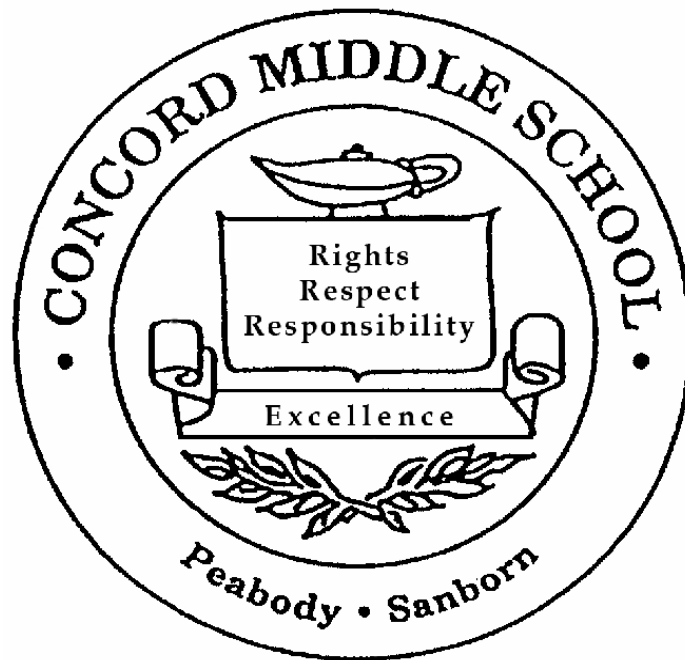


# CONCORD MIDDLE SCHOOL



2006 – 2007

## PARENT/STUDENT HANDBOOK



Concord Middle School .....	6
History of the Concord Middle School .....	7
A Message from the Principal .....	8
Concord Middle School Mission Statement .....	8
Organization of the Concord Middle School .....	9
Grade Level Houses .....	9
Student Grouping .....	9
Comprehensive Arts and Physical Education .....	9
Student Schedule of Courses .....	10
Early Morning and Dismissal .....	11
Tuesday Bell Schedule .....	11
Daily Living at Concord Middle School .....	12
Attendance .....	12
Truancy .....	12
Missing School for Family Trips .....	12
Visitors .....	12
Tardiness .....	12
Dismissals .....	12
1. <i>Dismissal Because of Appointment</i> .....	13
2. <i>Dismissal for Reasons of Illness</i> .....	13
Physical Education Excuse from Class .....	13
Lunch .....	13
Lunch Money .....	13
Lunch Detention .....	13
After School Detention .....	14
Telephone .....	14
Corridor Passes .....	14
Lockers .....	14
Books .....	14
Homework .....	14
Forgotten Homework .....	15
Make-up Work .....	15
Parent Concerns .....	15
Reporting Student Progress .....	16
Interim reports .....	16
Report cards .....	16
Parent conferences .....	16
Moving/leaving Concord Middle School .....	16
Awards .....	17
Health and Safety .....	18
Philosophy .....	18
Immunization Requirements .....	18
Physical Examinations .....	18
Medication Policies .....	19

Health Screening .....	20
School Attendance - Health Dismissal .....	20
School Accident Insurance .....	20
Fire .....	20
Other Safety Factors .....	21
Transportation .....	21
Buses .....	21
Changing Buses .....	21
Late Bus .....	21
Late Bus Times .....	22
Conduct on Buses .....	22
"Carry On" Items .....	23
Skateboards, Rollerblades, and Ice Skates.....	23
Bicycles.....	23
No School Signal .....	23
Concord Middle School Code of Conduct.....	24
Overview—Promoting A Healthy and Nurturing School Climate .....	24
Special Note on Dangerous Behaviors: .....	24
Special Note on Bullying and Harassment .....	24
Disciplinary Process.....	25
The Disciplinary Conference .....	25
Post-Suspension Re-Entry Process .....	26
Concord Middle School Rules .....	27
Rule 1:.....	27
Rule 2 .....	27
Rule 3 .....	27
Rule 4:.....	27
Rule 5:.....	27
Rule 6 .....	28
Rule 7:.....	28
Rule 8.....	28
Rule 9.....	28
Rule 10.....	28
Rule 11:.....	29
Rule 12.....	29
Rule 13:.....	29
Bullying: Explanation .....	30
Harassment: Detailed Explanations .....	30
Explanation of Verbal Harassment .....	30
Explanation of Sexual Harassment .....	30
Hazing: Explanation.....	31
Massachusetts General Law, Chapter 269, Sections 17-19 (as amended by Chapter 665 of the Acts of 1987): An Act Prohibiting the Practice of Hazing and Increasing the Penalties.....	31
Discipline Policy for Special Needs Students.....	33
Offenses That May Result in Expulsion and Procedures for Expulsion.....	34

Notification of Rights under FERPA .....	35
for Elementary and Secondary Schools .....	35
Notification of Rights under the Protection of.....	36
Pupil Rights Amendment (PPRA) .....	36
CHAPTER 76. SCHOOL ATTENDANCE .....	37
The Student and Parent Signature Page .....	38

## Concord Middle School

### PEABODY BUILDING

1231 Old Marlboro Road  
Concord, MA 01742

### SANBORN BUILDING

835 Old Marlboro Road  
Concord, MA 01742

Administration: 978-341-2490,  
x-5100

Administration: 978-341-2490,  
x-6100

Guidance: 978-341-2490,  
x-5102

Guidance: 978-341-2490,  
x-6102

Nurse's Office: 978-341-2490,  
x-5158

Nurse's Office: 978-341-2490,  
x-6158

METCO Office: 978-341-2490,  
x-6117

Student Absentee Line: 978-341-2490,  
x-5990

Student Absentee Line: 978-341-2490,  
x-6990

---

No person shall be excluded from or discriminated against admission to the public schools of Concord and the Concord-Carlisle Regional District, for admittance to State and federally funded grant programs, or in obtaining the advantages, privileges, and course of study presented in these schools, on account of race, color, gender, disability, sexual orientation, religion, or national origin. This non-discrimination applies to all persons, whether or not the individual is a member of a conventionally defined "minority group."

## **History of the Concord Middle School**

**Peabody Building** - Opened in January of 1970, the newer of the two middle school buildings is named for Elizabeth Palmer Peabody, educator and author. Born in Billerica, Massachusetts in 1804, she lived a long life filled with accomplishments in education and literature. She founded two private schools in Boston and Lancaster and began the first American kindergarten in Hamburg, Germany. In addition, she published numerous textbooks of grammar and history.

A contemporary and close friend of Emerson, Hawthorne, Horace Mann, and the Alcotts, she spent a great deal of time in Concord where she frequently visited and taught for a time at Alcott's Concord School of Philosophy.

Miss Peabody died in Jamaica Plain at the age of ninety. She is buried in Concord near Emerson and Hawthorne.

**Sanborn Building** – Opened in 1965, the name of the first building of the Concord Middle School honors a distinguished former citizen of Concord, Franklin Benjamin Sanborn. Mr. Sanborn was a prolific journalist and author who wrote countless magazine articles and more than ten books. As an educator, he helped found the Clark School for the Deaf in Northampton, Massachusetts and the Concord School of Philosophy. Mr. Sanborn was also a strong supporter of the abolitionist cause and helped to improve conditions for the blind, the mentally ill, the poor and those in prisons.

Mr. Sanborn was born in Hampton Falls, New Hampshire in 1831 and died at the age of eighty-five in Plainfield, New Jersey.

## **A Message from the Principal**

Welcome sixth grade students and parents to a very exciting year, and welcome back seventh and eighth grade students and parents. At Concord Middle School, we strive to create a school climate that nurtures and challenges the students. At the end of three years, students should develop the skills they need to understand the world around them. They should also have the ability to communicate their own perspective about that world. It is this perspective--this voice-- that will give our students the independence to stand up for what they believe in and the empathy to respond to and learn from others.

This handbook is designed to give you a sense of the opportunities that we offer and help you take advantage of them. Please read it carefully and feel free to contact me if you have any comments or questions.

Middle school is a great adventure, filled with difficult challenges and amazing opportunities. I feel privileged to participate in this adventure with you. I look forward to working with you.

Arthur Unobskey, Principal

## **Concord Middle School Mission Statement**

All Concord Middle School staff members are committed to creating an environment and programs that will foster the following student outcomes. These outcomes emanate from our basic values that permeate everything we do. Students will acquire developmentally appropriate skills and knowledge suitable to the challenges of a changing world. Students will have the confidence to value themselves and others, to recognize their own strengths and weaknesses, to take risks, and to accept constructive criticism. Through successful and varied learning experiences, students will develop lifelong curiosity and enthusiasm for learning. Students will recognize that achievement of true value results from commitment and effort. Students will show concern and caring for themselves and others and will develop a sense of social responsibility upon which they are willing to act. Students will respect and appreciate human differences.

CONCORD MIDDLE SCHOOL  
Concord, Massachusetts  
May 1990, Revised December 1993

## **Organization of the Concord Middle School**

The Concord Middle School is made up of two separate buildings, the Peabody Building and the Sanborn Building. While some differences exist between the physical structures of the two buildings, the middle school is administered by one Principal and two Head Teachers and the instructional programs are supervised by one group of academic and special area department chairpersons. Under this organizational format, all middle school students participate in the same courses and activities without regard to their building assignment.

**Grade Level Houses** - The staff and students of the Concord Middle School are divided into grade level "houses" in each of the school buildings. A "house" consists of approximately one hundred-and-ten students, four academic teachers (one each in English, math, science and social studies), a guidance counselor, a Sped teacher, and foreign language teachers.

We believe that the house system of student organization enhances the quality of the total middle school program. Experience has demonstrated that the house teachers are better able to concentrate their collective efforts to effect positive student development. In addition, the house structure facilitates home and school communication.

**Student Grouping** - The middle school is committed to student organization that is primarily heterogeneous. The total population of a house and a building, therefore, should represent the full range of student abilities, interests, and needs of the entire school. The exception is a homogeneous grouping plan in mathematics in grades seven and eight. In this academic area, students are placed into levels. Student level assignments are recommended by math teachers based on student performance. It is important to note that math level assignments are flexible and may be changed during each school year when student performance indicates a need for a math level change.

**Comprehensive Arts and Physical Education** - Concord Middle School offers a broad range of Comprehensive Arts and Physical Education courses: Art, Applied Technology, Computer, Health, Family and Consumer Sciences, Music and Physical Education. These courses provide students with the opportunity to acquire and apply the essential knowledge and technical skills of each discipline. The acquisition of this knowledge enhances each student's ability to communicate ideas and beliefs and solve human problems. Classes are multi-sensory. They provide hands-on and inquiry-based experiences that deepen understanding of abstract concepts. Comprehensive Arts and Physical Education provides a model of authentic assessment. The production and performance process leads students to make interdisciplinary and multicultural connections.

## Student Schedule of Courses

Middle school students are expected to attend a full schedule of required courses and activity periods. We believe that the course schedules presented below provide a challenging, yet balanced, learning program for our middle school students.

<u>Course</u>	<u># periods per week</u>		
	<u>6th Grade</u>	<u>7th Grade</u>	<u>8th Grade</u>
Applied Technology	N/A	N/A	2
Art	2	2	2
Developmental Language Arts	1	4 *	4*
English	5	5	5
FACS	N/A	2	N/A
Foreign Language	3	4 *	4 *
Health	1	FACS	2
Instructional Technology	1	N/A	N/A
Math	5	5	5
Music (General)	2	2	N/A
Music Performance/Fine Arts Cycle (pottery, woodworking, theater arts)	2	2	2
Physical Education	2	2	2
Science	5	5	5
Social Studies	5	5	5
<b>Total <u>Required</u> Courses:</b>	<b><u>34</u></b>	<b><u>34</u></b>	<b><u>34</u></b>

\* Students who are assigned to Developmental Language Arts in grades 7 and/or 8 do not take a foreign language.

## **Early Morning and Dismissal**

- 7:55 Students may enter the buildings
- 7:55 Assigned teachers will be in corridor areas
- 8:00 Homeroom teachers in homeroom
- 8:05 Students report to homerooms
- 8:10 All students **MUST** be in assigned homerooms

**All pupils who arrive after 8:15 a.m. are tardy and MUST report to the Office before going to their assigned classroom.**

- 8:20 **First period.** Bells will signal the beginning and end of each class and lunch period during the school day.
- 2:30 Dismissal from last class

## **Tuesday Bell Schedule** (Tuesday is an early release day)

- 1:00 Dismissal from last class

**Note:** Every student must report to his/her regularly assigned classes on time. Any unexcused absence will be treated according to the school's class cut policy.

## Daily Living at Concord Middle School

This handbook section deals with daily living at the Concord Middle School. All students are encouraged to carefully familiarize themselves with this section.

**Attendance** - If you are absent from school, **your parents are requested to call the absence line (Peabody – 978-341-2490, x-5990; Sanborn - 978-341-2490, x-6990) any time before 8:30 a.m.** If you are absent and we do not receive a call, the school secretary or nurse will call your home. No notes will be required after telephone contact has been made with a parent. In case of no telephone contact, however, we will require a written explanation of your absence.

**Truancy** - When a student is truant, the Principal or Head Teacher will assume responsibility for contacting parents at once. Time and work made up will remain the responsibility of individual teachers. Disciplinary action will be the responsibility of the Principal or the Head Teachers.

Please **do not** come to view or participate in after school activities on a day when you have not attended school. If you and your parents feel it is a necessity, you must contact the Principal or Head Teacher **in advance**.

**Missing School for Family Trips** - The middle school administration and staff remind parents and students that students who take vacations while school is in session disrupt not only their education but the education of their classmates because the class is altered for that period of time. We ask that parents make every effort to avoid taking students out of school while school is in session. The school cannot provide advance homework when students and their families vacation during times when school is in session. While the school does advocate quality family time together, the school cannot assume the responsibility of attempting to compensate a student's lost time in classes by advance homework assignments or duplicate instructional information because of a trip.

**Visitors** - Because of safety concerns, student visitors are only welcomed to the school if they are prospective students at Concord Middle School. These guests must obtain administrative approval before attending school

**Tardiness** - All students are required to arrive at school on time. All students should move towards homeroom at 8:05. Attendance is taken at 8:10. Students arriving after **8:10** will be marked "tardy." **If a student is late, he/she must check in with the school secretary and receive a written pass to class.** Students will be expected to make up any work missed due to tardiness. Repeated tardiness will result in disciplinary consequences

**Dismissals** - Occasionally, it becomes necessary for a student to be dismissed early from school. Appointments or illness are frequently the reasons for such dismissals. All students who have to be dismissed must follow the following procedure:

### ***1. Dismissal Because of Appointment***

- a. Student must present a note to the Office signed by parent/guardian that explains the reason for the dismissal and includes the date and time of dismissal.
- b. The Office records the dismissal time on the daily attendance bulletin.
- c. It is the responsibility of the student to tell the teacher they are being dismissed.
- d. At the time of dismissal, the student reports to the Office where the parent will plan to meet the student before dismissal.
- e. If the student does not bring in a signed dismissal note, the student **MUST** wait in class until a parent or guardian comes in to the Office to sign them out. At that time the student will be called down to the Office.
- f. No student can leave the school until the parent/guardian signs them out. In order for another adult (such as a child care provider) to pick up the student, the office must have received previous written permission from the parents for that designee to pick up the student.

### ***2. Dismissal for Reasons of Illness***

If a student is feeling ill during the day and feels the need to go home, the student must report to the Nurse's Office for evaluation. A student should not telephone a parent/guardian and request to be picked up. The Nurse will contact the parent/guardian and request transportation for the student. The parent/guardian will come in to the Office to sign the student out and to talk to the Nurse if necessary.

**Physical Education Excuse from Class** - Physical education is a requirement for all students. However, there are circumstances which prevent students from participation on a short-term or long-term basis. A student is required to have a note from his/her doctor when he/she is unable to participate. The note should be given to the nurse and physical education teacher.

While there are no gym uniform requirements, students must come prepared with sneakers and appropriate clothes for each physical education class.

**Lunch** - In our cafeteria you may purchase a hot lunch, snack bar items, or milk to supplement a lunch you bring from home. Students are to abide by the decision of the supervisors in regard to seating arrangements and other concerns. Students must eat during assigned lunch periods. Conversations at the tables should be carried on in a quiet, pleasant manner. Students are assigned as weekly Table Captains on a rotating basis. A Table Captain is responsible for cleaning a set of tables after students are finished eating and making sure all chairs are pushed in. Under acceptable weather conditions, students may report to the designated outdoor area for the remainder of the lunch period. Permission is required to leave the cafeteria.

**Lunch Money** - To ensure your student has a good lunch each day, you are encouraged to purchase the pre-paid lunch card available through our Food Services Department 978-341-2490, x-8165.

**Lunch Detention** - Students may receive lunch detention for many different reasons (i.e. inappropriate behavior in the hall-ways, in-class disruptiveness). The student will buy his/her lunch

and immediately come to the Office, to remain until lunch period is over. There will be no associating with other classmates during this time.

**After School Detention** - After school detention is held from 2:30-3:30 p.m. Students will take the 3:40 p.m. late bus home. Any outside activity scheduled for the ‘detention’ day is **not** an excuse for not staying for detention (i.e., sports practice, game, etc.). Failure to report for detention will result in an additional day of detention and a phone call to parents.

**Telephone** - On a limited basis, students are allowed to use the phones in the Main Office to call home.

**Corridor Passes** - Students who have a need to go anywhere in the building, except at regular passing times, must have a corridor pass that is plainly visible and properly authorized by the teacher whose room the student is leaving. If a student has made arrangements to go to another teacher for purposes of make-up, etc., the student must obtain a corridor pass authorized by the teacher to whose room the student is going.

**Lockers** - During the first week of school, students are assigned a locker in homeroom. This provides a place for them to store their books, lunch, etc. Students are asked to please keep it neat, orderly and **LOCKED**. Only school-issued combination locks may be used on lockers. A charge of \$5.00 will be due if the student loses the combination lock. **Students are reminded that the lockers belong to the school; therefore, school officials may search lockers when they believe it is in the interest of the health and safety of the student body.**

**Books** - Students are responsible for the care and the return of all books, materials, and/or equipment issued by the school. Charges will be assessed for cost of replacement of lost, damaged or destroyed materials.

**Homework** - Homework is an important part of student activities at Concord Middle School. Teachers design homework carefully to either prepare students for classroom activities/discussion or to reinforce what they learned during the day. In the longer term, it is directed toward ensuring that students develop mastery of the material required by the curriculum and the state’s educational frameworks. It also prepares them for the increased academic demands of upper grades.

Consistent homework completion in the Middle School helps your child establish a successful study routine that will keep him or her in good stead throughout high school and post -high school education. Students should expect homework in at least four of their five core subjects each night Math, English, Science, Social Studies and Foreign Language. Occasionally there are also assignments in other subject areas. The Middle School requires that in addition to their homework, students read an “outside reading book” regularly. Their core academic teachers will help them select their outside reading book.

The school normally does not provide time during the regular school day for students to work on home assignments. Therefore, it is very important that the time spent on studies at home be used profitably. Good homework habits contribute to successful study. Select a regular time and a suitable place to do homework.

If your child appears to have too much homework, please consider the following before you call your child's teacher:

- Check your child's assignment notebook to verify that homework is properly recorded, including specific assignments and their due dates. (Some students write down assignments on the date they're assigned, not the date they're due.)
- Help your child to prioritize and allot appropriate time to assignments. Some students can spend hours embellishing a poster or revising a single paragraph.
- Help your child to plan for work that is assigned and due at some future time. Some students may wait until the night before a project is due and then be overwhelmed.
- House teachers give appropriate amounts of homework. If your child is spending an inordinate amount of time on homework, please consult with your child's teacher if the problem appears specific to a particular class, or call the Guidance Office to set up a meeting with the House teachers to discuss the individual needs of your child.

If your child appears to have too little homework, please consider the following:

- Make sure that your child understands that homework is not optional.
- Help your child to plan for work that is assigned and due at some future time. Your child may say there's no homework because nothing is due tomorrow; in reality, there may be several assignments due later in the week that he or she should be working on.

**Forgotten Homework** - The school does NOT accept homework faxed to the Office or e-mailed directly to the teacher. If a student forgets homework, they may use the school phone to call home. If forgetting homework occurs too often, the privilege of using the school phone will be denied. If the homework is brought to the Office, it will be placed on the counter. It is the student's responsibility to come in and pick it up. Individual teachers will provide their policy on accepting late work.

**Make-up Work** - Students are given a reasonable time to make up work missed as a result of absence. If a student is absent for an extended period, it is their responsibility to make arrangements for make-up work with their teacher. During a one- or two-day absence, students must secure assignments by telephoning classmates. For longer periods of absence, assignments and books may be secured by calling the Guidance Office. Teachers are not expected to furnish assignments in advance if students are planning to extend vacation beyond the official school holiday closing. Students must take full responsibility for making up such work upon their return.

**Parent Concerns** - If a parent has a concern related to his or her child, please contact the staff member directly involved where it can be most effectively addressed. If the concern is not effectively addressed, please contact the Head Teacher of the building and then the Principal. If you have made these contacts and the concern still exists, please contact the district's Assistant Superintendent.

## **Reporting Student Progress**

**Interim reports** are sent by individual teachers at the middle of each term. The Interim Report usually is intended to report any extreme changes in student performance in a particular subject. Parents and students should not expect to receive an interim report each mid-term. However, during the first term, all students receive interim reports in all academic subjects. Teachers use the Interim Reports to highlight significant progress or to report a decline in performance.

**Report cards** are *given* out three times a year. Each department determines the categories that it wishes to grade its students, i.e., reading, spelling, homework, work habits, conduct, etc.

**Parent conferences** may be requested at any time throughout the year by parents, teachers, or counselors. Although such conferences are optional, the Middle School strongly advocates the conference format for reporting and regularly conducts such conferences throughout the year. Please refer to the Program of Studies for further information about parent conferences.

**Moving/leaving Concord Middle School** - Parents should notify the Main Office in writing when a student leaves the middle school or has a change of address and/or telephone number (either home number or parent's work number).

## **Awards**

**Rotary Awards** - This award is given in each subject area to a student in each house, at each building, at the end of the eighth grade year recognizing outstanding scholarship.

**Philip A. Jones Award** - The Philip A. Jones Award is given to a student in each eighth grade house each year in memory of Philip Jones who taught at the Concord Middle School for twenty years - his entire career. Mr. Jones' ideal, as a teacher, was to have all students work to their potential and make the most of their abilities. Being the top student or the bottom student wasn't important. What mattered was putting forth a consistent, honest effort and becoming a better learner and better person. Therefore, the Philip A. Jones Award is voted by the teachers and given to the student who best exemplifies these values.

**Principal's Recognition List** - The Middle School Principal has established the Principal's Recognition List. Specifically, students will be recognized by a letter from the Principal at the end of each trimester. To qualify, students must attain grades of B- or better for every grade received on their report cards.

**Joseph D. Tolwinski Memorial Award** - This award is an annual recognition to be given to a seventh grade CMS student in each building who best demonstrates:

- kindness and generosity of spirit towards others
- supportive and encouraging behavior towards classmates
- an enthusiastic and spirited approach to life
- a striving to be one's best

In addition to formal recognition, the award confers eligibility for a scholarship to support a summer or near term educational/enrichment experience

**Faith H. Trela Award** - This award is given each year in memory of Faith Trela, a former teacher at CMS. This award goes to a sixth grade student in each building who, for reasons other than desire for popularity or self interest, best exemplifies generally unselfish and consistent helpfulness and caring for other students.

**Nick Ressler Award** - This award is an annual recognition given to an eighth grade CMS student in each building who demonstrates:

- A renaissance spirit: The pursuit of excellence in the arts, academics, and athletics.
- Inspiration for peers
- Leadership qualities

In addition to a plaque with formal recognition in each building, the award will include a monetary scholarship for a summer enrichment experience in the arts (musical, visual, or dramatic), academics, athletics or leadership.

**Morton R. Seavey Award** - The Seavey Award was established by the faculty in 1966 in honor of Mr. Seavey, who was a Principal in Concord from 1937 to 1965. The award goes to a member of the eighth grade, voted by the faculty as having made outstanding contributions in the areas of service, leadership, character and loyalty. One such award is given in each of the two middle school buildings.

## Health and Safety

**Philosophy** - Effective management of health care needs requires a partnership among the student, the parent(s) or guardian(s), the primary care provider, and the adults who work with the student at school. The school nurse works closely with all disciplines to coordinate the resources of school, home and community as they pertain to the total health of individual students.

The school health nurse has the responsibility to provide emergency care, health maintenance and health guidance for the students and staff.

The school's responsibility for the administration of emergency care is primarily limited to first aid. First aid is defined as the immediate and temporary care given in order to prevent further injury until medical care may be secured. All medical treatment is considered outside the province of school responsibility. Transportation, except for emergencies, is the responsibility of the parent or guardian. If you are unavailable by phone during the day, it is essential that the school have current emergency numbers. **Transportation for a sick child must be available.**

**Immunization Requirements** - The Massachusetts Department of Public Health requires that all school children be properly immunized. All students who are new to Massachusetts schools must also comply with this requirement. The only exceptions are for religious or medical reasons, and a signed statement by the parent/guardian or health care provider must be on file in the school health record.

The school nurse will notify parents/guardians of students with incomplete records immunization records during the spring of the 6<sup>th</sup> grade. Immunizations must be completed prior to entry into 7<sup>th</sup> grade, or students will be subject to exclusion. In addition, any student with incomplete immunizations who is exposed to a vaccine preventable disease such as Varicella (chickenpox) may need to be excluded from school for a period of time after exposure. The following immunizations are required for school entry:

1. Measles Vaccine (MMR) - All students entering seventh grade are required have 2 doses of measles vaccine.
2. Diphtheria, Pertussis, Tetanus Vaccine (DPT) - All students entering seventh grade are required to have one booster dose of Td or Tdap if it has been 5 years or more since the last dose.
3. Hepatitis B Vaccine - All students entering seventh grade are required to have 3 doses of hepatitis B vaccine.
4. Varicella (chickenpox) - All students entering seventh grade are required to have one or two doses of varicella vaccine or physician certified reliable history of chickenpox disease.

**Physical Examinations** - The Massachusetts Department of Public Health requires physical examinations of students during the first year after entrance into the public school system or within six months before entrance. A student transferred from another school system shall be treated as an entering student unless health records are transferred showing that there has been adequate health appraisal in the school year of transfer. Exemptions are allowed for religious reasons and a signed statement by the parent/guardian must be on file in the health record.

Students in the following grades must have a current physical examination on file in the Health Office:

1. All students entering seventh grade. It must be dated after January 1st of the entry year. Notification of physical examination and immunization requirements will be distributed to all students in grade 6. Entering seventh grade students who do not have a current physical examination on file may be excluded from school, per state law.
2. All middle school students who intend to participate in an interscholastic sport. The physical examination must be on file, and the student must sign up for the sport at least 2 school days before the first tryouts. Students will sign-up for sports at lunchtime or in the Main Office of both the Sanborn and Peabody buildings. If the school nurse receives a current physical prior to try-outs and the student has signed up properly, then the student can try out.

Physical exams for interscholastic sports are valid for 13 months after the date of the examination. There will be no doctor extension letters allowed per M.I.A.A. (Massachusetts Interscholastic Athletic Association) regulations. A physical that is valid on the first day of the sport's season is now valid for the remainder of that sport's season. For example: Fall sports begin on September 10. If a student's physical is dated August 15 of the previous year, it will expire on September 15. The student will now be eligible to try out and participate in the complete fall sport season. He/she will need to get a new physical to participate in a winter sport.

**Medication Policies** - In compliance with the Massachusetts Department of Public Health, all medications to be taken during the school day should be brought to the school nurse by a parent or designated adult. Nurses will only accept up to 30 days supply of medication. Parent/guardian permission must be given in writing. In addition, the following requirements must be met:

1. Over the counter medications - Physician authorization must be in writing for all over the counter medication, including: cough/cold remedies, throat lozenges, and pain relievers such as Aleve. **All medication must be in manufacturer labeled bottles.**
2. Prescription Medications - **All medications must be in a pharmacy labeled bottle** (ask the pharmacist to dispense a duplicate bottle for use at school). For short- term antibiotics or medications to be given for less than two weeks, the parent signature and properly labeled bottle is sufficient authorization. If the medication is to be administered for a longer time, physician authorization must be in writing.
3. Standing Orders - Diphenhydramine (Benadryl) and EpiPen (epinephrine) are available in the Nurse's Office in case of severe allergic reaction. Nurses can administer Acetaminophen (Tylenol) or Ibuprofen (Advil) based on her professional assessment and with written parental permission.
4. Self-Administration of Inhaler Medication - A protocol has been developed to allow the responsible use of inhalers at school. After consultation with the school nurse and the

self-administration form has been signed and understood by both parent and student, an inhaler will be allowed to be carried and self-administered.

5. EpiPen for Diagnosed Anaphylaxis - With signed physician's orders and a completed Allergy Emergency Health Care Plan, a student will be allowed to carry an EpiPen to have available in case of anaphylaxis. Members of the educational team will be notified of the student's diagnosis and EpiPen administration training will be provided. An EpiPen for that student must also be available in the Nurse's Office.

**Health Screening** - In compliance with the Massachusetts Department of Public Health, height, weight, vision and hearing screening is done annually on all Concord Public School students. Postural screening is done annually for all students in grades 5-9. Parents will be notified of any significant findings with a recommendation for medical follow-up and appropriate referral. (If signed documentation of scoliosis screening by student's primary care provider is given to the school Health Office prior to the school screening program, the scoliosis screening exam will not be done in school.)

**School Attendance - Health Dismissal** - The following guidelines are used to determine dismissals and may be helpful for parents to determine appropriate attendance. Keep your child home from school if he or she:

1. has been vomiting during the night
2. has a cold with sneezing and coughing and a persistent runny nose
3. has diarrhea
4. has an oral temperature of 100 degrees or higher
5. has a severe sore throat
6. does not eat breakfast because of a stomach ache
7. has pink blood shot eyes with yellow or green drainage

Please report all illnesses to the school Office before the start of the school day. Parents will be called if students are absent on the daily attendance without notification.

Any student who becomes ill or is injured during the school day **must report to the Nurse's Office**. The student will be dismissed, if necessary, by the nurse after examination and communication with the parent or designated emergency contact person.

**School Accident Insurance** - The Concord School Committee has authorized a school accident insurance plan covering expenses incurred in the event of injury to a student while engaged in school activities. Insurance applications are sent home early in the school year so that parents may choose it, or not, as they please. **The only exception to this is that the school insurance MUST be purchased by all students who are taking part in the football program.**

**Fire** - As part of our safety program, the Chief of the Concord Fire Department requires a report of fire drills held in each of the school buildings. These fire drills must be taken seriously and there are hard and fast rules which must be followed without exception.

When the fire signal is sounded, a teacher will lead each class from the building in a single line. There will be no running or talking during fire drills. All students will gather by homeroom classes in a pre-determined spot. If a student is in a hallway or on a stairway when the alarm sounds, he/she should go directly from the building by the nearest exit and then report to his/her homeroom teacher when he/she is in the pre-determined location. It is important because each homeroom teacher must account for every student. The drill does not end until all students have returned to their room with their teacher. The Fire Chief, Principal or Head Teacher will notify the teachers when the drill is over. Directions for leaving the building are posted in every room.

The school conducts other types of drills throughout the school year in order to ensure that students are prepared for other types of emergencies. Feel free to contact the Principal or Head Teacher if you have any questions regarding emergency drills.

**Other Safety Factors** – Science, art, woodworking, physical education, applied technology and FACS teachers stress safety factors in using certain pieces of equipment that, if used improperly, could result in injury. Be sure that your child understands and abides by these written and unwritten guidelines which will be stressed during the year.

## **Transportation**

**Buses** - Many students ride the bus to school. Bus transportation of students is a privilege which carries with it a great many student responsibilities. This means that any student's misconduct while riding the bus to and from school will result in disciplinary action which may range from temporary loss of student bus privileges to suspension from school.

**Changing Buses** - Students will not be permitted to "swap" buses leaving school to ride to after school activities such as visiting friends, taking music lessons, or attending non-school recreational events without a bus pass which is issued in the Main Office in both buildings. **Written** notes from the parent/guardian of **both** students affected must be received by the secretary upon the student's arrival to school. Bus passes will not be arranged during the day and phone calls home for this purpose will not be made. If a note from both households is not received, a bus pass will not be issued.

Some buses do not have room to carry additional students. Please check with the Main Office for a list of the "No Bus Passes Allowed" bus numbers. Permanent passes will be issued upon the written request of parents/guardians to the Manager of Transportation (c/o Concord-Carlisle High School), and with the understanding that there will be no changes in established routes, time schedules, or designated stops. In addition to the above mentioned reason, students may be transported on other than regularly assigned buses for the following reasons: When they are going to babysitters or day care centers as a 'permanent' year-long arrangement, **or** in the case of family hardship or an emergency situation to be evaluated on an individual basis by the Manager of Transportation. All requests should be made in writing to the Manager of Transportation forty-eight hours in advance.

**Late Bus** - Late buses are provided for students who take part in athletic programs and other after-school activities, and for those who are asked to remain after school for extra help or for disciplinary reasons.

**Late Bus Times** – 3:40 p.m. on all days (EXCEPT TUESDAYS) there is a limited, late bus (between the middle school and CCHS). A bus picks up students at Peabody, and then goes to Sanborn, where both buses depart from different routes to CCHS. If you live along the way, you may request the driver to let you off at a convenient point, otherwise the buses take you to CCHS.

4:40 p.m.: This is the “late, late” bus (EXCEPT TUESDAYS) for students taking part in athletic programs, dramatics, etc. It goes to CCHS and from there; the various buses cover the entire town.

**The following conduct and safety issues are reprinted from the Concord Public Schools Transportation Department Handbook. Students should review these items.**

**Conduct on Buses** - All rules and regulations of conduct which are enforced in school apply to students traveling in school buses. The school system is responsible for the conduct of its students while using the transportation system as much as when they are in a school building.

**To School** - Students should board one at a time and be seated promptly. Everyone must be sitting down before the bus moves away.

- All students will get on/off vehicle at their regular assigned stop.
- Students should arrive at the bus stop five minutes before the bus is scheduled to arrive.
- Students should wait off the road, lined up in an orderly and safe manner.
- When the bus arrives, students should load one at a time, using handrails and going directly to a seat.
- Once seated, students should remain in their seats until the bus arrives at school and comes to a complete stop.
- Students should go directly into the school, or school yard, without loitering in the bus loading zone.

**To Home** - On the return trip:

- Students should remain seated until the bus comes to a full stop.
- Students who are crossing the street are to walk approximately ten feet in front of the bus so they can be seen by the driver and wait there until the patrol member tells them it is safe to cross.
- If no patrol member is assigned to the bus, the driver will signal when it is safe to cross.
- The students should then cross all the way over so that they are out of the street.
- Students who are staying on the same side of the street are to exit straight out from the bus door to the sidewalk or other point several feet away from the bus and stand there until the bus pulls away.
- Students should **NEVER** walk alongside the bus or attempt to retrieve objects from the ground near the bus. If they drop something, they should wait until the bus pulls away before picking it up.

In addition, the following rules apply:

- General conduct expectations of school apply to the bus.
- No standing up while the bus is moving.

- No fighting, horseplay or loud conversation.
- No arms, heads or objects placed outside the bus.
- No litter thrown on the floors or out the windows.
- No objects placed in the bus aisles or in front of the Emergency Door.
- No eating or drinking will be permitted on the bus.
- Strict adherence to the instructions of the driver.

**"Carry On" Items** - Only items that can be stored under a bus seat or in a student's lap are allowed on the bus.

**Skateboards, Rollerblades, and Ice Skates** – Skateboards, rollerblades, scooters, and ice skates **are not allowed** on the bus unless they are packed in a bag. Furthermore, students may not use these items on school property.

**Bicycles** - If you ride your bicycle to school, lock it securely in one of the racks provided on the school grounds. You are not allowed to use your bicycle on the grounds during the school day. Unauthorized use of a bicycle belonging to someone else is not permitted.

**State law requires bicycle helmets for all children 12 years and under and we strongly urge all bicycle riders to wear helmets.**

Students who have to bring large musical instruments, ski equipment, or the like, must make other transportation arrangements. These items **will not** be allowed on the bus.

Fish bowls, cages or live animals **are not allowed** on the bus.

## **No School Signal**

Sometimes it is necessary that school be called off or delayed when weather conditions are too bad for safe travel. The town fire alarm system will signal 2-2-2-2 for no school and 6-6-6-6 for a delayed opening in all sections of town on such occasions. Radio reports of "no school" or "delayed opening" may be heard on radio station **WBZ**.

## **Concord Middle School Code of Conduct**

**Overview—Promoting A Healthy and Nurturing School Climate** – Our goal as educators is to help students develop the empathy, self-confidence, and the sense of responsibility that will enable them to make valuable contributions to their community. To create a school climate that enables students to thrive, take chances and learn from mistakes in a safe environment, the CMS staff has developed clear rules for behavior that the staff enforces consistently. When discipline is necessary, we impose it carefully and thoughtfully. The goals of any disciplinary actions are to ensure a safe school and to enable students to reflect on mistakes. After giving them the opportunity to reflect, the staff makes the strongest effort possible to ensure that they develop good decision-making skills. It is the intent of the school to maintain open communication with parents.

**Special Note on Dangerous Behaviors:** In order to ensure safety, Concord Middle School has established a protocol when a student is exhibiting dangerous behaviors. If a student threatens to self-injure, does self-injury, or threatens the safety of someone else, the school requires that the parent pick up the student immediately and take the student to a medical doctor or a mental health professional. In order for the child to return to school, the school can require from a mental health professional or medical doctor a written recommendation that the child is able to reenter. Our goal is to be an active participant in a coordinated effort with the child's family and mental health professional or medical doctor to ensure the successful reentry of the student.

**Special Note on Bullying and Harassment:** CMS's code of discipline is based upon the belief that students can only blossom in a safe environment. Therefore, the school's staff is committed to providing support for those students who are targets of harassment or bullying. We also strive to create an environment where bystanders of bullying or harassment can learn how to ensure student safety by asking for help from adult staff members. After the rules section below, the Handbook describes in detail what constitutes bullying and verbal and sexual harassment. It is critical that parents and students read these sections carefully in order to ensure that students fully understand their responsibilities and rights as members of the CMS community.

**Please keep in mind that all school rules apply not only to activities within the school, but also to any school-sponsored activities, whether on school property or not.** Furthermore, the school reserves the right to discipline a student if an action at a non-school activity causes a substantial disruption at a school activity.

## **Disciplinary Process**

Having a clear disciplinary process helps the staff ensure that Concord Middle School is safe. Every student in the Concord Middle School is responsible for knowing and for complying with the above rules and regulations during all curricular, co-curricular, and special activities sponsored by the school on school property, or property governed by the school or during school activities off school property. A student who violates these rules and regulations is subject to immediate corrective responses. Depending upon the nature and severity of the violation, a student will be required to make restitution for damage or theft of property or will be detained during and/or after school. In serious situations, the students will suffer suspension and/or withdrawal of his/her privilege to participate in certain curricular, co-curricular, or special activities for a designated period of time, and/or he/she will be required to follow a modified program of studies. Suspension from school is only instituted when the school has exhausted other avenues or an action is particularly serious.

When a student faces possible suspension, the school follows state mandated requirements for due process. The disciplinary procedures set forward below are in accordance with Chapter 71, Section 37H of the Massachusetts General Laws which states the following:

“Each school district’s policies pertaining to the conduct of students shall include the following: disciplinary proceedings, including procedures assuring due process; standards and procedures for suspension and expulsion of students; procedures pertaining to discipline of students with special needs; standards and procedures to assure school building security and safety of students and school personnel; and the disciplinary measures to be taken in cases involving the possession or use of illegal substances or weapons, the use of force, vandalism, or violation of another student’s civil rights.”

## **The Disciplinary Conference**

Before a student is suspended, s/he will attend a Disciplinary Conference that her parents are invited to attend that will follow the procedure below:

A. Prior to the Disciplinary Conference:

1. The administration will notify parents and inform them of the allegation.
2. The Administration will conduct an investigation and gather information. Sources of information may come in the form of...
  - a student’s confession.
  - corroboration of the story from two or more student sources.
  - a staff member’s testimony.

B. At the Disciplinary Conference:

1. The administration will present the information it has gathered related to the alleged infraction.
2. The student and parents will have a chance to respond to the allegations.
3. The administration will determine the appropriate discipline based on the investigation, the disciplinary conference, and other sources of information.

C. Appeals Process: If the parent wishes to appeal the decision of the Principal in regards to the suspension, s/he may appeal in writing to the Assistant Superintendent within 10 school days of the decision.

### **Post-Suspension Re-Entry Process**

Prior to re-admission a follow-up conference with the parent/guardian, student, and guidance counselor will be arranged as soon as possible. Our goal is to welcome students back with support and guidance.

## Concord Middle School Rules

### **Rule 1: Students may not bring, possess or use any dangerous weapons at school.**

These objects include, but are not limited to, knives and guns.

**Why:** It is a violation of MGL, Ch.71, Section 37a. See page 30.

**Consequence of Violation:** The Concord Police Department is immediately notified. The student may be subject to expulsion from the school district by the principal.

### **Rule 2: Students may not possess or use drugs.**

**Why:** It is against state law for a person under the age of 21 to buy or possess alcohol or drugs.

The use of drugs or alcohol is dangerous to students' health and impacts their ability to learn.

**Consequence of Violation:** The Concord Police Department and parents are notified immediately. The items are confiscated.

### **Rule 3: Students may not bring tobacco or tobacco products to school or have them at school.**

**Why:** It is a violation of state law and school policy to bring or possess tobacco products on school property.

**Consequence of Violation:** The items are confiscated, the Concord Police Department and parents are notified immediately, and the school administration conducts an investigation. The school then invites parents and the student to a Disciplinary Conference. If, at the Disciplinary Conference, the administrator determines that the violation occurred, the administrator may suspend or expel the student from school.

### **Rule 4: All fighting is forbidden.**

**Why:** Every student should feel safe. Students may get injured when they fight, and there are better ways to resolve differences.

**Note:** Students may not participate in a fight under any circumstances. The student will face discipline whether or not he or she started the fight.

**Consequence of Violation:** If a student is suspected of fighting the school administration conducts an investigation. If suspension is a possibility, the school then invites parents and the student to a Disciplinary Conference. If, at the Disciplinary Conference, the administrator determines that the violation occurred, the administrator will suspend the student from school.

### **Rule 5: Bullying and harassment or threats of bullying or harassment are strictly forbidden (see below for definitions).**

**Why:** Bullying or harassment hurts students and staff and is extremely destructive to the school climate.

**Consequence of Violation:** If a student is suspected of harassing or bullying another student or staff member, which includes making threats of violent actions, the school administration conducts an investigation. If suspension is a possibility, the school then invites parents and the student to a Disciplinary Conference. If, at the Disciplinary Conference, the administrator determines that the violation occurred, the administrator may suspend the student from school.

**Note:** If a student has made a threat of physical harm to another student or to him/ herself, the school requires that the student see a medical doctor or medical health professional prior to her/his

return to school. In order for the child to return to school, a medical health professional or medical doctor must provide a written recommendation that the child is able to reenter. The doctor, family and school will collaborate to develop an appropriate plan for helping the student to manage his/her behavior in the future

**Rule 6: Students may not bring objects that mimic weapons or dangerous objects to school.**

This includes, but is not limited to, “toy” guns, water pistols, knives, matches, laser pens or laser key chains.

**Why:** It is a violation of school policy and creates an unsafe environment.

**Consequence of Violation:** The student may be subject to suspension.

**Rule 7: Students may not damage school, staff, or student property. Students may not write on walls, desks, lockers, bathroom stalls, etc.**

**Why:** Vandalism is a violation of state law, and destructive to the school climate.

**Consequence of Violation:** If a student is suspected of violating Rule #7, the school administration conducts an investigation. If suspension is a possibility, the school then invites parents and the student to a Disciplinary Conference. If, at the Disciplinary Conference, the administrator determines that the violation occurred, the administrator may suspend the student from school.

**Rule 8: CMS students may not go through the locker or bag of another CMS student or the property, desk or cabinet of a CMS staff member without his/her permission.**

**Why:** This behavior is a violation of the student’s or staff member’s privacy.

**Consequence of Violation:** If a student is suspected of violating Rule #8, the school administration conducts an investigation. If suspension is a possibility, the school then invites parents and the student to a Disciplinary Conference. If, at the Disciplinary Conference, the administrator determines that the violation occurred, the administrator may suspend the student from school.

**Rule 9: Students may not copy the work of another student or another source without giving credit to that source or allow another student to copy his or her work.**

**Why:** In order for teachers to be able to help their students, teachers must be able to trust that students are completing their own work.

**Consequence of Violation:** The student’s parents will be notified. After the first violation, teacher has the discretion to determine how it will affect the student’s grade. After a second violation, an administrator is called and a parent conference is arranged.

**Rule 10: Students must wear appropriate clothing at all times to school.**

**Why:** Clothing cannot be a distraction to the learning process and purposes of the school. While choosing one’s clothing is a personal decision, and involves a combination of taste, trends, and common sense, CMS makes a clear distinction between clothing items that are appropriate for outdoors or for a beach, and clothing that is appropriate for a school. Regardless of current styles, the following guidelines should be used:

- Tank tops are allowed only if the straps are 2 inches or more in width.
- Shorts and skirts should cover the majority of the thigh (no shorter than your fingertips).
- No underwear should be showing (includes bra straps, boxers, briefs, etc.).
- T-shirts with inappropriate language or logos are not allowed.

- Shirts should provide adequate coverage. The student should be able to bend over comfortably without exposure. Midriffs should be covered.
- Mesh t-shirts are prohibited.
- Hats cannot be worn in the school building
- Proper footwear should be worn at all times

**Consequence of Violation:** If a student is inappropriately dressed, a staff member will send him or her to the Main Office to change. If necessary, the school will supply appropriate clothing for the student. Repeated violations of the dress regulations will result in disciplinary action.

**Rule 11: Students may not use or have electronic devices visible during the school day.**

**Why:** These devices can be extremely distracting for students.

**Note:** These devices include MP3 players, electronic games or cell phones. If a student needs a device for educational purposes, the student can get the administration's approval.

**Consequence of Violation:** The items may be confiscated, the parents may be called, and detention may be imposed.

**Rule 12: Students may not skip class.**

**Why:** The school is responsible for the welfare and safety of students during school time.

**Consequence of Violation:** If a student skips a class, the student's parents are called and a disciplinary conference will take place.

**Rule 13: Students may not cause a disruption to school, on the school bus, or at any school-sponsored activities.** Disruptions include, but are not limited to behaviors such as disrespectful behavior to staff or students, pushing, shoving, fighting, wrestling, "play-fighting," running, making loud noises or any other disruptions that interfere with the educational process in the school.

**Why:** The above actions interfere with learning.

**Consequence of Violation:** Depending on the severity, a classroom teacher may discipline the student by holding them for lunch detention, after-school detention, or refer the student to administration. If the disruption is more substantial or ongoing, the student is referred to an administrator and the administrator determines what discipline is appropriate for the student. A student may be suspended if the behavior is repeated over time or is severe enough. If suspension is a possibility, an administrator will invite the parents for a disciplinary conference. At the conference, the administrator will determine appropriate disciplinary measures.

## **Bullying: Explanation**

A student is being bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more students.

- A negative action is when someone intentionally inflicts, or attempts to inflict, injury or discomfort upon another.
- These actions can be achieved by physical actions, *threatening drawings*, words and/or gestures.

## **Harassment: Detailed Explanations**

Middle school is often a time when a student's relationships to his or her peers have a profound impact on his or her self-esteem. Therefore, it is extremely important that as a school we do whatever we can to eliminate behaviors that might marginalize students. Our elaborate network of mentoring and counseling opportunities and our rich co-curricular programming give students substantial support in developing a network of peers that can help them blossom as pre- and early adolescents. It is crucial as well, that our rules at CMS protect students from becoming targets of bullying and harassment. Below, we have explained further what we mean by the "harassment" that was briefly described in Rule #5 above. Keep in mind that bullying is harassment that occurs one time.

**Explanation of Verbal Harassment** - Verbal harassment is prohibited at Concord Middle School. Threats or abusive messages, communicated through speech, written notes or over the school's computers are strictly forbidden and will result in suspension. In the past few years, there has been a significant increase in students using home computers to write hurtful messages to other students. While some of this is obviously beyond the ability of the school to control, the school hopes that parents will help the school to keep this kind of unfortunate behavior to a minimum. If the school finds out that students are being deliberately hurtful outside of school, the school will notify the parents of the students involved.

**Explanation of Sexual Harassment** - Sexual harassment is prohibited at Concord Middle School. Sexual harassment includes unsolicited remarks, gestures, physical contact, and display or circulation of written materials or pictures derogatory to individuals because of gender or sexual orientation. In addition, sexual advances (expressed through talk, gifts, written notes), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when such conduct creates an intimidating, hostile, or offensive educational environment not only for the victim but for any witnesses in the community. Because sexual harassment can be so damaging to the school community, some actions that may be considered acceptable outside of school are deemed unacceptable.

Under both Federal and State law, sexual harassment is prohibited by Federal Law, Title VII of the Civil Rights Act of 1964, and by Massachusetts Law, GL.c.151 and 151B. The following list should not be interpreted as a complete list, but rather as examples of sexual harassment.

- A student calls another student offensive names.
- A student sends obscene notes or letters to another student.
- A student spreads sexual rumors about another student.
- A student writes graffiti of a sexual nature about another student
- A student teases or spreads rumors about another student's sexual orientation.
- A student makes repeated and unwelcome sexual advances toward another student.
- A student pulls down the pants or shorts of another student

Reporting Harassment: Any student who feels that he or she has been subject to harassment should approach a staff member with these concerns (any teacher, guidance counselor, or member of the Concord Middle School with whom the student feels comfortable). All such concerns will be brought to the attention of the administration in a manner that protects the dignity of the reporting individual. No individual will be subject to any form of coercion, intimidation, retaliation, interference, or discrimination for filing a harassment report.

Action: All reports of harassment will be investigated by the Concord Middle School administration. Facts will be gathered and discussions will take place. A determination will be made regarding disciplinary action. It is the policy of Concord Middle School to resolve conflicts. When necessary, meetings will be set up among students or groups of students, staff, parents, and mediation teams (as is deemed appropriate).

### **Hazing: Explanation**

A hazing law was enacted by The Commonwealth of Massachusetts and according to the regulations established, every student at the Middle School must receive a copy of the law if he/she participates in any co-curricula function. It should be noted that students and/or school officials who are present during an act of hazing have an obligation to report the incident to local law enforcement authorities. All students are asked to report incidents directly to the Principal or Head Teacher for investigation and further action.

While we experience and foster a supportive and cooperative atmosphere among our student body and staff, it should be noted that any act of hazing will result in an immediate conference with the Principal or Head Teacher and suspension of one (1) to ten (10) days depending on the seriousness of the incident. This will result for those individuals who are identified as participants in such an act and includes physical or verbal hazing.

### **Massachusetts General Law, Chapter 269, Sections 17-19 (as amended by Chapter 665 of the Acts of 1987): An Act Prohibiting the Practice of Hazing and Increasing the Penalties.**

**Section 17** - Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars (\$3,000.00) or by imprisonment in a house of correction for not more than one (1) year, or both such fine and imprisonment.

The term "hazing" as used in this Section and in Sections 18 and 19, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this Section to the contrary, consent shall not be available as a defense to any prosecution under this action.

**Section 18** - Whoever knows that another person is the victim of hazing as defined in Section 17 and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such a crime shall be punished by a fine of not more than one thousand dollars (\$1,000.00).

**Section 19** - Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this Section and Sections 17 and 18; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this Section and Sections 17 and 18 to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this Section and Sections 17 and 18 to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually to the institution an attested acknowledgment stating that such group, team or organization has received a copy of this Section and said Sections 17 and 18, that each of its members, plebes, pledges, or applicants has received a copy of Sections 17 and 18, and that such group, team or organization understands and agrees to comply with the provisions of this Section and Sections 17 and 18.

Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this Section and Sections 17 and 18.

Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this Section and Sections 17 and 18 and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of regents and,

in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such a report.

## **Discipline Policy for Special Needs Students**

To meet the requirements of Chapter 71B, Section 3 of the Massachusetts General Laws, the Concord Middle School will implement the following discipline procedures for special needs students:

1. The Individual Educational Plan (IEP) for every special needs student will indicate if the student can be expected to meet the provisions of the Rules and Regulations for Students at Concord Middle School. If a student's handicapping condition dictates that a student cannot meet behavioral expectations, a modification will be described in the student's IEP.
2. When a special needs student is suspended, the Principal or Head Teacher will notify the student's special education teacher and counselor.
3. If a special needs student accumulates more than five (5) days of suspension in one year, the following will occur:
  - An IEP review meeting will be convened. The TEAM will review the student's IEP and, if necessary, modify behavior expectations if the student's misconduct is believed to be the result of his/her handicapping condition.
  - When it is known that the suspension(s) of a special needs student will accumulate to ten (10) days in a school year, a review of the IEP, as provided in Section 333 of the C.766, Regulations, will be held to determine the appropriateness of the student's placement or program.
  - If the TEAM concludes that the student's misconduct IS RELATED to the student's handicapping condition or is the result of an IEP that was not fully implemented, the IEP will be modified to reflect changes to meet the student's needs
  - If the TEAM concludes that the student's misconduct was NOT related to the student's handicapping condition, or the result of an inappropriate special education placement, and that the original IEP was fully implemented:
  - An amendment to the IEP will be developed and implemented to provide for the delivery of special education services to the student during the period of exclusion;
  - The original IEP will be modified to reflect a long-term plan designed to assure the student's continued attendance in an educational program.

If suspension will result in an exclusion of more than ten (10) days in a school year, immediate written notification of the suspension and request for approval of an alternative plan will be made to

the Division of Special Education through the appropriate Regional Education Center, with a copy to the student's parents/guardians.

In the case of a long-term suspension or the exclusion of a student with special education services, an alternative program will be developed on a limited duration and consistent with the goals and objectives of the student's IEP. Home tutoring is viewed as a last resort of limited duration to be used while an appropriate program is being determined.

## **Offenses That May Result in Expulsion and Procedures for Expulsion**

### **Massachusetts General Law, Chapter 71, Section 37H**

- 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 knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or the school district by the principal.”
- b) “Any student who assaults a principal, assistant principal, teacher, teacher’s aid 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 witnesses at said hearing before the principal.
- After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).”
- d) “Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.”
- e) “When a student is expelled under the provisions of this section, no school or school district within the Commonwealth shall be required to admit such student or to provide educational services to said student. If the student does apply for admission to another school or school district, the superintendent of school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion.”

## **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 requirements of FERPA. The name and address of the Office that administers FERPA are:

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

### **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) –

- i. Political affiliations or beliefs of the student or student’s parent;
- ii. Mental or psychological problems of the student or student’s family;
- iii. Sex behavior or attitudes;
- iv. Illegal, anti-social, self-incriminating, or demeaning behavior;
- v. Critical appraisals of others with whom respondents have close family relationships;
- vi. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- vii. Religious practices, affiliations, or beliefs of the student or parents; or
- viii. 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 screenings, 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 to from the parents to a student who is 18 years old or an emancipated minor under State law.

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

## **CHAPTER 76. SCHOOL ATTENDANCE**

### **Chapter 76: Section 5. Place of attendance; violations; discrimination**

Section 5. Every person shall have a right to attend the public schools of the town where he actually resides, subject to the following section. No school committee is required to enroll a person who does not actually reside in the town unless said enrollment is authorized by law or by the school committee. Any person who violates or assists in the violation of this provision may be required to remit full restitution to the town of the improperly-attended public schools. No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, religion, national origin or sexual orientation.

# The Student and Parent Signature Page

September 2006

Dear Student and Parent(s):

Because the Handbook articulates the framework for our school's culture it is absolutely critical that both you and your parents read the entire handbook carefully. It is important that you read pages 19-26 particularly carefully because they explain our Code of Conduct. If you ever have any questions or concerns, please feel free to speak to the Principal or a guidance counselor. We want Concord Middle School to be a place where you feel safe and where you can shine.

All students and parents are required to sign below stating that you have read the handbook and discussed it. You must turn this page into your homeroom teacher at the beginning of the school year.

Thank you. We are very excited to work with you this school year.

Sincerely,

Arthur Unobskey, Principal

**Directions for the student and her/his parent(s):** Please sign below and then turn in this page to your homeroom teacher at the beginning of the school year.

**We have read the Student/Parent Handbook outlining the school's policies. In particular, we understand the school's policy regarding bullying and harassment and the consequences that will occur if a student is found to have violated these rules.**

**Print Name of Student**

---

**Student's Signature**

---

**Print Name of Parent(s)**

---

**Signature of Parent(s)**

---