ways to evacuate a bus:

1. Everyone exits through the rear emergency door.
2. Everyone exits through the front entrance door.
3. The front half of the bus goes forward; the rear half exits through the rear door.
4. The use of kick-out windshields and pop-out windows (if available) should be shown in case all doors are blocked. Drivers should know how to work them. The procedure will be demonstrated to students during Evacuation Drill.

**IMPORTANT FACTORS IN BUS EVACUATION**

1. All drills will be supervised by the Principal or by persons assigned to act in her place.
2. Students need to pay close attention to whomever is conducting the evacuation. Whether it is a drill or a real emergency, everyone needs to listen to directions and follow them without panic, pushing or shoving.
3. In an emergency the driver might be hurt or unconscious and unable to direct students. It is important that students know how to do the following:
  - a. Turn off ignition switch.
  - b. Set emergency brake.
  - c. Summon help if needed.
  - d. Use fire axe or kick-out windows.
  - e. Set up flags or flares.
  - f. Open and close doors, account for all students.
  - g. Help small children off the bus.
4. Getting students off the bus safely in the shortest time possible and in a calm and orderly manner is the most important part of an evacuation.
5. Do not take your books or any other belongings, except for a pocket- book and money. Be concerned with your personal safety not your belongings.
6. When you leave the bus in an "emergency drill," move at least 100 feet from the bus and remain there in a group until you are given further instructions by the leader.
7. All students will be given an opportunity to participate in a bus evacuation drill, including those who will only ride the bus on special field trips.

## **CODE OF CONDUCT**

Parents are the first and foremost educators of their children. Their role as educators is critical to the development of their children's positive attitudes toward school.

### Responsibility of Parents:

1. To become familiar with the Student Handbook and its policies.
2. To discuss the contents of this handbook with their children.
3. To work with school personnel to assist their children in developing self discipline.
4. To contact their child's teacher or building administrators should a concern arise.
5. To help in the enforcement of any disciplinary procedure.
6. To make appointments when a conference is needed.

### **CHEATING AND PLAGIARISM**

You have the duty to be an honest and responsible person. Your honesty about any situation is the MOST IMPORTANT factor in any decision. HONESTY IS THE BEST POLICY, even though it may hurt at the time.

1. You may not forge any note, pass, academic report, or other official paper work for yourself or for another student.
2. You may not cheat on any quiz, test, or other academic exercise. Dishonesty and cheating deprive you of your most prized possession--your good name and reputation.
3. Without indicating that it is copied, you may not copy from published library sources or someone else's paper and submit this to your teacher for credit as your own work.
4. Allowing others to copy is also considered cheating.
5. Plagiarism is a form of cheating.

Any student who is proven to have cheated on any academic assignment will receive no credit. Plagiarism is a form of cheating. Parent(s) will be notified by the involved teacher.

### **ITEMS UNACCEPTABLE AT THE MIDDLE SCHOOL**

Knives, jackknives; guns or look alike guns; radios, ipods, tape recorders, water pistols, lighters, electronic games, walkman, fireworks including snaps, stink bombs; pagers, cellular phones, laser pointers (for non-educational use), and any other item which may be considered dangerous or which interfere with the learning environment are not allowed in school. Cameras are not acceptable at school unless authorized for an event. The article(s) will be taken from you. A parent will pick the item up from an administrator. Please bring to school what you need for class work.

### **FIGHTING**

From time to time, we all become angry with someone. By far the worst way to handle anger is by fighting. The best way to handle a problem with another student is to get help from an adult. Believe it or not, counselors and Principals are experts at helping solve problems of anger between students. You can help problems of anger by not spreading gossip and by taking the positive step to alerting an adult of potential problems. Seek help from your counselor or the Advisor of Peer Mediation. Fighting is so dangerous and disruptive that suspension may result.

### **ASSAULT AND BATTERY**

Assault or battery upon any person:

*Assault* is any conduct or words which makes another person fearful for his/her safety or well-being.

*Battery* is an unconsented-to touching.

*(N.B.) In accordance with the Education Reform Act of 1993, any student who batters and/or 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 school by the principal.*

### **GRAFFITI AND DEFACEMENT OF SCHOOL PROPERTY**

Any student who defaces school property will be subject to disciplinary action. "Graffiti" means any inscription, word, figure, design, painting, writing, drawing or carving that is marked, etched, scratched, drawn, painted, or otherwise applied to school property. Offensive graffiti may constitute a violation of federal Civil Rights law. Examples of offensive graffiti include, but are not limited to, all derogatory words or symbols associated with any ethnic, racial, religious or socially recognized group.

All instances of graffiti will be reported to the building administration. The degree of discipline for defacement of school property/graffiti will be based upon the seriousness of the incident (refer to discipline section of the student handbook). In addition, any graffiti of an offensive nature will be reported to the Stoughton Police Department and possible police action may be taken against the individual(s) involved in the incident.

Adopted by the Stoughton School Committee, July 25, 2000

## **DRUGS AND ALCOHOL**

Students who drink alcohol or consume drugs on school premises or who report to school after doing so elsewhere; or students with these substances in their possession are in violation of both public and school law. The following procedures will be used:

- A. **Illness or Crisis Situation** - Any member of the staff faced with an obvious student illness or crisis situation, regardless of whether or not drugs are suspected shall notify the Principal, acting with the advice of the school nurse, will decide whether to send the student home or to the hospital. In either case, the student's parent(s)/ guardian (s ) will be notified.
- B. **Observed Use and/or Possession of Drugs or Alcohol** - A student found using or in possession of drugs, drug related materials or alcohol while on school grounds or on the school bus shall be brought to the Middle School Office. The Principal or Assistant Principals, acting with the advice of the school nurse, will decide whether the student needs further medical attention. Parent(s) or guardian(s) will be notified and the matter will be referred to the Superintendent of Schools, the School Committee, and the police.
- C. **Staff members** will refer any student suspected of being under the influence of drugs or alcohol to the school nurse and report the incident to the Principal or Assistant Principals.
- D. **Selling Drugs on School Property** - Any student charged with selling drugs in school, on school property or on the school bus will be suspended and subject to prosecution; parents or guardians will be notified, also the Superintendent of Schools, the School Committee, and the police.
- E. **The Student Who Seeks Help Voluntarily** - If a student seeks help voluntarily from any member of our professional staff for personal problems, the staff member will refer the matter to the guidance office.

## **TEACHER OR OFFICE SESSIONS/DETENTIONS**

Students will receive a 24-hour notice of after school conference for academic assistance or behavior. However, if a teacher makes contact with a parent/guardian then the student is responsible to stay that day. This form will need to be signed by parent/guardian and returned the next school day or the teacher/Assistant Principal will call the parent.

You may be assigned a session for behaving in such a way that it causes disturbances in and around school. Sessions are assigned for not following school rules. Sessions take priority over all other activities. However, religious activities, medical appointments or counseling appointments verified by a parental note will result in a postponement of your session. The teacher will call the student's home before sending the student to the office for not attending the teacher's session. Failure to stay for a session could result in additional disciplinary action.

## **ESSAYS**

An essay may be assigned as part of any discipline action, with the intent that the student will use the essay to reflect on his/her more positive actions in the future.

## **ACADEMIC/BEHAVIOR CENTER**

Academic/Behavior Center (ABC) assignment occurs when your behavior is such that it becomes necessary to remove you from class on a temporary basis. It may be for one period, or for the entire day. Assignments will be given to the students in this program. Counselors will check with students during the day that they are assigned to the ABC.

## **OUT-OF-SCHOOL SUSPENSION**

Out-of-school suspension occurs when you are suspended from school and required to remain at home. You are then restricted from the school building and grounds and may not participate in any school activity or sport while on an out-of-school suspension.

Students will be given an opportunity to hear the charges against them, present their side of the incident, and if requested, have a parent present for this hearing with the Principal or Assistant Principals prior to a suspension or expulsion.

## **EXCLUSION**

The Stoughton School Committee has the right to permanently exclude a student from school. In such instances, pursuant to MGL, Chapter 76 (Sec. 16 and 18), the Committee will conduct a formal hearing with the parties involved to review the case and determine action. In addition to those offenses specifically mentioned in the handbook, a student may be brought before a Central Office administrator and/or school committee based on a significant history of cumulative, serious school rule violations. An exclusion, if warranted, will be issued by the School Committee for a stated length of time during which the student will not be allowed to participate in any school activity.

Any student excluded from school by the School Committee may petition the School Committee, through the Superintendent's Office, for readmission at a time and in a manner specified in advance by the Superintendent or his designee. Each individual case may vary. Please also refer to the section in this handbook entitled Education Reform Act of 1993 for student exclusion by the Building Principal.

## **DISTRICT CURRICULUM ACCOMMODATION PLAN**

To further meet the needs of all students, school districts in Massachusetts, including Stoughton, have developed a plan to help ALL students succeed in school. For more information on this Plan, please contact your building principal or the Assistant Superintendent.

### **PARENT NOTIFICATION REGARDING HUMAN SEXUAL EDUCATION**

The Superintendent of Schools shall ensure that parents/guardians are notified whenever curriculum involving human sexual education or human sexuality is implemented or maintained. Parents may exempt their children from any portion of said curriculum through written notification to the school principal. There shall be no penalty toward any child because of the exemption.

The Superintendent of Schools shall ensure that program instructional materials for said curriculum are reasonably accessible to parents, guardians, educators, school administrators, and others, for inspection and review.

A parent/guardian who is dissatisfied concerning notice, access to instructional materials, or exemption for the student under this policy may send a written request to the Superintendent for review of the issue. The Superintendent or designee will review the issue and give the parent/guardian a timely written decision, preferably within two weeks of the request. A parent/guardian who is dissatisfied with the Superintendent's decision may send a written request to the School Committee for review of the issue. The School Committee will review the issue and give the parent/guardian a timely written decision, preferably within four weeks of the request. A parent/guardian who is still dissatisfied after this process may send a written request to the Commissioner of Education for review of the issue in dispute.

The Superintendent of Schools will distribute a copy of this policy to each principal by September 1 of each year."

Courses that involve any Mention of Human Sexual Education or Human Sexuality:

Grade 6 Health

AIDS Awareness Education

Grade 7 Health

Grade 8 Health

Science (Unit on the Human body)

### **HARASSMENT POLICY**

The Stoughton Public School System is committed to maintaining a school environment free of harassment based on race, color, sex, religion, national origin, sexual orientation, age, or disability. Harassment by administrators, certified and support personnel, students, vendors, and other individuals at school or at school-sponsored events is unlawful and is strictly prohibited. The Stoughton Public School System requires all employees and students to conduct themselves in an appropriate manner with respect for their fellow employees, students and all members of the school community.

#### A. Definition of Harassment

##### 1. In General

Harassment includes communication such as jokes, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct which offends or shows disrespect to others based upon race, color, sex, religion, national origin, sexual orientation, age, or disability.

Individuals should consider how their words and actions might reasonably be viewed by other individuals. It is also important for individuals to make it clear to School Administrators when a particular behavior or communication is unwelcome, intimidating, hostile or offensive.

##### 2. Sexual Harassment

While all types of harassment are prohibited, sexual harassment requires particular attention. Sexual harassment includes sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when:

- a. Acceptance of or submission to such conduct is made either explicitly or implicitly a term of condition of employment or education.
- b. The individual's response to such conduct is used as a basis for employment decisions affecting an employee or as a basis for educational, disciplinary, or other decisions affecting a student.
- c. Such conduct interferes with an individual's job duties, education or participation in extra-curricular activities.
- d. The conduct creates an intimidating, hostile or offensive work or school environment.

#### B. Harassment and Retaliation Prohibited

Harassment in any form or for any reason is absolutely forbidden. This includes harassment by administrators, certified and support personnel, students, vendors and other individuals in school or at school related events. In addition, retaliation against any individual who has brought harassment or other inappropriate behavior to the attention of the school or who has cooperated in an investigation of a complaint under this policy is unlawful and will not be tolerated by the Stoughton Public Schools.

Persons who engage in harassment or retaliation may be subject to disciplinary action, including, but not limited to reprimand, suspension, termination/expulsion or other sanctions as determined by the Administration and/or School Committee, subject to applicable procedural requirements.

**C. Investigation**

Any individual who believes he/she has been harassed or who has witnessed or learned about the harassment of another person in the school environment, should inform the Principal or the Civil Rights Representative for the school building as soon as possible. The individual may also contact the Civil Rights Coordinator, Dr. Ross Solomon who can be reached at 781-344-7007, extension 745.

The Stoughton Public Schools will promptly investigate every complaint of harassment as set forth in Section A. If it determines that harassment has occurred, it will take appropriate action to end the harassment and to ensure that it is not repeated. Confidentiality will be maintained to the extent consistent with the school's obligations under law and under applicable collective bargaining agreements. In certain cases, the harassment of a student may constitute child abuse under state law. The Stoughton Public Schools will comply with all legal requirements governing the reporting of suspected cases of child abuse and will report suspected criminal activity to the appropriate authorities.

**D. Closure of a Complaint**

When an investigation has been completed, administrators will inform the complainant of the results and a report of the investigation will be on file with the Civil Rights Coordinator. The Stoughton Public School System urges all individuals in the school community to bring any concerns or complaints of harassment or discrimination to the attention of school principals or the building Civil Rights Representative or the Civil Rights Coordinator so that they can resolve the issue. Individuals may also contact the state agencies responsible for enforcing laws prohibiting harassment or discrimination in schools: the Massachusetts Department of Education, 350 Main Street, Malden, MA (781-388-3300) and the Massachusetts Commission Against Discrimination, One Ashburton Place, Boston, MA (617-727-3990). The agency responsible for enforcing the federal law prohibiting harassment on the basis of sex is the Office of Civil Rights within the United States Department of Education, which is located at the John W. McCormack Building, Post Office Square, Boston, MA (617-223-9662).

**E. Appeals**

A party may appeal the administrator's decision in writing to the Superintendent of Schools within 15 days after receiving a copy of the finding of the Level II investigation. The Civil Rights Coordinator's decision will be reviewed to ensure the adequacy of the investigation and conclusions. Parties will be given an opportunity to submit additional relevant information. The Superintendent of Schools will make a final decision and provide it in writing to the respective parties within 30 days.

### **RULES VIOLATION CHART**

The following chart has been developed to demonstrate the typical consequences, which will follow behavioral actions such as those listed in the examples. This list is not intended to be an exhaustive list of all problems, but it is hoped that it gives everyone an idea of the specific areas of concern and the types of consequences, which will typically follow. The goal is to apply this concept of differing levels of inappropriate behavior to all disciplinary problems in a fair, consistent manner. It is also recognized that there are extenuating circumstances which relate to a particular problem behavior. Such circumstances may indicate that a specific incident should be dealt with in a more severe or less severe way than the typical situation. Thus, this policy statement includes a degree of administrative discretion as is in the best interest of an individual student.

The commission of, or participation in, any of the following activities, within the school buildings, on the school grounds, or at school- sponsored events is prohibited

**TYPE I:**

Actions which create disturbance in school, or that show disrespect for health, welfare, and/or property of others.

- Examples:** pass violation  
class disruptions  
failure to stay for detention  
tardiness to class  
showing disrespect to adults

**COMMON CONSEQUENCES:**

First Offense: OD, parent contact

Second Offense: ABC, parent contact  
Third Offense: OSS 1 - 3 days, parent conference

**Examples:** throwing objects  
use of rude, obscene or improper language  
use or distributing/selling gum, candy  
excessive unexcused tardiness

**COMMON CONSEQUENCES:**

First Offense: ABC, parent conference  
Second Offense: OSS 1 - 3 days, parent conference  
Third Offense: OSS 1 - 3 days, parent conference  
\*confiscation of all gum/candy, cards, coins, etc.

**TYPE II PROBLEMS:**

More serious actions that show insolence or refusal to follow directions.

**Examples:** possession of tobacco products  
refusal to report to assigned area  
intentionally disturbing school function  
misrepresentation parent/school community  
cheating/plagiarism

**COMMON CONSEQUENCES:**

First Offense: ABC, parent conference  
Second Offense: OSS 1 - 3 days, parent conference  
Third Offense: OSS 1 - 3 days, parent conference

**TYPE III PROBLEMS:**

Open defiant behavior and actions that show insolence or refusal to follow directions.

**Examples:** defacing school or staff property  
truancy from school/class  
leaving school grounds  
willful, repeated misbehavior  
verbal abuse, stealing, smoking  
swearing at an adult  
actions which may cause injury to others  
fighting  
abuse of others, including discriminatory remarks or actions  
inappropriate use of technology

**COMMON CONSEQUENCES:**

First Offense: I ABC /OSS 1 - 3 days depending on the severity, parent contact  
Second Offense: OSS 3 or more days, parent conference  
Third Offense: OSS 3 or more days, parent conference

**TYPE IV PROBLEMS:**

**Gross misconduct.**

**Examples:** stealing by threat or use of force  
serious physical assault  
threatening/displaying physical abuse  
vandalism  
possession of firearm or other dangerous weapon  
bullying/hazing/harassing  
tampering with fire equipment/false alarm  
destruction, damage, theft of school property  
observed with/or possession of drugs/alcohol on school property or on school bus  
selling drugs/alcohol on school property or on school bus  
under the influence of drugs/alcohol

**COMMON CONSEQUENCES - ALL OFFENSES:**

OSS 3 - 10 days  
\*POSSIBLE RECOMMENDATION TO SUPERINTENDENT  
\*REFERRAL TO POLICE WILL BE MADE FOR VIOLATIONS OF STATE LAW  
\*RESTITUTION IS REQUIRED FOR DESTRUCTION, DAMAGE, THEFT OF SCHOOL PROPERTY

\*\*\*\*\*Office Detention (OD), Academic/Behavior Center (ABC) or Out-of School Suspension (OSS) may be used for multiple offenses of any type

\*\*\*\*\*referral to Principal or Superintendent may be made at anytime in the discipline process

\*\*\*\*\*see drugs/alcohol discipline policy

#### Degree of Discipline

1. The degree of discipline, i.e., detention, suspension from extra curricular activities, suspension and or expulsion, rests in the sound discretion of the administration of the Stoughton Public Schools. In imposing discipline, the decision-maker will consider any information which he/she feels is relevant. Such information may include some of the following: prior disciplinary record, academic progress, seriousness of incident, mitigating or exacerbating circumstances surrounding the incident.

2. The following levels of discipline may be used:

##### a. TEACHER SESSIONS

Sessions are assigned to discuss your behavior. If you receive two teacher sessions on the same day, please report to the teacher who assigned the first session. After dismissal from this session, obtain a pass from the teacher and report to the other teacher. Absences, tardiness or dismissals do not excuse you from assigned sessions. You are to report to your assigned sessions when you return to school. If you fail to report to a teacher session without an acceptable excuse, you may be assigned to in-school suspension, and may be required to serve the assigned session and/or have a conference with the teacher.

##### b. OFFICE SESSIONS

Office sessions are held in the afternoon in the room designated by the administration. The room is announced daily. If there is a conflict, protect yourself by getting a pass. If you have both an office session and a teacher session, you should report to the teacher session. When that is completed, have the teacher give a note to that effect indicating the time dismissed. Then bring it to the office. Absences, tardiness or dismissals do not excuse students from assigned sessions. You are to report to your assigned sessions when you return to school. Failure to report for a session may result in placement in the Academic/Behavior Center (ABC).

##### c. ACADEMIC/BEHAVIOR CENTER

You will be asked to report to the Academic/Behavior Center for the period of your suspension. You will be required to remain in the room throughout the school day. Subject area assignments will be completed during the school day and returned to the teacher. You are responsible for completing all your assignments given during your suspension. If you have been assigned to the Academic/Behavior Center for three offenses in a single marking period, each subsequent suspension may be out of school and you will not be re-admitted to regular status until you appear with a parent or guardian at a conference with school authorities. When you are placed in the Academic/Behavior Center, you will not be allowed to participate in any extra-curricular functions until the day following the completed period of suspension. It is important that you realize that it is your responsibility to report at the beginning of the first hour each day that you are assigned to the Academic/Behavior Center. If you do not report and have to be called, you will be automatically assigned ONE ADDITIONAL DAY.

### **DISCIPLINARY DUE PROCESS**

1. Short Term Disciplinary Sanctions: Prior to the imposition of any disciplinary sanction that might result in a student's suspension from school for ten (10) consecutive school days or less, the student will be given oral notice of the offense with which he/she is charged and an opportunity to respond. In the event that the principal determines that the student will be suspended from school, the student's parent(s)/guardian(s) will be notified by telephone and in writing.

2. Long Term Disciplinary Sanctions: Prior to the imposition of any disciplinary sanction that might result in the student's suspension for more than ten (10) consecutive school days or expulsion, the parent(s)/guardian(s) will be given written notice of a hearing at which they may be represented by an attorney at their expense and may examine and present witnesses and documentary evidence. Following this hearing, the decision maker (principal/school committee) will issue a written decision. The parent(s)/guardian(s) will have the right to appeal any decision imposing a long-term exclusion from school. Where the student is excluded in accordance with M.G.L. c. 71 §37H, the student shall have ten (10) days from the effective date of the exclusion to file a written appeal with the superintendent of schools. For exclusions imposed pursuant to M.G.L. c.71 §37H1/2, the student shall have five (5) days from the effective date of the exclusion to file a written appeal with the superintendent. For exclusions imposed by the school committee in accordance with M.G.L. c.76 §17, the student shall have the right to file a written request for reconsideration by the committee within ten (10) days of the effective date of the exclusion. Pending the outcome of any such appeal, the disciplinary sanction imposed shall remain in effect. M.G.L. c. 76 §17, M.G.L. c. 71 §37H, M.G.L. c. 71 §37H1/2.

3. Students with Disabilities: Students who have been identified as students with disabilities in accordance with the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act or who the school has reason to believe might be eligible for special education services are entitled to additional procedural protections when a disciplinary exclusion is considered. Prior to the imposition of any disciplinary sanction that would result in a change

in placement, the student's team will meet to determine whether the student's conduct was a manifestation of the student's disability. If the Team determines that the conduct was a manifestation of the student's disability, shall review any existing behavior plan or, if no such behavior plan exists, conduct a functional behavioral assessment. In many cases, a student with a disability will be entitled to services identified by the student's Team as necessary to provide the student with a free appropriate public education during periods of disciplinary exclusion exceeding ten (10) school days in a given year. For additional information regarding the rights of students with disabilities in the context of school discipline please contact the Stoughton Public Schools' Director of Special Education or the building principal.

### **Bullying/ Harassment Prevention/Intervention**

On May 3, 2010 Governor Patrick signed into law comprehensive legislation to address bullying in public schools. An Act Relative to Bullying in Schools, Chapter 92 of the Acts of 2010, requires school leaders to create and implement strategies to address bullying promptly and effectively when it occurs. This law is broken down into four parts: internet safety, bullying prevention instruction, professional development, and requirements for students with disabilities.

The O'Donnell Middle School has already adopted a Harassment Policy (pg 22-23 of handbook) and has established clear guidelines for students to report bullying/harassment concerns and consequences for students in violation of the policy. Additionally the "Second Step" guidance curriculum includes lessons designed for students to better understand the impact of bullying and harassment and how to deal with it appropriately. A mandatory afterschool mini-course has been designed for students that violate this policy.

Students, parents and guardians have many options available to them when reporting a bullying (including cyber-bullying) or harassment incident:

1. Contact the administrative principal or an assistant principal by phone or e-mail **as soon as possible**.

Mr. Hester (Principal)	781-344-7002 ext. 6136	<a href="mailto:w_hester@stoughtonschools.org">w_hester@stoughtonschools.org</a>
Ms. Starkie	781-344-7002 ext. 6151	<a href="mailto:b_starkie@Stoughtonschools.org">b_starkie@Stoughtonschools.org</a>
Mr. Guglia	781-344-7002 ext. 6152	<a href="mailto:d_guglia@stoughtonschools.org">d_guglia@stoughtonschools.org</a>

2. Contact a guidance counselor.

Ms. Brookshire	781-344-7002 ext. 6157	<a href="mailto:c_brookshire@stoughtonschools.org">c_brookshire@stoughtonschools.org</a>
Ms. Coughlan	781-344-7002 ext. 6158	<a href="mailto:s_coughlan@stoughtonschools.org">s_coughlan@stoughtonschools.org</a>

3. Students are also encouraged to notify a teacher or staff member if they are being bullied or harassed.

*When necessary, the Stoughton Police Department and student resource officer will be contacted.*

Any student in violation of the bullying/harassment policy will be dealt with severely. This is considered a Type IV offense, the most serious in the school (page 24). It is important to note that cyber-bullying resulting in a student being harassed in school also will be considered a Type IV offense. Parents are encouraged to monitor their child's online behavior.

**Please Note:**

Updates and addendum to the Bullying Policy, based on the upcoming State regulations, will be available on the Stoughton Public Schools website, the O'Donnell Middle School Office and as handouts when finalized.

### **DISCIPLINE OF STUDENTS WITH DISABILITIES**

The Stoughton Public School System is in complete compliance with all relevant federal and state laws and regulations concerning the discipline of students with disabilities. A complete copy of these safeguards can be obtain from any School Building, the Office of the Director of Special Education, or the Office of the Superintendent of Schools.

## **RESTRAINT POLICY**

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

School staff may use physical restraint only:

1. When non-physical interventions would be ineffective and the student's behavior poses a threat of imminent serious harm to self and/or others.
2. Pursuant to a student's IEP or other written plan developed in accordance with state and federal law and approved by the school and parent or guardian.

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

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

In Stoughton, we use non-violent restraint such as re-direction, escorts to quiet areas, talking to students and other such methods. Physical restraint is only used as a last resort when a student presents as harming him/herself or others.

### **EDUCATION REFORM ACT OF 1993 CHAPTER 71, SECTION A**

- A. Any student who is found on school premises or at school sponsored or school related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in Chapter 94C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from school or school district by the principal.
- B. Any student who assaults a Principal, Assistant Principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school related events, including athletic games may be subject to expulsion from the school or school district by the Principal.
- C. Any student who is charged with a violation of either paragraph (A) or (B) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witness at said hearing before the Principal.  
After said hearing, a Principal may in his/her discretion, decide to suspend rather than expel a student who has been determined by the Principal to have violated either paragraph (A) or (B); provided, however, that any Principal who decides that said student should be suspended shall state in writing to the School Committee his/her reasons for choosing the suspension instead of the expulsion as the most appropriate remedy. In this statement, the Principal shall represent that, in his/her opinion, the continued presence of this student in the school will not pose a threat to the safety, security and welfare of the other students and staff in the school.
- 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/her 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 this section and applies for admission to another school for acceptance, the Superintendent of the sending school shall notify the Superintendent of the receiving school of the reasons for the pupil's expulsion.

SECTION 37. Section 37L of said chapter 71 of the General Laws, as appearing in the 1990 Official Edition, is hereby amended by adding the following paragraphs:

In addition, any school department personnel shall report in writing to their immediate supervisor an incident involving a student's possession or use of a dangerous weapon on school premises at any time.

Supervisors who receive such a weapon report shall file it with the Superintendent of Schools, who shall file copies of said weapon report with the local Chief of Police, the Department of Social Services, the Office of Student Services or its equivalent in any school district, and the local School Committee. Said Superintendent, Chief of Police, and representative from the Department of Social Services, together with a representative from the Office of Student Services or its equivalent, shall arrange an assessment of the student involved in said weapon report. Said student shall be referred to a counseling

program; provided, however, that said counseling shall be in accordance with acceptable standards as set forth by the Board of Education. Upon completion of counseling session, a follow-up assessment shall be made of said student by those involved in the initial assessment.

A student transferring into a local system must provide the new school system with a complete record of entering student. Said record shall include, but not be limited to, any incident involving suspension or violation of criminal acts or any incident reports in which such student was charged with suspended act.

Effective April 4, 1994, Chapter 380 amends General Laws Chapter 71 section 37H 1/2 to allow the Principal of a school to suspend a student who has been charged with a felony or is the subject of a felony delinquency complaint, if the 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 new statute also allows the Principal or Headmaster, to expel a student who has been convicted, adjudicated, or admitted guilt with respect to a felony or felony delinquency, if the 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. (Emphasis added by State Department of Education).

Please note: Any student expelled from school under these provisions (378) may petition to the Principal for re-admittance at a time and in a manner specified in advance by the Principal. Each individual case shall vary. Please contact the Principal for procedures.

### **NON-DISCRIMINATION NOTICE**

The Stoughton Public Schools provides equal education and employment opportunity without regard to race, color, national origin, religion, sex, disability, or sexual orientation.

The Stoughton Public Schools complies with all applicable State and Federal Laws, including but not limited to, Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and Massachusetts General Laws, c.151B, c.151C, c.76, §5, and c.71B.

The Stoughton Public Schools has duly appointed individuals responsible for the overall monitoring, auditing, and ensuring compliance with this policy. For compliance issues regarding employment activities, employees should contact: Dr. Marguerite Rizzi, Superintendent of Schools, Stoughton Public Schools, 232 Pearl Street, Stoughton, Massachusetts, 02072. For compliance issues regarding educational activities, contact: Dr. Ross Solomon, Stoughton Public Schools, 131 Pine Street, Stoughton, Massachusetts, 02072, 781-344-7007, extension 732. Individuals who believe they have been discriminated against in any of the district's educational or employment activities can file a written grievance with the appropriate officer.

### **SERVICES AND ACCOMODATIONS FOR STUDENTS WITH DISABILITIES**

Some students with disabilities require specialized instruction and/or supportive services to help them make effective progress in school. These services can include, but are not limited to, speech therapy, physical therapy, occupational therapy, specialized instruction, or placement in a special classroom. Parents or teachers may refer students they are concerned about to the Pupil Services Office. Within five (5) school days of such a referral, a consent form authorizing an evaluation of the student will be forwarded to the parent(s). Upon receipt of the parent(s)' consent, an evaluation will be conducted and a TEAM meeting will be held to determine if the student is eligible for special education services. If the student is found eligible for special education services, the Team will develop an Individualized Education Program (IEP) identifying the necessary services.

In some cases, the evaluation Team determines that a student with a disability may require only individual accommodations as opposed to specialized instruction and/or related services. Such students are then referred for an evaluation of their eligibility for an individual accommodation plan in accordance with Section 504 of the Rehabilitation Act.

For more information regarding the services available to students with disabilities please contact the school guidance counselor, school principal, or the Stoughton Public Schools' Director of Special Education.

### **HAZING CHAPTER 269**

Hazing as defined in Chapter 269 under the Laws of the Commonwealth of Massachusetts is not permitted in the Stoughton Public Schools.

### **IMMUNIZATIONS CHAPTER 76**

The laws of Massachusetts include regulations about requirements for students to be immunized against certain diseases. At the O'Donnell Middle School, we follow those requirements of General Laws, Chapter 76, Section 15, which reads as follows:

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

A child shall be admitted to school upon certification by a physician that he has personally examined such child and in

his opinion the physical condition of the child is such that his health would be endangered by such vaccination or by any of such immunizations. Such certification shall be submitted at the beginning of each school year to the physician in charge of the school health program. If the physician in charge of the school health program does not agree with the opinion of the child's physician, the matter shall be referred to the Department of Public Health, whose decision will be final.

In the absence of any emergency of epidemic disease declared by the Department of Public Health, no child whose parent or guardian states in writing that vaccination or immunization conflicts with his sincere religious beliefs shall be required to present said physician's certificate in order to be admitted to school.

Effective 1 August, 1991, the Department of Public Health has a requirement which states: "No child shall be admitted to grade 7 (or in the case of an ungraded classroom, beyond the 12th birthday) without a physician's certificate or copy of an immunization record from a school in the Commonwealth that the child has received a second dose of live measles containing vaccine." (105 CNR 220.500B) order.

### **MANTOUX TEST**

Any new student entering from another country, which is deemed a "high prevalence country," is required to have a Mantoux Test for tuberculosis before entering the Stoughton Public Schools.

Adopted by Stoughton School Committee, September 14, 2004

### **STUDENT HEALTH RECORDS**

In accordance with Massachusetts General Law 603 CMR 23.06(3), all student health records will be destroyed within five (5) years of the date that a student withdraws from the Stoughton Public Schools. The only exception is that the health record of any student who received an immunization in the Stoughton Public Schools will be kept for at least ten (10) years following the end of the calendar year in which the vaccination was administered.

Adopted by Stoughton School Committee June 14, 2005

### **SMOKE FREE ENVIRONMENT**

The use of tobacco products in school buildings, on school grounds, and on the school buses is totally prohibited by any individual at any time.

### **STOUGHTON PUBLIC SCHOOL SYSTEM CRISIS AND EMERGENCY HOTLINE NUMBERS**

Al Anon and Alateen .....	888-4ALANON
Civil Rights Coordinator.....	781-344-4000 ext. 406
Child at Risk.....	800-792-5200
DARE Hotline.....	781-344-3482
Dept of Social Services.....	508-894-3700
Health Care of Eastern Massachusetts .....	508-586-3800
Helpline .....	508-584-4357
Massachusetts Eating Disorders .....	617-558-1881
National Runaway Switchboard.....	800-621-4000
Samariteens .....	888-767-8336
Stoughton Fire Dept.....	911 or 781- 344-3131
Stoughton Police Dept .....	911 or 781-344-2424
Youth Commission .....	781-341-2252
Youth Only Aids Line .....	800-788-1234

**BUS EVACUATION PLAN**

# Stoughton Public Schools

## *Stoughton, Massachusetts*

### Residency Policy

It is the policy of the Stoughton School Committee that proof of residence must be established by the student and/or his/her parent/guardian in accordance with the following criteria:

**New residents will be required to submit two or more of the following as proof of residence:**

1. A deed or lease agreement for property in Stoughton
2. A mortgage statement verifying the owner's name and address
3. A rent receipt which includes the name and address of the landlord
4. A residential utility and/or telephone statement
5. Other pertinent information as deemed appropriate by the Superintendent of Schools

**Students living with persons other than their parents/guardians will be required to have the persons they are living with submit the following as proof of residence:**

1. Court documentation of guardianship;
2. Documentation that the student is maintaining permanent residency with the person(s) indicated at the given address;
3. Students with unusual circumstances may appeal to the School Committee and all decisions are final.

Students whose residency changes within the community are also required to show proof of residence.

The School Department reserves the right to confirm actual living arrangements by home visits. The purpose of such visits will be to determine whether or not the student/family resides at the indicated address. The parent/guardian will be asked to sign the **Residency Statement** detailed within this policy.

In addition, any person who falsely claims that a student lives with them, or the parents of that student, will be required to pay the full cost of the student's tuition to the Stoughton Public Schools for the period of their enrollment, as well as any necessary legal fees. In addition to incurring civil liabilities, any person who knowingly registers or attempts to register a student known by that person to be in violation of the residency requirement will (or may) be referred to the proper agency for criminal prosecution.

The School Committee has divided the elementary school attendance areas by geography. During the 2007-2008 school year, it is necessary for out-of-district students to attend the neighborhood school within their district.

**An anonymous Residency Tip Line is available for families, staff and students to report possible residency violations. (781-297-1050) People may also report residency violations to: the building Principal, Central Administration, Administrator of Special Education and Athletic Director.**

**Each of these individuals will be responsible for reporting the alleged violation, in writing, to the Superintendent. The Superintendent will inform the School Committee, in writing, of all violations.**

Southeastern Regional Technical High School, Norfolk County Agricultural School and the Foxboro Charter School will be notified upon adoption of Residency Policy, as well as receive any future updates/revisions.

This Residency Policy will be included in all Parent/Student Handbooks, as well as distributed to all parents/guardians upon registering a new student in the Stoughton Public Schools.

**Adopted by the School Committee: May 22, 2007**

## *Gang and Gang Related Activities*

The Stoughton School Committee does not support or condone gang membership or gang activity. The Superintendent/designee shall regularly consult with law enforcement officials to identify gang-related items, symbols and behaviors, and provide each principal with this information.

No student shall commit any act that furthers gangs or gang-related activities. A gang is any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of criminal acts, or the purposeful violation of any policy, and having a common name or common identifying sign, colors or symbols. Conduct prohibited by this policy includes:

- A.** Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, visible tattoos and body markings, or other items, or being in possession of literature that shows affiliation with a gang, or is evidence of membership or affiliation in any gang or that promotes gang affiliation;
- B.** Communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.), to convey membership affiliation in any gang or that promotes gang affiliation;
- C.** Tagging, or otherwise defacing school or personal property with gang or gang-related symbols or slogans;
- D.** Requiring payment of protection, money or insurance, or otherwise intimidating or threatening any person related to gang activity;
- E.** Inciting other students to intimidate or to act with physical violence upon any other person related to gang activity;
- F.** Soliciting others for gang membership;
- G.** Conspiring to commit any violation of this policy or committing or conspiring to commit any other illegal act or other violation of school district policies that relates to gang activity.

## APPENDIX A

### STOUGHTON PUBLIC SCHOOLS

#### **PROCEDURE FOR STUDENTS WITH IDENTIFIED DISABILITIES TO ATTEND AND TO PARTICIPATE IN DISTRICT PROGRAMS, ACTIVITIES, AND SERVICES, INCLUDING NON-ACADEMIC AND EXTRACURRICULAR**

All students of the Stoughton Public Schools (District) with identified disabilities, including students in out-of-district placements made by the District, but whose home school is in the District, except in cases described below, may attend and participate in all programs, activities, and services, including non-academic and extracurricular (programs), (1) that the District sponsors; (2) to which the District provides substantial assistance; or (3) with whom the District has a contractual relationship, such as with the Private Industry Council (PIC). Some students are entitled to participate in programs, in order to receive a free appropriate public education (also known as a "FAPE"). For other students, the exceptions are that the District may limit the attendance and participation of a student with disabilities in such programs if the student's placement team determines that:

- a. modification[s] to such programs to allow the student to attend and to participate would fundamentally alter the nature of the program, and,
- b. with or without an appropriate modification to such programs, the student's attendance and participation would reasonably pose a risk of harm to the student or to others.
- c. modification(s) would create an undue financial hardship for the District.

The District will inform parents/guardians (parents) through its usual notices (such as school bulletin boards, calendars, newsletters, newspapers, flyers, and web site) and through local cable television stations of such programs in a manner similar to the notice that it provides to parents of students without disabilities. Once the District provides timely and adequate notice of such programs, the parent's notification to the District of the student's desire to attend/to participate shall not be more burdensome than that required of the parent whose child does not have disabilities. However, the District may require a parent of a student with disabilities to provide advance notice to the District of the student's desire to attend/to participate because of the possibility that the District may be required to make appropriate modifications.

Please direct inquiries about this procedure to

Carolyn Sampson  
Assistant Director of Special Education  
Stoughton Public Schools  
Special Education Department  
137 Walnut Street (Edwin A. Jones Elementary School)  
Stoughton, MA 02072  
telephone 781.344.7003 fax 781.341.1952

## APPENDIX B

### Model Notification of Rights under FERPA For Elementary and Secondary Schools

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

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements FERPA. The name and address of the Office that administers FERPA are:

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

[NOTE: In addition, a school may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.]

## Model Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of* –
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screening, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use –
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Stoughton will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Stoughton will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Stoughton will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Stoughton will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

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

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901

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