

Welcome to Mountview Middle School!

On behalf of the Mountview Middle School faculty and staff, we look forward to working with each of you and assisting you in your middle school years.

This handbook is designed to stress and support the core values of our school; those core values being **respect and responsibility**. This handbook has been prepared to explain to you some of our rules and procedures. The rationale behind each rule and procedure is to create a school atmosphere that promotes both respect and responsibility in a safe, intellectually challenging environment. Our goal is to nurture, motivate and inspire students to maximize their potential.

Please review this booklet carefully with your parents. If you have any questions about anything, ask your teachers, administrators, or other staff members. They will be happy to answer your questions.

Best wishes for a successful school year.

Preston A. Shaw
Principal

ADMINISTRATIVE OFFICE
WACHUSETT REGIONAL SCHOOL DISTRICT
1745 Main St.
Jefferson, MA 01522
Telephone: 508-829-1670

Dr. Thomas P. Pandiscio, Superintendent of Schools
Mr. Jack Locke, Deputy Superintendent
Dr. Darryl McCall, Director of Operations
Mrs. Susan Sullivan, Director of Administrative Services

MOUNTVIEW MIDDLE SCHOOL
270 Shrewsbury Street
Holden, Massachusetts 01520
Telephone: (508) 829-5577

Preston A. Shaw, Principal
Karen L. Hughes, Assistant Principal
Brian E. McCarthy, Assistant Principal
Erin Litchfield, Office Staff
Carleen Smith, Office Staff
Margaret Carlson, School Psychologist
Melissa Krosoczka, School Nurse

SCHOOL HOURS

Office Hours 7:30 AM - 4:00 PM Monday through Friday

School Hours 8:20 AM - 2:45 PM

Students enter the building at 7:58 AM and dismissal is typically completed by 3:00 PM.

2998-2009 FACULTY & STAFF

GOLD Teams

Grade 6

Language Arts	Lauren Knight	103
Language Arts	David Fredette	102
Geography	Robert Champlin	100
Mathematics	Lisa O'Connor	101

Science	Lorraine Neilan	105
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Grade 6 World Languages

French	Kathleen Ambach	210
Spanish	Corrine Emge	310

Grade 7

Language Arts	Jill Poulin	211
Ancient History	Diana Poulin	202
Mathematics	Scott Hill	200

Science	Jason Tyler	209
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Grade 7 World Languages

French	Daghii Bell	208
Spanish	Allison Murphy	207

Grade 8

Language Arts	Caroline Hagenbuch	312
World History	Debra Mudge	300
Mathematics	Herb Ridley	305

Science	Dawn Smith	308
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Grade 8 World Languages

French	Janet Foley	303
Spanish	Lynn Hanley	313

Related Arts

Art	Alison Aliskevicz	307
Graphic Arts	Carolyn McGrath	106
Technology Ed.	Douglas George	107
Physical Ed.	Bradley Clark	Gym
Physical Ed.	Ashley LeBlanc	Gym
Health	Zarri Dhembe	315
Music/Choral	Thaddeus Bell	212
Music/Band	George Paradis	213
Strings/Orch.	Susan Torode	213

Acad. Support	Donna Williams	302
Library Aide	Dawn Rooke	

BLUE Teams

Grade 6

Language Arts	Maryan Ryan	109
Language Arts	Lisa Swalec	110
Geography	Tracy Field	111
Mathematics	Tracy Lawrence	112

Science	Kenneth Ambach	108
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Grade 7

Language Arts	Patricia Munzner	203
Ancient History	William Turgeon	205
Mathematics	Tamara Modig	201

Science	Wayne Boisselle	206
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Grade 7 & 8

Language Arts	Kelley Nosel	304
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Grade 8

Language Arts	Jennifer Tellier	314
World History	Lydia Walz	301
Mathematics	Melissa Tooley	311

Science	Megan Hughes	309
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Special Education

Grade 6	Karen Therrien	104
Instruct. Aide	Claudia Eddy	
Instruct. Aide	Paula Plumley	
Instruct. Aide		

Grade 7	Charlotte Cote	204
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Instruct. Aide	Lynn Brothers	
Instruct. Aide	Irene Segoshi	

Grade 8	Candace Fredette	306
Instruct. Aide	JoAnne Connor	

Instruct. Aide	Jane Todd	
Tech. Assist.	David McKenney	

Custodial Staff

Dennis Hyson, Head Custodian
William Rannikko
Craig Dulmaine
Joseph Jakubiak
Derek Tod
Keith Duesberg

Food Services/Cafeteria Staff

Sandra DeMaio, Manager
Hazel Hooper
Tomoko Meyer
Jean Miskinis
Patricia Sawicki

MOUNTVIEW MIDDLE SCHOOL VISION & MISSION STATEMENT

Mountview Middle School believes that all educational and school related decisions should be based upon the divergent needs and uniqueness of the early adolescent. Our core values are respect and responsibility. Through a climate of respect and trust in the emerging adolescent our responsibility is to provide learning opportunities that meet the varied physical, social and intellectual needs of each child that maximize his or her potential. Our curricula must go beyond the traditional academic subjects to prepare students to work cooperatively, utilize technology to facilitate learning, practice civic responsibilities and demonstrate wellness in a problem solving, decision-making model. With an emphasis on how to learn and what to learn, we must prepare young adolescents to be successful, productive and contributing members of our changing, global society.

I. We believe in:

Helping students develop and improve their critical thinking skills.
Helping students understand the principles and responsibilities of a democratic society.

Helping students understand and successfully cope with the mental, physical, emotional and social changes they are experiencing as preadolescents and adolescents.
Developing a student’s sense of self-discipline, self-respect, and self-reliance.

II. We believe:

Each student is capable of learning and should be held to high expectations.
Students must be actively involved in acquiring and applying skills, knowledge, and attitudes.
Our curriculum should be integrated and not separated by single subject boundaries.
Our instructional strategies must be diverse and emphasize active learning.
A variety of assessment strategies that measure clearly defined outcomes are an integral part of this process.

Our aim is to make our students lifelong learners, who are appreciative of their heritage, and equipped with the skills and positive self-esteem needed to responsibly accept their part in a largely unknown future.

WRSDC Policy 6631

Wachusett Regional School District Policy Prohibiting Discrimination

The Wachusett Regional School District does not discriminate on the basis of race, color, sex, religion, age, national origin, sexual orientation or disability, in the operation of the educational programs, activities, or employment policies; further, no person will be excluded from or discriminated against in admission to its public schools, or in obtaining the advantages, privileges, and courses of study of such public schools on account of race, color, sex, religion, age, national origin, sexual orientation, or disability.

The School District, in complying with the laws of the Federal Government and Massachusetts, notifies

you of this action and informs you that the coordinator for compliance at the building level is the school Principal.

At the District level, the Title VI and Title IX (race, color, sex, religion, age, national origin, and sexual orientation) Coordinator is: Susan Sullivan, Director of Administrative Services, Wachusett Regional School District, Jefferson School, 1745 Main Street, Jefferson, MA 01522, (508-829-1670).

At the District level, the Section 504 (disability) Coordinator is: Nancy Houle, Supervisor of Pupil Personnel Services, Wachusett Regional School District, Jefferson School, 1745 Main Street, Jefferson, MA 01522, (508-829-1670).

WRSDC Policy6436

POLICY RELATING TO PUPIL SERVICES

TOLERANCE

The Wachusett Regional School Committee shall provide a learning environment that promotes and encourages an appreciation of diversity.

Individual differences of students are to be appreciated and respected within district policies and regulations. All students can expect to grow and learn without encountering harassment about individual differences.

Intolerable activities include but are not limited to harassment about race, gender, sexual orientation, handicap, religion, ethnic group, appearance, dress, learning style, interests, or behaviors.

Bullying will not be tolerated. Bullying behaviors include but are not limited to teasing, verbal harassment, unwanted touches, physical attacks, and/or ostracism.

Reports of such conduct will be investigated and action will be taken under the guidelines of an individual school's disciplinary code.

Reference to this policy will be placed in all student handbooks.

ACADEMICS

HOMEWORK: Homework is an important part of the learning process and includes opportunities for students to practice, prepare for, and extend classroom learning. It should be meaningful, engaging, and purposefully support the curriculum while helping students develop responsibility and good work habits. Homework assignments can play an important role in student achievement. Homework is an extension of the classroom and is another way of developing self-discipline and good organizational skills. **Missing homework assignments is one of the major reasons students have failing grades.**

Students can expect to spend approximately 1½ hours on homework in grade 6, 2 hours in grade 7, and 2 ½ hours in grade 8. These guidelines represent time on task. Some variances in homework are expected due to assignment difficulty, student pacing, and abilities. When the amount of homework consistently deviates to a significant degree, parents should contact their child's teachers.

Students, you have the following responsibilities related to homework: Record all assignments in your agenda book. Organize and transport necessary materials for homework to and from school. Establish and maintain routines and schedules that are conducive to quality completion of homework. Complete homework and submit it on time. Seek assistance from your teachers and parents when you need it.

Parents, in assisting your child to complete homework, we offer the following suggestions: Check your child's agenda book regularly. Monitor the school website and, specifically, the teachers' websites to help your child plan for upcoming assignments – be involved! Check your child's homework assignments for quality. If your child has been diligently working on an assignment for more than 30 minutes, you are allowed to sign off that you feel he/she has spent enough time on this assignment for the night (40 minutes in grade 8). Sign off on your child's agenda book if this has been prearranged with your child's teachers. Don't make unnecessary excuses for your child – encourage them to put forth more effort so that excuses can be avoided.

REPORT CARDS: Report cards are issued four (4) times a year at the end of each marking period.

PROGRESS REPORTS: Progress Reports are issued at the mid-point of each quarter. The purpose of the report is to notify the student and parents of their progress. **Report cards and progress reports are to be signed by parent or guardian and returned to school within three days. Students who fail to return progress reports and report cards within three days could receive a detention.**

PARENT ACCESS TO STUDENT GRADES: The Wachusett Regional School District utilizes the *PowerSchool* student information management system. *PowerSchool* also has a parent component that allows parents access to their child(ren)'s grades via a secure internet site. Mountview provides training for parents interested in obtaining parent access in early October and then again in January. *Access is only provided to parents who attend the full training.* It is important to note that reporting of grades is the final step in assessing students. Teachers are only required to report grades two times per marking period (progress report time and report card time), and the administration heavily supports that requirement. The Administration reserves the right to revoke parent access to *PowerSchool* if it is misused.

CONFERENCES: Conferences with teams, individual teachers, counselors or administrators to discuss a student's progress are encouraged. Parental requests for a conference should be made by contacting the individual teacher or, for a full team conference, the grade-level administrator.

INCOMPLETE GRADES: Students have ten (10) school days after the close of grades to submit make-up work.

EXTRA HELP: Initiative for obtaining extra help rests with the student but should be encouraged by parents or guardians. Late buses are provided for bus students Monday through Thursday to provide students time for remedial help with teachers. Extra help is also available before school, but not every day and not with all teachers. Students should check with a teacher the day before to see if that teacher would be available.

GROUPING: Based on individual needs, students will be assigned to one of two ability levels in math in grade eight only. Teacher recommendations, achievement, and diagnostic testing will determine student needs. Initial class assignment in each subject area will not be binding for the school year - reappraisal and reassignment may be necessary.

FIELD TRIPS: Field trips are scheduled throughout the school year. These are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the region. Parents will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign field trip permission forms. In many cases, there may be both academic and behavioral requirements to be met in order to participate in the field trip experience. Such requirements will be

clearly outlined in the notice sent home to parents. Classes will be held for students who are not participating in a field trip. The school has the authority to discipline students for inappropriate behavior off campus at school-related functions or any other type of activity reasonably related to school activities. All school rules, including dress code, apply to field trips. Cell phones are not allowed on field trips. See cell phone policy for consequences.

GRADUATION REQUIREMENTS – GRADE EIGHT: A grade eight student who receives more than one (1) failing final average in any subject area will be ineligible for a diploma and will not be allowed to participate in graduation activities including the class trip, semiformal, and the graduation ceremony. Students who have one failing final average will be allowed to graduate, but may not be allowed to participate in grade eight end-of-year activities.

TEXTBOOKS: All textbooks issued to students must be covered. If a student does not return his/her assigned textbook or if he/she returns it in unacceptable condition, he/she will be required to make restitution. Many textbooks are available online. Please refer to the Mountview website at HYPERLINK "http://www.wrsd.net/mountview" www.wrsd.net/mountview.

ENRICHMENT: Mountview Middle School is committed to providing a high quality education for all students with the goal of maximizing the performance and achievement of every individual. Staff is encouraged and expected to use innovative teaching implementing the district curriculum in creative and flexible ways.

It is recognized that students possess a broad range of intellectual skills and creative talents that can be challenged by diverse and stimulating activities. (WRSDC Policy 3611.4)

STUDENT PUBLICATIONS: Our school recognizes and supports student publications and other literary activities that give students an experience in journalism. Final editorial control and approval of all materials intended for publication are the responsibility of, and are subject to the approval of the Principal.

(WRSDC Policy 65150)

TESTING: Massachusetts Comprehensive Assessment System (MCAS) is done in compliance with Massachusetts state regulations. Information will be provided to the parents and community when it is available. No cell phones or electronic devices are allowed during testing.

TEACHER WEBSITES: Many of Mountview's teachers have created their own websites to keep parents and students updated on current activities and assignments. These can be a great resource to both students and parents. It is important to note that teachers are not required to maintain a website or to update it regularly. Parents should not contact teachers with complaints about websites.

COMPUTERS: It is the policy of the Wachusett Regional School District that all students will be able to use technology to become lifelong learners. Students' names will be published with their work only when written permission is received by the parents. This note must be received by the second week of school. Technology is available for student academic use under the following guidelines:

- (a) Students may not install any software on any computers or attempt to make copies of software that is on the hard drive.
- (b) Respect others' rights to privacy and not access or use information on a computer without permission of the owner of the information.
- (c) Respect others' property. Do not make changes to or delete computer programs, files, or information that belong to others.
- (d) Use computers, software and related technologies for purposes that are within the law, that are beneficial

to others, and that are not harmful (physically, financially, or otherwise) to others or others' property. Students using the Internet do so with the following stipulations:

- (a) As to any interaction with strangers, use common sense and exercise caution. Do not give out your

phone number or address. Privacy is not guaranteed, so be careful of what you say and how you say it. Report problems or concerns to your teacher

(b) Accept personal responsibility for appropriate use of system. Abuses (i.e., pornography, illegal solicitation, racism, sexism and inappropriate language) are prohibited and should be reported to your teacher.

(c) Use is limited to activities which support education and research. Copyrighted materials, plagiarizing works, threatening or obscene materials or trade secrets may not be transmitted. Violation of this provision could result in prosecution.

(d) Access to the network is a privilege not a right, and as such may be revoked for cause (i.e. inappropriate use). Revocation of privileges may be requested by administration, staff or faculty, and shall be authorized by the building principal. The appeals process will be the same as for any disciplinary infraction.

(e) On-line etiquette proceeds from every day acceptable conduct and includes: being polite, using appropriate language, maintaining all users' privacy, appropriate use of e-mail (no support of illegal or illicit activities), being considerate and not disrupting the network by game playing or large scale downloading.

(f) Network files are not private and remain open to administrators to maintain system integrity, insure appropriate use and to maintain hard drive storage. Additional storage beyond what is pre-assigned may be requested through the building media specialist.

(g) Users of the system do so at their own risk. Damages, including loss of data or information inaccuracies, are not the responsibility of the Wachusett Regional School District.

(h) Security remains a high priority. All users are responsible for system security and should report problems to their teachers.

(i) Breaches of security may include: use of another person's password, access to another's file without permission, and use of another's account.

(j) Vandalism, including malicious viruses, will result in loss of privileges and possible legal action.

NATIONAL JUNIOR HONOR SOCIETY: NJHS is sponsored by the National Association of Secondary School Principals. Mountview's chapter was chartered in the spring of 2008 and students in grades seven and eight are eligible to join. Membership is open to students who excel in the areas of scholarship, leadership, and school and community service. There is a selection process and parents

will

be notified by mail if their child has been invited to be a member.

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ATTENDANCE

Consistent attendance is a prerequisite for maximum student achievement. **Whenever a student is sick or otherwise absent, he/she is required to bring a signed parental note explaining the reason for the absence, even when a parent phone call has been made.** This note must be given to the student's homeroom teacher the day the student returns to school. If a note is not returned within three days of the child's return, he/she will receive a detention. If your child will not be attending school, please call the school prior to 7:45 A.M. to inform us, although a note must still follow. The school nurse may verify absences via phone calls home.

MAKE-UP WORK: Students who have been absent or who are doing poorly in a subject must assume the responsibility for making up work and/or asking for extra help. If a student is absent for a prolonged period of time due to a medical issue, he/she will be given an adequate amount of time to

makeup the work missed (number of days missed will equal number of days allowed to do make up work). If your child is absent for one or two days, please have him/her call a friend to find out the missing assignments or check the website. Parents may request and pick-up homework from the office on the third consecutive day of absence. Assignments will be available for pick up at the office after 3:30 PM.

TARDINESS: Students are expected to be at school on time. Any student who arrives to school after 8:15 notification and disciplinary action (detention and/or suspension) for continued offenses. If your child is being seen at a doctor's office and is tardy for that reason, please get a note from the doctor's office and give it to the secretary when you report to school. In these cases and only with a note from the doctor, the tardy would be excused.

DISMISSAL: Students being dismissed early **must** have a written parental note stating the **specific dismissal time** being requested, the **reason for the early dismissal** and **who will be coming for the student**. Please be sure to write the child's first and last name on the note. This note must be presented to the office for approval. Parents are requested to report to the office before picking up their child. Children will not be allowed to go home with another child without written consent from their parent. Once the school day has ended, students are to leave the school grounds unless specifically staying after for a sport, extra help, or adult-supervised activity. Students may not be in the school or on grounds unsupervised. If utilizing the athletic fields on their own, students must go home and then report back to school with adult supervision.

TRUANCY: Any student who is absent from school for all or part of the school day without the knowledge and consent of his/her parents shall be considered truant. Truant students will be subject to disciplinary action by the school and will be required to make up all class time missed. Repeated truancy could result in a juvenile court referral.

FAMILY VACATIONS DURING SCHOOL TIME: The District does not condone students going on family vacations during school time. Extended absences from school usually have a negative effect on student performance. Vacations during the school year interrupt a consistent flow of learning. The class time lost can never be regained. In the event that school time is lost due to a family vacation, please note that it is the parents' and students' responsibility to check the teachers' websites for assignments if they are available. Teachers are not required to prepare work ahead of time. Once the student returns to school, he/she is responsible for seeing his/her teachers to get all make up work. The students will have ONE WEEK to make up the work missed due to a vacation. A letter should also be submitted to the school nurse in order to avoid absentee phone calls.

NO SCHOOL ANNOUNCEMENTS: No School announcements will be aired starting at approximately 6:00 AM on the following radio stations when school will be delayed or cancelled for the entire day due to inclement weather: **WTAG-580 AM WSRS -96 FM WXLO - 104.5 FM**. Cancellations are also announced on local television stations, channels 4, 5, 6, and 7. Students or their parents should continue to listen to these stations for further announcements indicating a change from delay to no school should weather conditions change. Delays could be up to two (2) hours. Delayed openings do not affect dismissal times. The District also utilizes the *ConnectEd* system to notify parents of school delays and callings via phone.

In an emergency such as severe weather or a boiler breakdown, school may be dismissed earlier than the regular closing time. Parents should inform their children as to what they should do in case of an early dismissal. In a case such as this, Mountview would activate its *ConnectEd* system and a computer-generated message would be called to your home phone. Dismissal on half days is at 11:45 AM. No lunch will be served on half days of school.

ATHLETICS

Mountview Middle School offers a competitive interscholastic sports program to our students. The sports offered are: field hockey, soccer, and track/cross-country in the fall, basketball and cheerleading during the

winter, and, baseball and softball in the spring.

Students should understand that participation in all of these sports---with the exception being track/cross country---is the result of a selective process. All student athletes are given fair and ample opportunity

to demonstrate their abilities prior to the start of game situations and the final formation of the teams. Following an equitable try-out where your child will audition with other athletes from his/her grade level, here is a cut process. This is the most difficult aspect of the selection of any competitive athletic program. It is important for you and your child to understand that, as a member of an interscholastic athletic team, there is no guarantee of equitable playing time. While it is our belief as a middle school that the point of joining any activity is to learn and improve one's skills, the decision of the coaches as to the selection of team

members and the assignment of playing time will not be pre-determined by the administration.

Middle school participation requirements:

Academic – Students must pass all subjects as reported on the most recent formal communication with parents. Positions will not be held for students. Waivers may be granted upon the recommendation of the

Principal. Student athletes may be dismissed from a team at mid-term progress report and end-of-quarter

report card times if averages indicate a grade below a 70 in any class.

Behavioral - Students on interscholastic teams must demonstrate proper behavior according to school standards. At the sole discretion of the principal, a student may be declared ineligible for participation

because of chronic misbehavior or an incident of serious or major misconduct according to school

standards.

Students scheduled to attend after-school disciplinary sessions on the day of a practice or game **MUST** attend the disciplinary session before being able to participate in any athletic activity. A student serving a suspen-

sion (ISS or OSS) on the day of a practice or game is not allowed to participate in the athletic program

activity on that day.

Documentation from the student's physician that indicates the student has had a physical in the past thirteen (13) months or 395 days, and that the student is not restricted in any way from participating in the program is

required prior to the student/athlete's participation.

Also required is documentation from the parent that the student carries the school accident insurance plan, or

that the family carries adequate insurance in order to participate in interscholastic athletics.

An athletic fee of \$50 per sport has been established and must be paid prior to a student participating in the first athletic event after making a team. Checks are made out to WRSD and are deposited in the district-wide

athletic fund for buses, officials, uniforms, etc. (WRSDC Policy 4251)

Mountview looks to provide intramural activities at various times throughout the year where the goal is active involvement for all players. Such activities depend upon faculty and staff who volunteer to supervise them.

MISCELLANEOUS

ACCIDENT INSURANCE COVERAGE: The Wachusett School Department sponsors a student-participation insurance plan. Brochures describing the plans available will be distributed during the first week of school.

CARE OF SCHOOL PROPERTY: Students are responsible for the proper care of all books, supplies and furniture supplied by the school. Students who damage school property, equipment or books will be required to pay for the damage done or to replace the item and may be suspended up to five days for their actions.

FREE & REDUCED PRICE MEALS: Applications for free milk and free and reduced price meals will be sent home with each student at the beginning of the school year. These applications are available at all times in the school office.

HALL SLIPS: Students must have a signed pass by a teacher whenever they are not in class (except for changing classes or going to lunch).

LIBRARY: The school library is an integral part of the school program. It supplies materials to support and augment the course of study and to encourage recreational reading. The Library also has a media center where computers are available for research. The usual loan period for books, magazines and pamphlets is two (2) weeks. To promote the prompt return of borrowed items, a fine of five cents (\$.05) per day is charged for those books which are more than one (1) day overdue. Students are responsible for replacing lost books or materials. People will be notified of significantly overdue books via mail.

NOTICE TO PARENTS OF RIGHT OF EXEMPTION: The Wachusett Regional School Committee supports the right of parents or guardians to exempt their children from any portion of the curriculum which involves reference to human sexual education or human sexuality issues. The district will notify parents regarding the presentation of curricula that involves those issues. Parents or guardians shall have the flexibility to exempt their children from any portion of the said curriculum through written notification to the school principal. No child so exempted shall be penalized by reason of such exemption. In the event of such an exemption, a substitute assignment may be provided. To the extent practical, the Wachusett Regional School District shall make program instruction materials for said curricula reasonably accessible to parents, guardians, educators, school administrators, and others for inspection and review. (WRSB School Committee P3313.1)

LOCKERS: A locker is the property of the Wachusett Regional School District which is issued to each student for use at the beginning of the school year for storage of books, coats and boots. The Administration reserves the right to search lockers at any time. Students are required to keep materials inside their lockers, not in the hallways, and to keep their lockers closed. No locks are allowed on lockers.

SCHOOL DANCES: School dances are for **Mountview students only**. Dances generally take place on Friday nights from 7:00 - 9:00 PM. School personnel and parents supervise all dances. All school rules and regulations apply and will be enforced at school dances. Police officers will be on hand at all school dances. Parents who wish to chaperone a dance must have a current CORI check done by the district. Students who attend the dance must be in attendance at school on the day of the dance. All dance styles must comply with modesty and safety. The faculty and administrators in attendance will be the final judge of the appropriate-ness of the dance style. If the staff feels the dancing is inappropriate, the student may be asked to leave. Failure to comply with the rules will result in removal from the dance, notification of parents/guardians, and other disciplinary action as determined by the school administration. Students must be picked up on time at the end of the dance. Students who are picked up after 9:15 PM will not be allowed to attend the next dance. Students who still remain at the

school at 9:30 PM will be taken to the Holden Police Department by the officers on duty, and parents will need to make their pick up at the police station.

SCHOOL EVACUATION DRILLS: Fire drills are held regularly to insure the safety of all persons in the event of fire or disaster. Students are instructed in understanding signals, exits used, procedure for leaving the building, areas in which to assemble, and procedure in returning to the building. Periodic checks by the Holden Fire Department are conducted. **Lock-down drills** are also held a couple of times each year. These are held so that in the event of a critical incident taking place, students and faculty understand what procedures are to be followed that will keep them safe and secure in their classrooms. The Holden Police Department and the Fire Department take part in these drills.

SCHOOL MAGAZINE DRIVE: At the beginning of each school year the students of the Mountview Middle School participate on a voluntary basis in a fund raising drive through the sale of magazine subscriptions. The money derived from the sale of magazines is spent in accordance with the student activity account mission statement.

SCHOOL PICTURES: School pictures will be taken early in October or November and should be available prior to the Christmas vacation. Payment must be made at the time the pictures are taken. Refunds or retakes will be available upon request. Opportunity for spring picture participation is optional.

STUDENT COUNCIL: The Student Council is the student-elected governing body through which the students may express their opinions, assist in the administration of the school and participate in the management of school enterprises.

TELEPHONE: Messages from home should be left in the school office. Students will be called out of class **only** in an **emergency**. This is to minimize classroom disruptions. Students may use the public pay telephone with permission from the School Office or a teacher. Cost is currently .50 per call. Students are not allowed to use the office phones.

TRANSPORTATION

School bus transportation is provided by Robert L. McCarthy & Son, Inc. (1-800-483-1669). It should be expected that students will go to and from school by the same means on a daily basis. A parent or student may choose an alternate mode of transportation over which the school system has no authority. Therefore, a choice to use an alternative mode of transportation other than the school bus shall be at the risk of the parent and the student. It is the intent of the WRSD school committee to comply with state law and bus students who live two (2) or more miles from the school they attend. Students may be required to walk up to one (1) mile to a bus stop and up to but not including two (2) miles to his/her school. Exceptions to the above rule for such reasons as safety, special needs and physical handicaps may be made by vote of the committee. (See

WRSDC Policy 6562).

WRSD BUS DISCIPLINE PROCEDURES AND CONSEQUENCES

The code below classifies unacceptable behavior into three levels. The examples are not exhaustive but illustrative. Additionally, all consequences are dependent upon the severity and frequency of the misbehavior. The administration reserves the right to consider extenuating circumstances in determining disciplinary action.

LEVEL 1

<u>Misbehaviors</u>	<u>Consequences</u>
Misbehaviors that interfere with the orderly transportation of students. Some examples are: Talking too loudly Failure to stay seated Littering on the bus Tampering with the possessions of other passengers	The bus driver may address the misbehavior: Verbal warning issued to student Assign seats

LEVEL 2

<p><u>Misbehaviors</u> More severe misbehaviors that interfere with the orderly transportation of students. Some examples are: Repeated occurrences of Level 1 behaviors Annoying and/or bullying other passengers Use of profanity Damage to the bus</p>	<p><u>Consequences</u> The bus driver reports misbehaviors on the bus. The principal or designee administers consequences. This action may include any or all of the following: Conference with principal or designee Contact with parents Assigned seats Loss of bus privileges for up to five days Suspension from school for up to five days</p>
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LEVEL 3

<p><u>Misbehaviors</u> Behavior that endangers the safety of the driver or students and which impairs the driver's ability to drive safely. Some examples include: Repeated occurrences of Level 1 or 2 behaviors Refusal to remain in seats Throwing objects, spitting, or spit balls Distracting the driver Refusal to obey driver Fighting, including pushing and/or wrestling Lighting matches/lighters Possession of knives or other dangerous objects Possession or use of tobacco, alcohol, drugs, or controlled substances</p>	<p><u>Consequences</u> The bus driver reports misbehaviors on the bus. The principal or designee administers consequences. At more severe levels, the superintendent or designee may be involved. This action may include the following: Loss of bus privileges for six to ten days Suspension for 6 or more days or exclusion from school Repeated incidents of Level 2 behavior or egregious acts may result in a child being permanently suspended from bus privileges Illegal activity will be referred to the Police Department</p>
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Procedures for reporting passenger misconduct:

1. The bus driver will report misconduct occurring on the school bus to the school administration. If a student shares information pertaining to student misconduct on the bus with a teacher or other staff member, the administration will be notified and speak with the bus driver.
2. A *School Bus Conduct Report* will be completed and submitted to the school administration and the bus company.
3. The principal or designee and the bus company will retain copies of the signed report.

Bus Safety: To ensure the safety of all students who ride in buses, it may occasionally be necessary to revoke the privilege of transportation from a student who abuses this privilege. Parents of children whose behavior and misconduct on school buses endanger the health, safety, and welfare of other riders or damages properties will be notified that their children face the loss of transportation privileges. Emergency evacuation drills will be conducted at least twice a year to acquaint student riders with procedures in emergency situations. (WRSDC Policy 7240)

The School's Procedures: Once the bus driver has submitted a written complaint to the school principal or designee, consequences of offenses will be assigned at the discretion of the administration. A disposition form will be sent to the parent/guardian for signature. First offense could result in bus suspension or detention. Subsequent offenses will result in increased discipline including detentions, bus suspensions, or suspensions from school. On the fifth offense, the student will lose bus privileges for the remainder of the school year. The parent/guardian will be notified prior to any suspension of bus privileges. The administration reserves the right to consider extenuating circumstances in determining disciplinary consequences. Serious violations will be treated accordingly. Restitution will be expected for vandalism.

Convenience transportation will not be provided. Permission for any student to ride from school on another bus will be given only in an emergency situation (parent not home/child care emergency). A note requesting that a student ride another bus will not be honored unless the reason is given and it qualifies as an emergency. All notes regarding transportation changes must be brought to the office during morning homeroom period. **Last minute changes will not be allowed.**

STUDENT DROP OFF AND PICK UP: Parents driving students to school should enter via the west driveway (entrance only) and discharge riders in front of the school. In order to avoid possible injury, it

important that students be discharged **only in front of the school.**

At the end of the school day, bus students are the first to be dismissed. Parents picking up students must park away from the driveway corners as it often difficult for the buses to maneuver.

BICYCLE & SCOOTER RIDERS: Bicycle riders are to walk their bicycles across main thoroughfares where school crossing guard is located. Riders are to continue to walk their bicycles on school grounds to reach the appropriate parking areas. **All students must wear bicycle helmets when riding their bikes (MA law).** The privilege of riding bicycles to school may be taken away at any time if the student does not follow safety procedures or is endangering other students. Bike racks are located in the front entrance area of the school.

PARENT/SCHOOL ORGANIZATIONS

The **Parent Teacher Association (P.T.A.)** is comprised of parents who have children attending Mountview Middle School, members of the teaching staff, and the building administration. Representatives of the P.T.A. meet monthly to initiate and organize home and school activities. Parent orientation programs, coffee hours, open houses, and a number of student-centered events are sponsored each year. The P.T.A. also raises funds

throughout the school year and distributes monies raised to school and student activities.

The P.T.A. also gives parents the opportunity to become directly involved in matters that affect their children in middle school.

The **School Improvement & Modernization Council (SIMCO)** is set up to establish a process of interaction among the community, teachers, and administration which will enable Mountview Middle School to become an environment cognizant of change and the need for continuing improvement. SIMCO meets monthly, at a time to be determined by Council members. The selection of parent members to fill vacancies is done by an election held by the P.T.A.

WRSDC Policy1523

POLICY RELATING TO SCHOOL COMMITTEE OPERATION

DISTRIBUTION OF SCHOOL COMMITTEE PUBLICATIONS

The Wachusett Regional School District shall, in accordance with the Massachusetts General Laws and Department of Education regulations, provide all publications as approved by the School Committee and required by the State Department of Education.

The School Committee Policy Book shall be made available for review to any person, upon request to the Superintendent's Office. Copies of said publications shall be placed in each of the five (5) Town Libraries and all school libraries. A nominal fee, not to exceed the cost of production, shall be charged to any person requesting a copy of one of the publications.

STUDENT MANAGEMENT - DISCIPLINE

It is the aim of Mountview Middle School to make our students life-long learners, who are appreciative of their heritage, and equipped with the skills and positive self-esteem needed to ultimately become responsible, contributing members of society. To provide an appropriate academic and social environment, certain basic codes of conduct are necessary. That environment can only remain strong, however, if we maintain order and proper decorum in our school. All students are expected to show respect and concern for the rights and property of others. We at Mountview have clear behavioral expectations for everyone, and there are consequences for those who choose to disobey our rules. Students are reminded that all staff members are empowered to enforce all school rules and regulations. The principal and his/her designees will be responsible for administering behavior and discipline procedures at the school.

To that end, the Wachusett Regional School District requires each school to establish and publish a Student Discipline Code (WRSDC Policy 6400), while fostering a safe, nurturing educational environment (WRSDC Policy 6436).

CONSEQUENCES FOR VIOLATIONS OF SCHOOL RULES

DETENTION: Detention will be held Monday through Thursday from 3:00 to 4:00 PM. Detention may be assigned by the administration or by a teacher. The student will be given 24 hours notice, or the parent will be notified before having to serve a detention. Students who fail to serve an assigned detention will receive two detentions for their first miss. Failure to serve another assigned detention could result in suspension.

Students who consistently receive detentions may receive an in-school suspension after three detentions in a semester. Further disciplinary action may be necessary for chronic offenders.

SCHOOL SERVICE: Some students who violate school policies may be assigned to perform school service in place of other penalties. Such service may include projects that assist in the operation of the school community.

BEHAVIOR CONTRACTS: In order to address inappropriate behaviors on the part of individual students, some students and their parents will be required to sign contracts outlining specific behaviors expected of students and the consequences that will follow if these behavior expectations are not met.

IN-SCHOOL SUSPENSION: If a student receives an in-school suspension, he/she is required to report to school. The student is then placed in a supervised study area for the day and is required to work on a series of school assignments. Parents will be notified.

SUSPENSION: In certain circumstances, it may become necessary to suspend a student from attending school. These instances involve serious disruptions to the school community, or when other forms of discipline do not appear to be effective. Being suspended from school means that a student must remain off school property during the period of suspension and can not attend or participate in any school-related activities. Written notification of the charges will be given to the student and his/her parents. The student and his/her parent(s) may have the opportunity for a hearing with the principal within three days. Following a suspension from school, there may be circumstances where a parent/guardian would be required to bring the student to school on the day of the student's scheduled reentry. The student will be allowed to make up any work missed during the period of suspension.

JUVENILE COURTS: The school administration will use the court system to work with students who are habitual school offenders or who have excessive absences from school.

POLICE ACTION: For any violations of Massachusetts State Laws, police may be notified.

EXCLUSION/EXPULSION: These can be used as a disciplinary measure in extreme and chronic behavioral situations. This may include situations such as possession/use of weapons, assault, sale or use of an

illegal
substance, or other serious offenses.

CORPORAL PUNISHMENT: Shall be prohibited.

The following are major violations of school norms and are unacceptable:

1. **Gross Disrespect & Insubordination:** First offense ~ parent notification, immediate suspension from

school. Subsequent offenses ~ increased suspension from school.

2. **Controlled Substances (Drugs) and/or Alcohol:** Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of drugs, drug paraphernalia or alcohol will be suspended up to ten days and may be subject to expulsion. Students with substance abuse problems will be encouraged to enroll in an appropriate substance abuse program. (WRSDC

Policy 6433)

3. **Weapons:** 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 knife,

will be suspended up to ten days and may be subject to expulsion. (WRSDC Policy 6435)

4. **Inappropriate, Vulgar Language and Gestures:** First offense ~ parent notification, in-school suspension. Subsequent offenses - suspension from school. This includes references to race, sexuality, etc.

(see harassment policy – WRSDC Policy 6437A).

5. **Harassment, Bullying, Discrimination, and Hate Crimes:** All forms of harassment, bullying, discrimination and hate crimes related or unrelated to race, color, National origin, ethnicity, religion, sex, sexual

orientation, age, or disability is prohibited. (WRSDC Policy 6437A)

Harassment is oral, written, graphic, electronic, or physical conduct on school property or at school-related

activities relating to an individual's actual or perceived race, color, religion, national origin, ethnicity, sex, sexual orientation, age, or disability that is sufficiently severe, pervasive or persistent so as to interfere with or limit a student's ability to participate in or benefit from the district's programs or activities by creating a hostile, humiliating, intimidating, or offensive educational or work or educational environment. A single

incident may, depending upon its severity, create a hostile environment.

Bullying is defined as a form of aggression involving a power imbalance between the bully and the victim, where the bully has perceived or actual physical, social and/or psychological power over his/her target(s). Although bullying generally involves a pattern of conduct directed at a victim, depending on the severity of

the incident, a single instance of such misconduct may constitute a violation of the District policy.

Depending on the severity of the harassment or bullying, these steps will be taken:

A written and verbal reporting of the incident will be given to the principal or assistant principal by the student who has been allegedly harassed or bullied.

The student alleged to have committed the act of harassment or bullying will be verbally informed of the report of the incident and asked to give his/her verbal account of the incident. A written report of his/her account may also be kept. The student who was allegedly harassed or bullied may be present during this interview, as appropriate or desired by the school administration.

Parents of both students will be notified. The school psychologist, working with the student, may also be notified of the incident and its consequences verbally and/or in writing.

If the accused student is found to be responsible for the act of harassment or bullying, the consequences of the initial incident will be either in school or out-of-school suspension for no more than ten (10) days. A behavioral contract may be written upon the student's return to school. Parents will be informed of the con-

tract's content.

Repeated acts of harassment will result in suspension or exclusion pending hearing. (WRSDC Policy 6434)

6. **Sexual Harassment:** Sexual harassment is, by law, illegal. Sexual harassment is defined as unwelcome advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment may include the following types of activities, but is not limited to these examples: touching (arm, breast, buttock, shoulders, etc.), massaging the neck or shoulders, verbal comments (about parts of the body, what type of sex the victim would "be good at," clothing, looks, etc.), name calling (from "honey" to "bitch" and worse), starting and repeating sexual rumors, leers and stares, sexual or "dirty" jokes, using the computer to leave sexual messages or graffiti, or to play sexually offensive games, gestures, pressure for sexual activity, cornering, blocking, standing too close, conversations that are too personal, "rating" an individual (from 1 to 10 for example), obscene T-shirts, hats or pins, graffiti, facial expressions (winking, making kissing sounds or smacking sounds, licking the lips suggestively), howling, cat calls, whistles, repeatedly asking someone out when he/she is not interested, "slam books" (lists of students' names with derogatory sexual comments written about them by other students), touching oneself sexually in front of others, sexual

assault or attempted sexual assault.

If one that someone has been sexually harassed or is sexually harassing you, you should file a complaint using the following steps:

Speak to or send a note to any faculty member in the school that you trust (the nurse, school psychologist, teacher, principal, assistant principal, etc.) You can also speak to your parents and have them contact a school administrator. Remember, the complaint procedure does not begin until a complaint is received.

Within two school days of receipt of the verbal complaint, the principal and your parent/guardian will be notified of the complaint.

If you have not, or do not want to put the complaint in writing, the person you speak to will. This should be done within two days after you have talked to that person. A copy of the complaint will be reviewed with you and your parent/guardian to ensure accuracy before it is shared with the subject of the complaint.

The principal and/or an assistant principal will speak with you to get more information; then will speak to the person (the "respondent") who is alleged to have sexually harassed you to get more information.

If the principal and/or assistant principal feels that the complaint can be resolved without a formal investigation, he/she may use the informal procedure, which simply is an attempt to resolve the situation. This will be completed within five (5) school days from the date that he/she receives the complaint. The parents/guardian will be notified.

Resolution of the situation may or may not occur as a result of the informal procedure. If all parties involved in this informal procedure feel that a resolution has been achieved, this discussion will remain confidential and no further action will be taken. If any of the parties feel that resolution has not been

achieved, a more formal procedure will be used. (see WRSDC Policy 6434)

Retaliation: No one may retaliate against you for filing a complaint. Further, no one may retaliate against

any student, employee, or any other person because they provided information or helped in the investigation.

Considerations to remember: A man/boy, as well as a woman/girl, may be the victim of sexual

harassment, and a woman/girl, as well as a man/boy, may be the harasser. The victim may be the same or opposite sex as the harasser. The victim does not have to be the person at whom the unwelcome sexual conduct is directed. The victim may also be someone who is affected by such conduct when it is directed toward another person.

The following other violations of school norms that are also unacceptable:

7. **Tobacco Products:** Mountview Middle School is a **SMOKE-FREE** environment in compliance with Massachusetts General Laws. This includes school-sponsored events such as dances and athletic events.

First offense – parent notification, in-school suspension. Subsequent offenses – suspension from school.

(WRSDC Policy 5241.5A)

8. **Fighting:** First offense ~ parent notification, up to a 5-day suspension from school. Subsequent offenses ~ increased suspension from school. **Consequences will be given to both parties** who get physical in a

fight regardless of who instigated the altercation.

9. **Stealing:** - First offense ~ parent notification, suspension from school of up to five days. Subsequent offenses ~ increased suspension from school.

10. **Damage To Property:** Students found damaging or defacing school property will be made to clean or replace damaged property. Parents will be contacted and, when necessary, billed for the damage and students

could face up to five days suspension.

11. **Plagiarism, Cheating, & Forgery:** Plagiarism is a piece of writing or work that has been copied from someone else and is presented as being your own work. Such actions represent a serious breach of academic integrity and will result in a both an academic and behavioral consequence. First offense ~ Zero for the academic work and a one day in-school suspension. *Homework* or assessments *done at home* require that each student do *his/her own work* unless told specifically by the teacher (or in writing on the assignment) that he/she can work collaboratively. The forgery of signatures on someone else's work or forging parents' names on documents is dishonest and will be disciplined with an in-school suspension on the first offense and

subsequent suspensions for further offenses.

12. **Distribution & Possession of Indecent Literature:** - First offense ~ parent notification, suspension from school. Subsequent offenses ~ increased suspension from school. This includes electronic messaging such

as cell phones and emails that are indecent or threatening.

13. **Misuse of Cell Phones:** Students are not to have cell phones on their person at any time during the school day. **Students may NOT use cell phones to send or receive calls, send or receive text messages, or take photographs during the school day or at school-sponsored events.** Any cell phones brought to school by students are to be kept OFF and in their book bag or back packs while at school. Cell phones may only be used before or after school, in the front foyer area with office permission. Any cell phone found to be in use or visible during the school day will be confiscated and given to the principal for safe-keeping. A parent is the only one who can retrieve a confiscated phone and only from the principal. *Cell phones may be*

collected by school personnel during emergency situations for the safety and security of all students.

14. **Use of Electronic Music Players & Electronic Games:** Personal stereos/radios, CD/MP3 players, IPODS, hand-held video games, or similar items that may be listened to on the way to and from school are to be put away once a student arrives at school. Said devices can disrupt the educational process. Exceptions to the rule may be only when devices in question are used for classroom activities and/or when administrative approval is obtained. Any electronic devices confiscated are given to the principal

for safe-keeping. A parent is the only one who can retrieve a confiscated device and only from the principal. **Laser pointers are NOT allowed** in school and will be confiscated. Such pointers can be used inappropriately and can lead to

personal injury. Therefore, use of laser pointers will be considered a violation of the weapons policy.
15. **Inappropriate Personal Attire:** We take pride in the appearance of our students, and students are expected to dress and groom themselves neatly in attire suitable for each school day. The following are not acceptable school attire during school and school activities:

Hats and cloth bandannas, spiked bracelets, belts, or necklaces, "choker"-style necklaces, wallet chains, any chain worn as a belt or worn around the neck that may cause injury or do bodily harm.

Any apparel which makes reference to drugs, alcohol, tobacco, sex, profanity, violence or apparel with offensive words or pictures are not considered appropriate school attire.

Items that are distracting, revealing, or educationally disruptive including sunglasses, mesh, see-through clothing, bare midriffs, running shorts, "hot pants", tank tops, tube tops, spaghetti straps (2 inch strap width is a good rule of thumb), low rider slacks, muscle shirts, and short shorts or skirts (A good rule of thumb for shorts and skirts is that when the child extends his/her arm at his/her side, the shorts or skirt's hem should approximate the tips of the fingers). This rule applies regardless of whether the child is wearing leggings.

Clothing or footwear that presents a safety hazard, such as in a time of evacuation, will be strictly prohibited.

Shoes or sandals should have either a strap around the heel or a large strap across the instep; the child must be able to wear them safely. Flip-flops are not acceptable.

Sleepwear such as slippers or pajama pants or tops.

Baggy pants that hang below the waist line. Belts should be worn.

Jackets should not be worn in classes, including sweatshirts with a fur lining.

The Administration reserves the right to determine the appropriateness of clothing. Students who dress in a manner which is not appropriate to the school setting may have parents called and appropriate clothing brought to school before the student can rejoin the academic setting. Subsequent offenses will be viewed as

insubordination and will result in suspensions from school.

16. **Gum Chewing:** Gum chewing is not allowed in school. Students chewing gum will receive a detention on the first offense. Subsequent offenses are viewed as insubordination and will result in multiple

detentions or suspension.

17. **Beverages in School:** Students are only allowed to have water in the classrooms and hallways at Mountview. NO students are to have hot beverages and/or colored or sugary beverages with them in classes

or the hallways. This includes hot or iced coffee, Gatorade, Fruit20, Vitamin Water, etc.

18. **Public Displays of Affection:** Mountview's administration views school as a student's place of work and, in keeping with that view, any type of display of public affection is inappropriate. Students are not to hold hands, hug, kiss, or have any other type of display of public affection during the school day or at school-related activities. First offense ~ student(s) will receive a detention. Subsequent offenses are viewed as

insubordination and will result in multiple detentions or suspension.

19. **Skateboards:** Skateboards **are not** to be brought onto school grounds and, therefore, are not to be used

on school property. Violation of this rule will result in the skateboard being confiscated.

20. **Cafeteria:** The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. Menus will be posted in each homeroom and also published in The Landmark. For nutritional reasons it is expected that every child have something to eat at lunchtime. Students may prepay for school lunches (for the week, month, or year); However, the school cafeteria has no provision for charging lunches.

Cafeteria Rules: The following cafeteria rules are enforced to keep a clean and attractive lunchroom:

1. All students should keep their area clean.
2. Empty all refuse from the tray into the proper container.
3. Pick up any paper or food around where you are eating.
4. Talk at a normal decibel – A visual cueing system is in place to indicate acceptable levels of noise.
5. All food and beverages are to be consumed in the cafeteria.
6. Students will not engage in any disruptive behavior such as popping bags, playing with food, or throwing

food.

Violation of cafeteria rules will result in disciplinary action up to and including detentions and in-school suspension.

SEARCHES: Wachusett Regional School District authorities may exercise their rights to conduct an inspection of student lockers and/or desks. A student shall not misuse lockers and desks assigned by school authorities. Lockers and desks remain, at all times, the property of the District.

A warrantless search (nonemergency) of a student's school locker or articles carried upon the student's person, may be conducted if there is a reasonable suspicion that the search is necessary to protect the health and/or safety of students and staff, or to detect a violation of school rules. Such a search may be conducted if school authorities suspect that a student possesses such items as, but not limited to, weapons, dangerous instruments, stolen goods, narcotics, hallucinogenics, amphetamines, barbiturates, marijuana, unregistered drugs, controlled substances, alcoholic beverages, or evidence of cheating or other academic misconduct.

PHYSICAL RESTRAINT: The Wachusett Regional School District recognizes that on occasion physical restraint is required to protect the safety of school community members from serious, imminent physical harm. Physical restraint is defined as the use of bodily force to limit a student's freedom of movement. Physical restraint shall only be used in emergency situations, in the judgment of the school staff member, when other less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution.

SPECIAL EDUCATION DISCIPLINE

All students are expected to meet the standards of behavior as set by the Wachusett community. Chapter 71B of the Massachusetts General Laws and I.D.E.A. 1997 require that additional provision be made for students who have been found by an evaluation team to have special needs and whose program is described in an Individual Education Plan (I.E.P.). The following additional requirements apply to the discipline of special needs students:

The I.E.P. for every special needs student will indicate if they can meet student management policies or if modifications are needed.

The principal (or designees) will notify the Special Education Office of any special needs students who have been suspended. The Director of Special Education will keep these suspensions on record.

When it becomes known that a special needs student will be suspended for more than ten days in a school year:

services will be provided in order to ensure that the student receives FAPE, and a functional behavioral assessment will be conducted and a behavioral intervention plan will be implemented, and

the team will conduct a manifestation determination in order to decide whether the infraction related to the student's disability, and if the team finds that the behavior is a manifestation of the disability, the District may not suspend the student.

ANNUAL NOTIFICATION LETTER TO STUDENTS AND PARENTS ON STUDENT RECORDS/ INTERNET DISCLOSURE

P6910A

In accordance with the Massachusetts Department of Education Student Record Regulations, the Wachusett Regional School District shall:

1. Take all reasonable precautions to preserve the confidentiality of a student's records.
2. Make available for inspection all school records of a student upon request of the parent or legal guardian.
3. Make available for inspection all school records of a student upon his or her request provided that the student is fourteen (14) years of age or older or upon entering the ninth grade.
4. Disseminate, to parents and students, State Regulations on Student Records and this policy annually.

Regulations:

The State Board of Education has adopted Regulations pertaining to Student Records that are designed to ensure parents' rights of confidentiality, inspection, amendment, and destruction of student records, and to assist school authorities in their responsibilities for the maintenance of student records.

The regulations apply to all information kept by a school committee on a student in a manner such that he or she may be individually identified. The regulations divide the record into the transcript and the temporary record. The transcript includes only the minimum information necessary to reflect the student's educational progress. This information includes name, address, course titles, grades, credits, and grade level completed. The transcript is kept by the school system for at least sixty years after the student leaves the system.

The temporary record contains the majority of the information maintained by the school system about the student. This may include such things as standardized test results, class rank, school sponsored extra-curricular activities, and evaluations and comments by teachers, counselors, and other persons. The temporary record is destroyed seven years after the student leaves the school system.

The following is a summary of major parent and student rights regarding their student records:

Inspection of Record - A parent, or a student who has entered the ninth grade or is at least fourteen (14) years old, has the right to inspect all portions of the student record upon request. The record must be made available to the parent or student within ten (10) days of the request, unless the parent or student consents to a delay. In the event the parent/student requests copies of a student record, the District may charge the parents/student for said copies at the District rate.

Confidentiality of Record - With a few exceptions, no individuals or organizations but the parent, student, and school personnel working directly with the student are allowed to have access to information in the student record without specific, informed, written consent of the parent or the student.

Amendment of Record - The parent and student have the right to add relevant comments, information, or other written materials to the student record. In addition, the parent and student have the right to request that information of the record be amended or deleted. The parent and student have a right to a conference with the school principal to make their objections known. Within a week after the conference, the principal must render a decision in writing. If the parent and student are not satisfied with the decision, the regulations contain provisions through which the decision may be appealed to higher authorities in the school system.

Destruction of Records - The regulations require that certain parts of the student record, such as the temporary record, be destroyed a certain period of time after the student leaves the school system. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. Before any such information may be destroyed, the parent and student must be notified, and have an opportunity to receive a copy of any of the information before its destruction.

WRSDC Policy 6910

Consistent with the Education Reform Act, the District will transfer a student's record to a new school outside of the Wachusett Regional School District without prior consent required from the parent or eligible student

Authorized school personnel, to include: (a) school administrators, teachers, counselors and other

professionals who are employed by the school committee or who are providing services to the student under an agreement between the school committee and a service provider, and who are working directly with the student in an administrative, teaching, counseling, and/or diagnostic capacity; (b) administrative office staff and clerical personnel, employed by the school committee or under a school committee service contract, and whose duties require them to have access to student records for purposes of processing information for the student record; and (c) the Evaluation Team which evaluates a student, shall have access to the student record of students to whom they are providing services, when such access is required in the performance of their official duties. The consent of the parent or eligible student shall not be necessary.

As required by federal law, the District is required to release the names, addresses and telephone listings of students to military recruiters and institutions of higher education upon request for recruitment and scholarship purposes without prior consent. In addition, the District may release the following information about a student without prior consent: a student's name, address, telephone listing, date and place of birth, major fields of study, dates of attendance, weight and height of members of athletic teams, class participation in officially recognized activities and sports, degrees, honors and awards, post-high school plans and directory information such as homeroom assignments. However, in all instances, parents and eligible students have a right to request that this information not be released without prior consent by notifying their school building office in writing by the end of September of each school year.

As of 1998 Massachusetts law (MGL Chapter 71, § 34H) specifies detailed procedures that govern access to student records by parents who do not have physical custody of their children. For more information, contact the building principal.

In reference to the Internet, use of a student's name, photo or samples of their work on the Internet or District web page must be in accordance with the Wachusett Regional School Committee Policy P6531 *Policy Relating to Pupil Services Student Internet Policy*, which **requires prior written parental approval**. School principals shall provide appropriate authorization and release to be executed by parent/guardian prior to release, publication or posting of such information.

A parent or eligible student has a right to file a complaint with the Family Policy Compliance Office (FPCO) in the United States Department of Education (202) 260-3887. If you have any questions regarding this notice, or would like more information and/or a copy of the Massachusetts Department of Education Student Record Regulations, please contact the building principal.

*In addition to state mandated testing of the MCAS, standardized testing using the Metropolitan Achievement Test occurs during April and May for students in grades 1-8.

All information in this notice complies with Massachusetts Student Records Regulations, The Family Educational Rights and Privacy Act, and Wachusett Regional School Committee Policies.

R5/20/03

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