

Walsh Middle School



2011 - 2012

Student/Parent Handbook

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Letter from Mrs. Carney

Welcome to Walsh Middle School! At Walsh we strive to bring out the best in every student by developing relationships that offer challenge, compassion, growth, respect, understanding, and communication in a manner that takes into account the many challenges that lay ahead.

Walsh Middle School is a tremendous school that is built upon great kids and a talented staff. At Walsh, we are working hard to provide the very best education to all students and to continuously improve in all areas. We have created grade-based teams that are the cornerstone of a climate that is student-centered, personal, and differentiated. This “small school” feel is complimented by the resources of our large facility.

All Walsh students are encouraged to participate in the numerous after-school clubs and activities offered. Some examples include: Jazz Club, E-Zine, Math Club, and many more. Our intramural program is exciting, competitive, and fun for EVERYONE. Some of our intramural activities include soccer, track, basketball, softball and football. Walsh also has a thriving drama program that includes a drama production and a musical.

This handbook is intended to provide some basic information that will hopefully prove useful to all Walsh students as well as parents and guardians. The school website is also a place to access relevant information throughout the school year.

We hope that everyone has a great year. We are looking forward to it!

Teresa Carney

Walsh Middle School Mission Statement

The community of Walsh Middle School is committed to the academic, social, physical, and emotional development of every student. This commitment is supported by a philosophy based on differentiation, participation, high expectations, cooperation, and respect for all.

The Framingham Public Schools possess these core values:

- A. Learning is the central purpose of school.
 - B. Individuals are responsible for their decisions and behaviors.
 - C. Human differences are respected.
 - D. Collegiality and professionalism characterize the school community.
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Statement of Objectives

- A. To stimulate a spirit of inquiry and a desire for learning that will remain with each person throughout life
- B. To encourage strong, positive parental support and involvement
- C. To reinforce principles of good citizenship and cultural literacy
- D. To teach new skills while reinforcing basic skills
- E. To provide the opportunity for in-depth study in the various curricula areas
- F. To learn how to acquire, organize and analyze information
- G. To develop critical and creative thinking skills
- H. To expose students to diverse areas of study in order to help them recognize individual strengths and talents
- I. To develop a sense of personal responsibility and an appreciation of respect for the rights of others
- J. To promote physical and mental fitness through knowledge of good health and practices of nutrition.

Non-Discrimination Statement

The Framingham School Committee is committed to a policy of nondiscrimination in relation to race, national origin, religion, gender, age, sexual orientation, or recognized disabilities. In keeping with the requirements of Federal and State laws, the Framingham School district strives to remove any vestige of discrimination in employment, assignment, and promotion of personnel; in educational opportunities and services offered students; in their assignment to schools and classes; and in their discipline; in location and use of facilities; and in educational offerings and materials. The Framingham School Committee encourages its staff to improve human relations within the schools, and to establish channels through which citizens can communicate their concerns to the administration.





PUBLIC NOTICE PROTECTIVE REGULATIONS

The Framingham Public Schools does not discriminate based on race, color, age, gender, sexual orientation, religion, ethnic or national origin, disability, veteran's status or any other status protected by law. Grievance Procedures for the district can be found on the Framingham Public Schools website: <http://www.framingham.k12.ma.us>

As related to disabilities, the District complies with the following two Federal Civil Rights Laws:

AMERICANS WITH DISABILITIES ACT

Program applicants, participants, members of the general public, employees, job applicants and others are entitled to participate in and benefit from all Framingham Public Schools' programs, activities, and services without regard to disability.

Copies of this notice are available, upon request, in alternative print formats (large print, audio tape, Braille, computer disk, etc.) Our grievance procedure, self-evaluation, as well as ADA policies, practices and procedures are also available. Inquiries, requests, and complaints should be directed to: Dr. Steven Hiersche, Superintendent of Schools, 31 Flagg Drive, Framingham, MA 01701, 508-626-9117(voice), 508-626-9119 (TTY), 508-626-9126 (Fax).

SECTION 504 OF THE REHABILITATION ACT OF 1973

The Framingham Public Schools complies with Section 504 of the Rehabilitation Act of 1973 which protects the rights of individuals with disabilities in programs and activities that receive federal funding. Section 504 regulations require the provision of free and appropriate public education to eligible students, reasonable accommodations and procedural safeguards. Grievance procedures are available upon request. Inquiries concerning the application of Section 504 may be referred to: Brad Haven, 504 Coordinator, 215 Elm Street, Framingham, MA 01701, 508-626-9128, or to the Office for Civil Rights, Department of Health, Education and Welfare, Washington, D.C. 20201.

The Framingham Public Schools also complies with the following State and Federal Statutes and School Committee Policy:

CHAPTER 622 OF MASSACHUSETTS GENERAL LAWS AND TITLE IX OF THE FEDERAL EDUCATION AMENDMENTS OF 1972

Regulations governing the application of Chapter 622 of the Massachusetts General Laws, Acts of 1971, were issued in June of 1975. Chapter 622 specifies “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 in such public school on account of race, color, sex, religion, national origin, or sexual orientation.” These regulations focus on the services, programs and opportunities offered to students.

The Chapter 622 Regulations address five areas of school policy: school admissions, admission to courses of study, guidance, course content, and extra curricular and athletic activities.

Title IX of the Educational Amendments of 1972 became effective in July of 1975 and is concerned only with discrimination on account of sex, while extending protection against sex discrimination to the employment practices of a school or school district. Title IX states that “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under an education program or activity receiving federal assistance.” Title IX rules and regulations require education institutions receiving federal assistance to adopt a notification policy concerning Title IX.

A copy of this policy and/or any regulations or inquiries regarding Title IX or Chapter 622 may be obtained by contacting, Dr. Steven Hiersche, Superintendent of Schools & Title IX Coordinator for the Framingham Public Schools, 31 Flagg Drive, Framingham, MA 01701, 508-626-9117.

BULLYING

Summary of “An Act Relative to Bulling in Schools” (S. 2323) May 2010

- Establishes the fourth Wednesday in January as “No Name Calling Day” to increase public awareness of the devastating effects of verbal bullying, to encourage students to use positive dialogue and pledge not to use hurtful names on this designated day, to promote tolerance and respect for differences and to reaffirm the commitment of the citizens of the Commonwealth to basic human rights and dignity
- Allows the Board of Elementary and Secondary education to establish statewide academic standards that include instruction in bullying prevention
- Requires that student handbooks include bullying prevention and intervention plans
- Prohibits bullying and cyber-bullying (using public school resources) in and near all public schools and private schools
- Requires public schools to provide age-appropriate instruction on bullying prevention
- Requires public and private schools to develop detailed bullying prevention, intervention and notification plans
- Requires each school district to provide professional development to build the skills of all staff members (including custodians, athletic coaches, bus drivers, etc.) to prevent, identify and respond appropriately to bullying incidents; and requires DESE to provide school districts with a no-cost method for fulfilling this requirement
- Requires school staff to report any instance of bullying or retaliation to the appropriate school official.
- Requires DESE, DPH, DMH, the AG, the MA District Attorneys Association and experts on bullying to publish a model prevention and intervention plan for school districts and to compile a list of bullying prevention and intervention resources, evidence-based curricula, best practices and academic-based research
- Requires school districts to have a policy regarding internet safety measures to protect students from inappropriate subject matter.
- Requires the team developing the Individualized Education Program (IEP) for a student with special needs to include in the IEP the skills and proficiencies needed to avoid and respond to bullying, if necessary.
- Updates certain civil and criminal laws to include cyber-behavior and other technology based or electronic forms of communication.
- Requires DESE to issue a report detailing cost-effective ways to implement the professional development requirements.

- Requires school districts to have their professional development requirements in place before the 2010-2011 school year and to file their bullying prevention and intervention plans with ESE by the end of 2010.
- Requires ESE to publish guidelines for the implementation of social and emotional learning curricula in K-12 before June 30, 2011.
- Establishes a special commission to study bullying and cyber-bullying and to determine whether further legislative action is warranted.

Legal/Constitutional Issues Arising From the Law

Whether there are constitutional and/or other legal challenges to the new law will depend in large part on how it is implemented by local school districts. The Department of Elementary and Secondary Education and other relevant state agencies will be working together to provide districts with implementation guidance in order to ensure the law's effectiveness.

It's important to note that the new law does not criminalize bullying. The law's focuses on prevention and protection of victims, rather than on punishment.

The law did not change the requirements with respect to a school principal contacting the police; school principals already are responsible for determining whether to contact law enforcement officials regarding conduct by students or staff that the principal believes may be criminal in nature.

The new law updates existing criminal laws pertaining to stalking, harassment, witness intimidation and annoying telephone calls to take into account modern forms of communication. These criminal laws are generic and not confined to or even aimed at situations involving schools and students.

Bullying is defined as:

- Repeated Conduct
- Physical or emotional harm or
- Damage to a victim's property
- Hostile environment at school for the victim;
- Infringes on the rights
- Materially and substantially disrupts the education process or the orderly operation of a school

Off- school grounds bullying may be dealt with at school when:

- If it creates a hostile environment at school for the victim or
- materially and substantially disrupts the education process or the orderly operation of the school

Bullying is unacceptable in the school and will be dealt with on a case by case basis. Students will be informed at the beginning of the school year about anti-bullying behavior and how they are expected to conduct themselves. Teachers and adults in the building will report any bullying activities to the administration when it is observed. All bullying behavior will be dealt with and a log discussing the incident and follow-up meetings will be recorded. Discipline may be taken with the aggressors and parents will be notified.

What is bullying?

1. The behavior must be repeated. If a behavior occurs only once, it may constitute harassment, but it is not bullying.
2. The behavior must be unwanted, offensive, threatening, insulting, humiliating, or causes the target to feel so stressed, injured or threatened that it interferes with his/her educational performance.
3. There must be an imbalance of power between the victim and the aggressor.

“Bullying” is a systematically or chronically inflicting physical hurt or psychological distress on one or more students or employees. Bullying may involve but is not limited to:

1. unwanted teasing
2. threatening/intimidating behavior
3. stalking or cyberstalking
4. cyberbullying
5. physical violence
6. theft or destruction of school or personal property
7. sexual, religious, or racial harassment
8. public humiliation
9. social exclusion, including incitement and or coercion
10. rumor or spreading of falsehoods

Here are some differences between bullying and other forms of conflict:

Rough Play:	Fighting:	Bullying:
Usually friends; often will do the same things again	Usually not friends; Typically not repeated	Not friends but will be repeated
Power not an immediate Issue	Power close to equal	Power is not equal
Not about hurting	Trying to hurt each other	Bully is trying to hurt, humiliate
Affect is friendly, mutual	Affect is negative, angry	Affect varies between the victim and bully

How do I file a report of bullying?

There are several methods for reporting suspected bullying incidents:

- You can contact a school by phone and report it to school personnel
- You can make a report in person
- You can complete the Bullying and/or Harassment Form

What happens next?

- Administrators will acknowledge receipt of your report
- A preliminary review of the incident may be conducted to determine need for the investigation
- If warranted, an investigation will be conducted and completed
- Parents of the victim and bully will be notified of the results and the school will take appropriate action

Brief information about bullying:

A leading Norwegian researcher, Dr. Dan Olweus identifies three critical aspects of bullying:

1. Power: The power relationship is inherently unequal. Frequently the bully gains more power and influence among others from his behavior.
2. Frequency: Bullies target children for a number of reasons, often because they can. However, they generally do not stop this behavior with particular children unless adults intervene. It is a recurring, often constant problem for the victim.
3. Intent: Bullies mean to do what they do; generally, they intend to harm, embarrass, or victimize.

Bullying can take many forms; boys and girls tend to bully differently, for example, and generally their methods target whatever the bully's group values the most. Boys are often physical and threatening; girls will attempt to alienate the victim from their social groups. Harassment is any action that can be reasonably interpreted to make a person fearful. It can be a one-time incident.

Causes

In general, bullies are using behavior that they have determined will gain them status and feelings of control. They usually seek out victims they can successfully bully. Victims do not "ask for it" but there is a group of victims who are not socially successful, and may annoy others, perhaps in an attempt to gain attention from their peers. Bullies use this annoying behavior to justify their own actions. To many bullies, their victims were "asking for it."

Trimester Schedule 2011-2012

First Trimester- 60 Days August 30, 2011 – December 1, 2011

Mid-Trimester ends Monday, October 17, 2011

First Trimester closes Thursday, December 1, 2011

Second Trimester-60 Days December 2, 2011 - March 13, 2012

Mid-Trimester ends Tuesday, January 24, 2012

Second Trimester closes Tuesday, March 13, 2012

Third Trimester- 60 Days March 14, 2012 - June 15, 2012

Mid-Trimester ends Wednesday, May 3, 2012

Third Trimester closes Friday, June 15, 2012

* Third trimester reports will be mailed home within two weeks of the close of school.

MCAS Schedule Window

Grade 7 – ELA Composition	March 20
Make-up	March 29

Grades 6, 7 & 8 th Reading Comprehension	March 20 – April 2
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Grade 6, 7, & 8 th Mathematics	May 7 – May 22
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Grade 8 – Science and Technology	May 8 – May 22
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****Dates may change due to snow days.****

Walsh Middle School Evening Events 2011-2012

1. Wednesday, September 21, 2011 – Open House 7:00PM
2. Friday, September 23, 2011- School Dance 7:00PM-9:00PM
3. Sunday, September 25, 2011- Two-Way Picnic 2:00PM
4. Tuesday, September 27, 2011 - PTO Meeting 7:00PM
5. Wednesday, October 5th, 2011- School Council 7:00PM
6. Tuesday, November 8, 2011 - PTO Meeting 7:00PM
7. Thursday, December 1, 2011 - School Council 7:00PM (alternate setting)
8. Friday, December 9, 2011 - School Dance 7:00PM-9:00PM
9. Tuesday, January 10, 2012 - PTO Meeting 7:00PM
10. Thursday, February 2, 2012 - School Council 7:00PM (alternate setting)
11. Friday, February 10, 2012- Winter Musical 7:00PM
12. Saturday, February 11, 2012- Winter Musical 2:00PM and 7:00PM
13. Friday, March 2, 2012- Kids Night Out- 7:00PM-9:00PM
14. Thursday, March 8, 2012 - 5th Grade Open House 7:00PM
15. Tuesday, March 13, 2012- PTO Meeting 7:00PM
16. Saturday, March 24, 2012- Spring Carnival 12:00PM
17. Thursday, April 12, 2012 - School Council 7:00PM (alternate setting)
18. Friday, April 27, 2012- One Act Play- 7:00PM
19. Saturday, April 28, 2012- Spring Drama Festival- all day event
20. Tuesday, May 8, 2012 - PTO Meeting 7:00PM
21. Thursday, May 24, 2012- Concert Band Performance 7:00PM
22. Thursday, May 31, 2012- Jazz Band Performance 7:00PM
23. Friday, June 1, 2012 – Two-Way Graduation 6:30PM
24. Saturday, May 19, 2012 - 5K/Rummage Sale 9:00AM-1:00PM

School Day



Arrival

The school doors open at 8:00 AM each morning. Only the main entrance should be used when students are entering the building. A warning bell rings at 8:10 AM letting all students know that they must be in homeroom. All students must be in their homeroom by 8:15 AM. All students are expected to go directly to their lockers and then to homeroom upon entering the building in the morning. During homeroom, attendance is taken, announcements are given, and daily schedules are reviewed.

At 7:55 AM students who participate in the breakfast program are allowed to go to the cafeteria. Otherwise, no students should be in the building before 8:00 AM without a pass from a teacher.

School Day

During the school day students spend the majority of their time with their academic team. The academic team is made up of a language arts teacher, math teacher, social studies teacher, science teacher, and special educator. Students participate in two classes per day that are “off” team, these classes include World Language (French or Spanish) or Support (special education) as well as health, music, physical education, technology education, art, and drama (seventh and eighth grade). These related arts classes rotate throughout the year.

Dismissal

All students are dismissed at 2:25 PM. At this time, students should go to their lockers to pick-up their belongings and report to their busses. Any students staying after school are to go directly to their assigned location. Students must be at their assigned location by 2:35 PM.

“No School” Days

You should receive a Connect Ed message from the Framingham School Department should school be cancelled or delayed. In addition you may listen for the announcement on the following television and radio stations: radio stations WBZ-1030 AM, WROR-105.7 FM, WSRS-96.1 FM, WXLO-104.5 FM, WBUR 90.9 FM, WSRO-1470 AM, WTAG-580 AM, and TV Stations 4, 5, 7.



Attendance

Tardiness

If you arrive to school after 8:15AM, report directly to the main office. You will receive a late pass from the office. Without this pass you will not be allowed into class. If you come in late for school with a parent/guardian, or have a written excuse from a parent/guardian explaining why you are late, your tardiness will be excused. If you are not accompanied by a parent/guardian and do not have a note, your tardiness will be considered unexcused. If you accumulate three unexcused tardies you will be assigned a silent lunch, after the sixth time an office detention will be assigned.

Absences

Illness and other compelling reasons will sometimes require absence from school. Parents should telephone the school (508) 626-9181 each morning that a student will not be in school. This call should be made before 8:30AM if possible. In cases where an absence is not called in, every effort will be made by the Walsh office staff to reach a parent/guardian to confirm the absence. For this reason, it is imperative that daytime phone numbers are kept current with the Walsh Office.

Unexcused Absences

Parents who plan to take their children out of school for unapproved reasons should understand that teachers are not required to provide schoolwork or to be involved in make-up instruction when the student returns to school.

Excused Absences

Personal illness, death in the family, religious holidays, and court appearances are the only approved reasons for absence from school.

Please be sure to notify the office if your child is going to be absent.

**Please call the attendance line at
(508) 626-9181
between 7:00 AM and 8:30 AM.**

Lunch



Cafeteria Guidelines

Costs:

Breakfast: \$1.50

Lunch: \$2.75

Milk: \$0.60

Lunch is half an hour long each day. During this time, students must be in the cafeteria or at recess.

A variety of lunches may be purchased for \$2.75, or lunch may be brought from home. Milk is included with all lunches or may be purchased separately. A variety of snack items are sold in the cafeteria. Snacks are not intended to be a substitute for lunch.

All trash must be thrown away and each student is expected to do his/her share to keep the cafeteria clean which is designed to reinforce a shared responsibility for the Walsh community.

Once a student has a seat, s/he is not allowed to switch seats. No seats may be moved to add or take from a table.

Students must report to a cafeteria supervisor before using the lavatories.

Food

Proper nutrition and appropriate etiquette in the cafeteria develop the responsibility of our students.

Students are *only* allowed to drink or eat in the cafeteria. The hallways are off-limits to all food. At their discretion, teachers may allow a healthy snack or have a party.

When a student's poor behavior in the cafeteria warrants that s/he be removed from this area for a specified number of days, the student will be assigned to the "Quiet" lunch area. This is a monitored eating area that is separated from the main cafeteria. No socializing is permitted.

Transportation



Bus Regulations

Students must carry a bus pass at all times. Cost for a replacement bus pass is \$1.00.
Students must act responsibly when coming to and going from school.
Be respectful of neighborhood property.
Be respectful of other students and the bus driver.
Enter and leave slowly and courteously. Do not push.
Get on and off the bus only at your assigned stop. No riding on friends' busses at any time.
Go immediately to a seat and remain seated until you reach your stop.
Obey and respond quickly to the driver's instructions.
Keep your hands and arms inside the bus.
Do not litter or throw things inside or out of the bus.
Use the emergency exit only for emergencies.
(Please refer to page 27 for more information on the bus policy).

Bicycles and Skateboards

Bicycles may be ridden to school and parked at the bicycle rack near the main entrance of the school. Students should have their own lock to secure a bicycle to the rack. The school is not responsible for stolen or damaged bicycles. Bicycles are not to be ridden in school parking lots or along the roadway leading to the school. Skateboard and Roller Blade use on school grounds is prohibited.

Parent Pick-up / Drop-off

Students can ONLY be dropped off in the parking lot to the left of the school building. Drivers should respect the signals of the traffic monitors and proceed as far as possible into an open lane before discharging any passengers. Students may not be dropped off in front of the school or along the roadway. Please drive slowly while on school property.

Walkers

Students who are walking must be respectful of neighbors' properties and use available sidewalks and crosswalks.

Late buses

As of this time, late buses are not available. Parents and students will be notified if late buses become available.

Student Resources



Medical Office

A nurse is available in the medical office throughout each school day. If a student feels ill during the school day, s/he must obtain a pass from the classroom teacher before going to the medical office. A student will not be admitted to the medical area without a valid pass.

If a student must take medication during the day, the medicine must be delivered to the nurse by a parent/guardian. Students are not to carry any type of medication with them. Students who take medication on a regular basis will be excused to go to the medical office. It is his/her responsibility to go quickly and quietly and to return promptly to class in the same manner. If s/he takes medication at lunch, s/he should stop at Medical on the way to or from lunch. If necessary, s/he can arrange with the administrator supervising the lunch period to leave the cafeteria a minute early to go to Medical.



Guidance

Guidance Counselors: Counselors are assigned to each class of students to help with academic and/or personal concerns. To meet with a counselor, a student must make an appointment by filling out an appointment slip at the guidance secretary's desk. Obviously, in the case of an emergency, immediate assistance will be provided. Contact information regarding the guidance staff is located on the Walsh Directory, Calendar Pages and website.

Social Worker: A social worker is available to students who need special assistance. A counselor, teacher or administrator makes referrals.

School Psychologist: The school psychologist is available through referral from counselors, administrators or teachers to assist students.

Mediation: Conflicts between students such as name-calling, bullying, or rumor spreading, that require assistance in settling the problem, should be referred to a teacher, counselor, administrator or social worker. The personnel will then arrange for mediation, a process by which students talk through conflicts and come to an agreement.

Homework



Daily Homework

Home study is a necessary part of each student's educational program. Each student is expected to spend study time, in addition to scheduled class instruction, to achieve satisfactory work. Some assignments are long range in nature and require planned study time for completion. Planned study eliminates the necessity of spending too much time in completing an assignment the day before it is due.

Students should expect homework in each subject every day. All homework should be recorded in their assignment notebook. An assignment notebook will be provided to each student free of charge at the start of the school year. If students lose their assignment notebook, one may be purchased in the main office.

Homework When Absent

When any absence occurs, it is the responsibility of the student to arrange to make up the work missed.

For the first three days of an absence, students are advised to contact another student in the same section to determine the homework assignments.

After three days absence, homework may be requested by calling the Walsh main office. Calls should be made before 8:00 a.m. as all requests for homework are made to the teachers in writing. Teachers have twenty-four hours to fulfill the request.

Any student expecting to return on the fourth day does not need to request homework through the main office. At the request of the student, the teacher will give the student all work missed upon the student's return to class.

Academic Honesty, Cheating & Plagiarism

Academic honesty is an important core value at Walsh Middle School. Cheating and plagiarism are unacceptable and will be addressed by the staff and administration. Cheating and plagiarism consist of taking another person's work in any way and putting your name on it, calling it your own or passing it in as your own and/or, in general, taking an advantage that is not allowed. Examples include but are not limited to: 1. Copying another person's test or homework. 2. Using notes or other aids that are not allowed during a test. 2. Talking to or collaborating with another student during a test. 3. Copying, cutting & pasting from the Internet or other electronic sources without properly citing the sources. 4. Using technology (computers, cell phones, etc.) to share information during or about a test.

The consequences are:

1. All instances of cheating and plagiarism must be reported to the administration.
2. Teachers are to have a conference with the student(s) followed by a meeting with the administration and/or counselor.
3. A parent conference may be called.
4. The student's grade/test/assignment will be adjusted to reflect the plagiarism and cheating.
5. After school detention or one day in school suspension will be assigned.
6. Repeated incidents will result in more serious consequences.

To avoid even the appearance of cheating and plagiarism, students must listen to and follow the directions of teachers on all tests and assignments. Be sure to use quotation marks, and to paraphrase or summarize in your own words, and always properly credit sources. If you have any questions about an assignment or expectations about working with other students, sharing information, etc. talk to and consult your teacher.

Auditorium and Audience Etiquette

Walsh Middle School has a strong tradition of excellence in the performing arts. The auditorium is an important learning environment for these and other related activities. Fine Arts and other assembly programs, activities and performances in the auditorium are central to student learning. When students assemble in the auditorium, the speaker or performers on stage have prepared many hours in preparation and deserve your full support. Below are a few simple rules that will give them the attention and respect they deserve:

- Be an attentive listener.
- Don't draw attention from the performance or distract the performers.
- Acknowledge the performance with appropriate clapping.
- Be supportive and respectful of the performers or speaker.
- Do not get up or leave during a performance except in an emergency.
- Remain for the entire program.
- Follow the designated seating arrangements.

After-School Activities

Students are encouraged to participate in after-school activities. These activities are designed to give students an opportunity to pursue enjoyable academic and non-academic activities after school. Although students are encouraged to sign up and participate in activities on a regular basis, they may drop in any day. Listed below are the activities that we offer:

After-School Help Sessions

All students are encouraged to stay after-school with their teachers for extra help. Students are asked to speak to the teacher prior to staying after school. After-school help is generally offered from Tuesday through Thursday. No after school help sessions are offered on Mondays and Fridays.



After-School Intramurals and Clubs

Intramural Sports –We have a wide variety of activities available during the year. Activities such as soccer, track, basketball, flag football, fitness, softball and open gym will be run throughout the year.

Walsh 3 on 3 Basketball Tournament (March)

After-School Program (L.E.A.P.) Learn Through Experience After School Program (runs 2:30 – 4:30)

Theatre Arts Program

- Art Club
- Jazz Ensemble
- E-Zine Club
- Student Council



- Community Service Club
- Math Club
- Drama Club
- Yearbook Club



Communication

Communication between school and home is vital to the importance of your child's education. We encourage parents/guardians to monitor and stay involved with their child's progress via the child's assignment notebook, homework and the school website.

It is important that if something is going on with your child at home or at school that is causing issues either academically or socially that we work together as team. Please contact your child's guidance counselor, teacher or administration with any issues.

Your first point of contact for classroom issues is the classroom teacher. If after discussions with the classroom teacher your issue is not resolved to your satisfaction, please contact either Teresa Carney or Patrick Johnson. Individual teacher conferences can be made directly with the teacher. Team conferences are scheduled by teacher invitation and/or parent request at any time throughout the school year. To schedule a team meeting with a student's teachers, please call Gina Fitzpatrick the guidance secretary, at (508) 626-9181 to make an appointment. If a parent would like to speak with an individual staff member, he or she may call the main office at 626-9181 and leave a message on the teacher's voice mail.

Our administrative team has an "open-door" policy. We welcome and encourage all parents to participate in their child's middle school experience. Please feel free to contact Teresa Carney tcarney@framingham.k12.ma.us or Patrick Johnson pjohnson@framingham.k12.ma.us via email or phone call with any ideas, concerns, and/or feedback.

Frequently Asked Questions

Q. What if I need to dismiss my child early?

A. Give your child a note in morning to bring to the office, then come in to the main office and sign him/her out.

Q. My child has an issue with homework. Who do I contact?

A. Your first contact for classroom issues is your child's teacher.

Q. My son/daughter forgot their lunch. What should I do?

A. You may bring the lunch to the main office. Your child will be asked to come and get it in the main office.

Q. My son has an academic or personal issue. Who should I contact?

A. Depending on what the issue is, you may contact either the teacher, the guidance counselor or the vice principal.

Q. We are going on vacation and my child will be missing school. Can I get homework in advance?

A. Vacations during normal school days are considered unexcused absences. Therefore teachers are not required to give out homework. The student should plan on making up any work they missed when they return.

Frequently Asked Questions cont.

Q. What is “silent lunch”?

A. Silent lunch is a consequence for academic or behavior issues that the teacher or administrator assigns. Students will eat lunch away from the cafeteria in an assigned room with supervision.

Q. What time does office detention run?

A. Office detention runs from 2:30 – 3:30 on designated days. Students who have office detention are not allowed to participate in any after school activities on the day of the detention. Parents are expected to pick up their child after detentions.

Q. Am I notified if my son/daughter has office detention?

A. Yes, an administrator or guidance counselor will notify you by phone.

Q. Can a teacher assign a teacher detention?

A. Yes. A teacher may assign a teacher detention when he or she feels as though a consequence is needed, but does not feel that an office detention is necessary.

Q: Does Walsh have Friday folders?

A: No, most communication (progress reports and principal updates) are conducted by email. Please notify the office if you need a paper copy sent home. Flyers/permission slips/fundraisers are passed out in homeroom for the kids to bring home and are returned the same way.

Q: Is there a Walsh PTO?

A: Yes there is. You can join the PTO by attending their meetings, which are posted on the school website.

Q: Are there parent-teacher conferences at Walsh?

A: Walsh holds parent teacher conferences at the request of the parent and/or teacher. If you have concerns about how your child is doing in school academically, you can contact Gina Fitzpatrick to set up a team meeting.

Q: My child wants to stay for an after school program but there is no one to pick him/her up at 4:30pm. Is there a late bus?

A: No. At this time there are not late buses available. We suggest setting up carpools with friends and neighbors.

Q: Where do I pick up and drop off my child at Walsh during the day?

A: The large parking lot to the left of the school is the main place to drop off and pick up your child at Walsh.

Teams 6th Grade

Discipline	6X	6Y	6Z	Learning Center
ELA	Judy McEntegart (Room 218)	Caitlin Moran (Room 207)	Ruth Reedy (Room 219)	Cathy Rowan (Room 209)
Math	Sara Rayworth (Room 216)	Michelle O'Connor (Room 211)	Linda Gloski (Room 217)	Carolyn Dugan (Room 215)
Science	Cindy Krol (Room 201)	Faith Demarinis (Room 203)	Bert Lynch (Room 205)	Doug Briggs (Room 107)
Social Studies	Jason Austin (Room 221)	Dave Sexton (Room 220)	Emily Parks (Room 204)	Nancy Black (Room 134)
Inclusion/Support	Jennifer Seney (Room 208)	Matt Levangie (Room 208)	Hilary Brickley (Room 208)	Caitlin Whitehead (Room 132)
Guidance Counselor	Christina Sickles			

7th Grade

Discipline	7X	7Y	7Z	Learning Center
ELA	Kristen Dykeman (Room 234)	Lisa driver (Room 233)	Hilary Skelton (Room 125)	Cathy Rowan (Room 209) Beth Herrmann (Room 108)
Math	Sam Doner (Room 230)	EJ Kluge (Room 231)	Sheri Flecca (Room 128)	Josh Fox (Room 115)
Science	Erik Hansen (Room 103)	EJ Kluge (Room 231)	Karen Schlieffe (Room 101)	Doug Briggs (Room 107)
Social Studies	Liz Guydan (Room 232)	Lisa Driver (Room 233)	Alberto Barcenas (Room 127)	Nancy Black (Room 134)
Inclusion/Support	Karen Leichter (Room C201)	Ashley Kellerhouse (C205)	Joe Minihan (C100)	Caitlin Whitehead (Room 132)
Guidance Counselor	Stephanie Miller			

Teams (cont)

8th Grade

Discipline	8X	8Y	8Z	Learning Center
ELA	Daniela Migliano (Room 121)	Nancy Hulme (Room 109)	Linda Stauffer (Room 119)	Beth Herrmann (Room 108)
Math	Marguerite Lackard (Room 120)	Leslie Gillis (Room 111) Josh Fox (Room 115)	Patrick Kelcourse (Room 117)	Josh Fox (Room 115)
Science	Rich Meyers (Room 104)	Ty Skelton (Room 105)	Ty Skelton (Room 105) James Keady (Room 111)	Doug Briggs (Room 107)
Social Studies	Donna Citino (Room 118)	Nancy Hulme (Room 111)	Martha Guevara (Room 116)	Nancy Black (Room 134)
Inclusion/Support	Cheryl Curley (Room 111)	N/A	Shirin Lal (Room 130)	Caitlin Whitehead (Room 132)
Guidance Counselor	Linda James			

Learning Center/Special Education

Learning Center/Special Education
Beth Herrmann- English Language Arts
Cathy Rowan- English Language Arts
Josh Fox- Math
Carolyn Dugan-Math
Nancy Black- Social Studies
Doug Briggs- Science
Caitlin Whitehead- Support

Specialists/World Language/Related Arts

<u>ELA Department Heads</u>	<u>World Language</u>	<u>Related Arts</u>	<u>Related Arts</u>
<p>Jodi O'Rourke</p> <p>Susan Sanford</p>	<p>Elisa Sadulsky</p> <p>Nelia Correa-Patrick</p> <p>Evangelgia Diamantopolous</p>	<p>Health/P.E. Lenette Rivas</p> <p>P.E. Jeff Newcombe</p> <p>Health Amy Williamson</p>	<p>Technology Education Janet Anderson Bob Connolly</p> <p>Art Kelly Kelley Adrienne Fawkes</p>
<p><u>Math Department Head</u></p> <p>Leslie Gillis</p>	<p>Glenda Espinoza</p> <p>Heidi Letitia</p>	<p>Band John Dassoni</p> <p>Music/Chorus Damon Carter</p> <p>Orchestra Chris Dupuis</p>	<p>Drama Sheron Doucette</p> <p>Sage Robin Ciporkin Susan Dulong-Langley Diane Modest</p>

Other School Personnel

Administration

Teresa Carney- Principal
Patrick Johnson-Vice-Principal

Guidance

Linda James- Guidance Counselor
Stephanie Miller-Guidance Counselor
Christina Sickles- Guidance Counselor
Mary O'Brien-Harte - Social Worker
Otto Johnson - School Psychologist
Beverly Peacock-Barge - Social Worker

Secretarial Staff

Tracey Suprena- Administrative Secretary
Debra Lichwala- Main Office Secretary
Gina Fitzpatrick-Guidance Secretary

Technology

Sharon Scafidi- Technology Assistant

Library

Jayne Surro

School Resource Officer

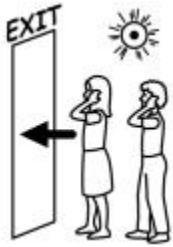
Kathy McGrath

Medical Office

Eileen Centauro- School Nurse

Special Education Department

Donna Lewis-Dunlevy- Department Head
Nancy Peterson-Reading Specialist
Jessica Henderson- Speech/Lang. Teacher
Ann Devito-Teacher Assistant
Edna Mendez- Teacher Assistant
Susan Meyer-Teacher Assistant
Stephanie Karger-Teacher Assistant
Nancy Solomon- Teacher Assistant
Janice Pisano -One-to-One Aide
Lillian Iannarilli-One-to-One Aide
Deb Busa-One-to-One Aide
Pam Osbourne-One-to-One Aide
Michelle Hartnett-One-to-One-Aide
Sarah Kennedy – One-to-One-Aide
Sarah Kitzner – One-to-One-Aide
Gillian Eisenhart – One to One- Aide



Fire Drill Procedures

Each classroom has a fire drill procedure posted. It signifies where students are to report in case of a fire drill. All teachers will go over the directions with the students on the first day of school.

Some basic rules in case of a fire drill are:

- Leave the classroom quickly and quietly. Students are not allowed to run.
- Students must be with their teacher throughout the fire drill procedure.
- Everyone should be away from the building and driveway.
- No one is allowed to reenter the building permission from the teacher.

* Throughout the school year, we will practice a variety of security procedures to ensure the safety of all students and staff.

CODE YELLOW PROCEDURES

What are the different types of Code Yellow?

An **Internal Code Yellow** is when an intruder enters the building and presents as a danger to the school. Unfortunately, every variable and unusual circumstance cannot be factored in. In this instance, move the students away from windows and doors, shut off lights, have the students be quiet and lock the door if possible.

An **External Code Yellow** simply means that all the exterior doors of the school will be locked so that **no one can get into** the building. If we announce an “external Code Yellow” please go on with the school day normally.

Two examples of an External Code Yellow:

- **A serious accident near the school**
- **A person escaped from police near the school**

Academic Progress



Mid-trimester Progress Reports

A mid-trimester progress report will be sent home with students at the halfway point of each trimester (3 in total). These reports will have a Letter grade indicating how your child is progressing in each class. See next page for the schedule.

Report Cards

Report cards are sent home with students at the end of each trimester (3 in total). The report cards will have a Letter grade in each subject indicating your child's academic performance for the trimester. See next page for the schedule.

Parent Signatures for Mid-Trimester reports and Report Cards

We ask that all parents sign the return form attached to each report signifying that they have seen their child's grades. The signed response form should be returned to the homeroom teacher within the first week the reports go home.

Honor Roll

Students who achieve all A's on their report cards are named to the HIGH HONOR ROLL for the trimester. Students who achieve all A's & B's on their report cards are named to the HONOR ROLL for the trimester.



Clothing Guidelines

What to Wear

The way you dress and groom yourself affects the way you feel and the way the world perceives you. When you come to school, you are dressing for your job as a student. Your clothing should be clean, neat, simple and comfortable so that you can do your best work while in school. Outerwear should reflect the weather conditions. Sneakers are required in the gymnasium.

What Not To Wear

Clothing that is disruptive to the educational process is not acceptable at school. This includes clothing that causes others to be distracted or offended. Students without a means to conform to these guidelines may report to the Medical Office for assistance.

Unacceptable clothing includes, but is not limited to, hats,, sweatshirt hoods, pants below the waist, see-through clothes, shirts that display a bare midsection, shirts that are cut too low or show cleavage, short skirts or shorts, and hanging chains.

Clothing with words or images that have sexual connotations, extreme or violent imagery, or references to alcohol or other drugs are not allowed.

Headwear, coats, and vests are to be placed in a locker upon arrival at school and not to be worn during the school day. A sweatshirt or sweater may be kept in a locker to wear when needed. At the discretion of an administrator, exceptions to this rule may be made for religious or medical reasons.

All book bags are to be stored in lockers and not carried during the school day. The only exception to this is under medical necessity.

Students may not be in the possession of electronic devices. Items such as beepers, IPODS, cell phones, etc. may be confiscated from a student and will be kept in the office until a parent comes in to pick it up.



Valuable Items in School - Use Caution

Students are encouraged **NOT** to bring valuable personal items such as Cell Phones, IPODS, laser pointers, large amounts of cash, jewelry, etc. to school. They are not needed for classroom use, are a distraction from learning, and they invite being broken, misplaced, accidentally lost or stolen. While we at Walsh Middle School have a safe and secure environment, you can help us maintain that environment by:

1. Discouraging your child from bringing valuables to school.
2. Reminding your child to keep his/her locker locked at all times.
3. Remind your child to inform his/her homeroom teacher if his/her locker will not lock or is broken.

Should a valuable item be lost or stolen there are steps that should happen immediately:

1. Report any loss immediately to the main office.
2. Give the main office a detailed description of the item.



Administrative Discipline Procedures - Progressive Discipline Policy

Students are expected to demonstrate behavior that is appropriate and consistent with school and district policies. Each student will be responsible for providing a positive and healthy environment for others by maintaining self-respect and self-discipline, while having consideration for the rights and property of others. Each student will bear the responsibility for his or her own conduct. Students will be held to the following consequences should they receive an Administrative Referral:

Step 1

- 1st 2nd Administrative Referral = (2) silent lunches per referral

Step 2

- 3rd 4th Administrative Referrals = 60 minute detention for each referral
- After the 4th referral, (this can also occur sooner) the team, assistant principal and the guidance counselor meets with the student to discuss his/her behavior

Step 3

- 5th Administrative Referral = one day in-school suspension (parent notified)
- Behavior Contract will be implemented for student along with parent-administration meeting

Step 4

- 6th 7th Administrative Referrals = one day out of school suspension (parent notified)
- Assistant Principal will contact parents and continue to monitor and/or modify behavioral contract as necessary.

Step 5

- 8th Administrative Referral = case by case decision
- His/her behavioral contract will continue to be monitored and modified.

IMPORTANT NOTES REGARDING THE PROGRESSIVE DISCIPLINE POLICY

- The designation of “M” and “D” serves to distinguish between rules for which the penalty is mandatory suspension from school and rules for which the penalty is at the discretion of the principal or his/her designee.
- Our goal is to help students achieve the SCHOOL YEAR without any referrals, however in the event that individual student behavior results in a referral, use this as a GREAT OPPORTUNITY TO LEARN!
- Those students with 3 referrals or less will have a clean slate at the beginning of each trimester.
- Those students with 4 or more referrals in one trimester will begin the following trimester at the beginning of Step 2.
- Please refer to the information below for mandatory suspension offenses.

Students who fail to accept these responsibilities will be subject to a progression of disciplinary actions that shall include:

Teacher detention

- In-school suspension
- Out of school suspension
- Long-term suspension
- Expulsion

Mandatory minimum 5-day suspension from school, school sponsored activities and bus privileges, notification of police, and possible expulsion from the Framingham Public Schools by the principal:

M1 - Possession of a dangerous weapon, or threatened use of any object as a weapon

M2 - Assaulting a teacher or any other school personnel

M3 - Possession, sale, distribution, use, or manufacture of illegal drugs or alcohol

M4 - Setting fires

M5 - The unauthorized sounding of a fire alarm

Mandatory minimum 1-day suspension from school, school sponsored activities and bus privileges, denial of participation in promotional exercises, possible notification of police, and possible expulsion from the Framingham

Public Schools by the principal:

M6 - Fighting or any assault or act of violence committed against another student

M7 - Violence, intimidation, or extortion, or threat of violence, intimidation, or extortion, directed toward another student or school personnel

M8 - Being under the influence of illegal drugs or alcohol, or in the possession of any drug paraphernalia.

The following behaviors may serve as grounds for suspension or other disciplinary action, which may include, but not be limited to, school-sponsored activities:

- D1 - Failure to truthfully identify one's self upon request of any school personnel
- D2 - Violation of any Framingham Public Schools Policy
- D3 - Harassment or hazing of another student or school personnel on the basis of, but not limited to, race, color, sex, national origin, religion, handicap or sexual orientation
- D4 - Stealing and/or willful destruction of school or personal property
- D5 - Persistent or excessive truancy and/or tardiness to class and class cutting
- D6 - Cheating, plagiarism, or forgery
- D7 - Use of obscene, abusive, or profane language or gestures, or rude or defiant behavior, either of which disrupts the educational process or school activity
- D8 - A pattern of defiant or insubordinate behavior towards any school personnel or policy
- D9 - Behavior which endangers persons or property or substantially disrupts the educational process or school activity
- D10 - Giving off a strong odor of marijuana or alcohol
- D11 - Presence in an unauthorized area
- D12 - Smoking in any school building or bus or on school grounds
- D13 - Violation of any criminal law of the Commonwealth of Massachusetts, including, but not limited to, gambling or stalking, not already covered by these rules
- D14 - Unauthorized possession or use of school materials, equipment, or property

The designation of "M" and "D" serves to distinguish between rules for which the penalty is mandatory suspension from school and rules for which the penalty is at the discretion of the principal or his/her designee.

*When a student is suspended either in-school or out of school, the student is required to stay at least 2 days after school for academic help sessions for each day of suspension. Students will take this opportunity to receive help and make-up work.

Suspensions over three (3) days are at the discretion of the Superintendent of Schools. The Administration reserves the right to modify the penalties or procedures outlined.

Note: FPS POLICY (excerpt)

The suspension or expulsion of students (JGD/JGE-1)(#3)

If there is, in the opinion of the administrator, a discrepancy in the opinions of what constituted the incident or if suspension is for offense which might lead to court action or consideration of expulsion, or is otherwise of an unusually serious nature, the parents should be advised of their right to a formal hearing at the school level prior to suspension.

This right in such cases may involve presenting witnesses on the student's behalf or representation of the student by counsel. At the conclusion of such a hearing, the student and the parent shall be advised of the available right of appeal to the office of the Superintendent of Schools. The hearing and Due Process procedure outlined above should take place prior to the suspension of a pupil.

Policy – To the Students

All policies relating to students shall be published and distributed to all students in grade six (6) through twelve (12) at the beginning of each school year. Such publication and distribution shall be the responsibility of the Principals of the individual middle and high schools. Dept of Education –

Division of Special Education

All students are expected to meet the requirements for behavior as set forth in this handbook. Chapter 71B of the Massachusetts General Laws, know as Chapter 766, requires that additional provisions be made for students who have been found by an evaluation TEAM to have special needs and whose program is described in an Individual Education Plan (IEP). The following additional requirements apply to the discipline of special needs students:

1. The IEP for every special needs student will indicate whether the student can be expected to meet the regular discipline code or if the student's handicapping condition requires a modification. Any modification will be described in the IEP.
2. The Principal (or designee) will notify the Special Education Office of the suspendable offense of a special needs students and a record will be kept of such notices.
3. Whenever it is known that the suspension(s) of a special needs student will accumulate to 10 days in a school year, a review of the IEP, as provided in Section 333 of the Chapter 766 Regulations, will be held to determine the appropriateness of the student's placement program. The TEAM will make a finding as to the relationship between the student's misconduct and his/her handicapping condition and either:
 - a) Design a modified program for the student or:
 - b) Write an amendment to provide for the delivery of special education services during the suspension and any needed modification of the IEP relative to discipline code expectations.
 In addition, the Department of Education will be notified as required by law, and the procedures promulgated by the Department of Education for requesting approval of the alternative plan will be followed.

Revised Middle School Promotion and Retention Requirements

Middle school students will be promoted from one grade to the next when they receive final passing grades in language arts, math, science, social studies and physical education. Whenever a middle school student receives a final failing grade in one or more of the above subjects, possible assignments to the next grade will be subject to the following conditions:

1. If a student fails one (1) of the above academic subjects, the student will be assigned to the next grade with a recommendation that the subject be repeated in the Framingham Secondary Summer School.
2. If a student fails two (2) of these academic subjects, the student could be retained in present grade until evidence of the successful completion of one (1) or both academic subjects in the Framingham Secondary Summer School is produced.
3. If a student fails three (3) of these academic subjects, the student could be retained in the present grade until evidence of the successful completion of two (2) of these academic subjects in the Framingham Secondary Summer School is produced.
4. If a student fails all of these academic subjects, the student may be retained in the present grade. A decision regarding assignment to the next grade would depend upon successful completion of three (3) of these academic subjects in the Framingham Secondary Summer School, a recommendation from appropriate staff members and a conference with the parents.
5. The final decision in respect to any questionable assignment of a student to the next grade is left to the discretion of the building principal, after consideration is given to the recommendations of teachers, guidance counselors, special educators and parents of the student.

Pediculosis (Head Lice)

1. The head louse is a parasite that is found on the heads of people and inhabits the hairy surface of the scalp, preferring the nape of the neck and area behind the ears. The insect is small (1-2mm) and holds onto the hairs with hook-like claws located at the end of its 6 legs.
2. During her lifetime (approximately one month), a female head louse may deposit a total of 90 eggs, or about 3-4 eggs per day. The nits or louse eggs are grayish-white oval eggs, measuring about 0.8mm by 0.3mm and are firmly attached to a shaft of hair close to the scalp. Eggs hatch in about a week and mature in about 8-9 days and feeds on human blood. Itching, the major symptom of louse infection is caused by its feeding on the host.

3. Head lice can be acquired by coming into close contact with an infested person by wearing infested garments, such as coats, hats and scarves; by using contaminated combs and brushes, by lying on infested carpets or beds, or by resting against upholstered furniture contaminated by an infested person.
4. Diagnosis of head lice infestation (Pediculosis), is made by direct inspection on the hair and scalp. They usually can be seen with the naked eye, but a lens and flashlight may be useful. The parasite itself is not always seen, however finding nits can make the diagnosis. The most recent laid nits are attached within ¼ inch of the scalp. Those further on the shaft usually have already hatched. Dandruff, debris and hair spray may sometimes be mistaken for nits, however they are more easily removed. Nits are attached within a cement-like substance that makes them very difficult to remove.
5. Once head lice are found, the problem should be taken care of promptly in order to prevent spreading. Special shampoos eliminate head lice quickly and easily. They should be followed by use of a fine-toothed comb to eliminate dead lice and nits. Once lice are removed from hair and scalp, the problem of re-infestation may still exist because lice can survive in the environment for up to four days. Also, nits that normally hatch in about ten days can lie dormant for several weeks. They can re-infest you and your family and need to be eliminated at the time of treatment. You need to disinfect your home by washing clothing, towels and bedding by vacuuming items that cannot be washed or dry cleaned; i.e. upholstery, carpets, etc.
6. If one member of your family has head lice, all family members should be inspected periodically for two weeks. If lice or nits are found, they should be treated promptly. Head lice are not a sign of poor health habits or being dirty. Head lice can occur at any age and to either sex. It doesn't just happen to "other people"...it could happen to you or your family. If you need more information, contact your school nurse.

Chapter 536 – The Commonwealth of Massachusetts 1985-An Act Prohibiting The Practice of Hazing

Be it enacted by the Senate and House of Representatives in General Course assembled, and by the authority of the same, as follows:

Chapter 269 of the General Laws is hereby amended by adding the following three sections:

- a. 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 \$3,000.00 or by imprisonment in a house of correction of not more than 1 year, or by 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 the 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.
- b. 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 officials as soon as reasonable practicable. Whoever fails to report such crime shall be punished by a fine of not more than \$1,000.00.
- c. Section 19 – Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, pledge or applicant for membership in such group or organization. A copy of this section and Sections 17 and 18. An officer of each such group or organization, and each individual receiving a copy of said sections 17 and 18 shall sign an acknowledgement stating that such group, or organization, or individual has received a copy of said sections 17 and 18.

Each secondary school and each public or private school or college shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the board of education, certifying that such institution has complied with provisions of this section and also certifying that said school has adopted a disciplinary policy with regards to the organizers and participants of hazing. The board of regents and in the case of secondary schools, 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 report.

House of Representatives, November 13, 1985 Passed to be enacted, George Keeverian, Speaker. In Senate, November 14, 1985 Passed to be enacted, William M. Bulger, President. November 26, 1985, Approved, Michael S. Dukakis, Governor.

Framingham Public Schools Policy On Hazing

In accordance with Chapter 536 of the Acts of 1985 (Commonwealth of Massachusetts), it is the policy of the Framingham Public Schools to forbid the practice of hazing as defined in Section 17 of the law in any public school, club, group, program or activity under its control.

Any student who, in the judgment of the principal verified by regular due process, is determined to be the principal organizer or participant in the crime of hazing will be suspended from attendance (out of school) for 3 days. The principal organizer will be prohibited from participation in the club, group, program or activity for the current duration of that activity. Further the student(s) will be reported to the appropriate law enforcement agency as required by law. Any school club, group, activity or program which encourages or allows any form of hazing to occur will have its privileges suspended by the principal for a period of time not to exceed the remainder of the school year.

Adopted: March 25, 1986

Title IX And Chapter 622

State and Federal governments have enacted legislation and issued regulation to prohibit discrimination in educational institutions. Regulations governing the application of Chapter 622 of the Massachusetts General Laws, Acts of 1971, were issued in June of 1975. Regulations governing of 1972 became effective in July of 1975. Chapter 622 prohibits discrimination on the basis of race, color, sex, religion, national origin or handicap and its thrust is toward equalizing the opportunities made available to students. Title IX is concerned only with discrimination on account of gender and covers all aspects of sex discrimination in schools with regard to admissions and treatment of students.

Copies of both Title IX and Chapter 622 regulations are procedures for the filing of grievances are available in the Principal's office.

School Searches

The Supreme Court indicated the following major points as summarized by the Norfolk County District Attorney:

1. That the Fourth Amendment's prohibition against unreasonable searches and seizures applies to searches conducted by public school officials.
2. That a warrant is not required before a teacher or school administrator conducts a search of a pupil suspected of violating a school rule or criminal statute.
3. That probable cause is not required before a pupil may be searched, rather before conducting a search the teacher must have "reasonable" grounds for suspecting that the search will turn up evidence that the student violated or is violating either the law or the rules of the school.
4. That such a search must be reasonable in its scope as well as its inception to pass muster under the Fourth Amendment. This requires a consideration of the purposes of the search, the age and the sex of the student's and the nature of the infraction.

The policies of the Framingham Public Schools have always stressed a balanced approach to discipline, which emphasizes both the rights of the individual student and the need to maintain an orderly and safe environment for learning. We intend to continue this balanced approach in our schools. However, each parent and each student should be aware that this Supreme Court decision does clearly allow staff to conduct a search when they have "reasonable" grounds to believe the student is violating the law or school rules. In order to ensure some degree of consistency in following through on the court decision, teachers have been asked to refer all such matters when there is a potential need for a search, to the school building administration. It will be the responsibility of the Principal or Vice-Principal to determine whether there are reasonable grounds to search after giving due consideration the factors cited in items (3) and (4) above.

Policy: Student Lockers

Lockers are a privilege offered to students in the public schools. They are the property of the public rather than any individual student and as such are subject to inspection at any time subject to the following paragraphs:

1. When the welfare of the school indicates that an inspection of a locker should take place, such inspection shall be carried out by the administrator of the school in the presence of the pupil who has been permitted use of the locker.
2. When, upon request of a police officer, it is anticipated that inspection of a student's locker may be necessary in connection with the collecting of evidence in connection with a criminal matter, such inspection shall be permitted only upon presentation of the required warrant; and prior to such inspection, the pupil and his/her parents are to be advised that such an inspection is contemplated and that they may be present during the inspection of the locker if they so desire.

Policy: Interviews By Police During School Hours (JFG-1)

1. Whenever possible, the interviewing of students in connection with investigations by the Police Department should be conducted away from the school and out of school hours.
2. When, in the opinion of the Police Department, it becomes necessary to interview students at the school during the school hours, parents of the student shall be advised by the school administrator that such an interview is contemplated and that the parent may attend the interview if s/he so desires.
3. Students being interviewed by the police are to be granted full constitutional protection by being advised by the police officer of his/her full rights and responsibilities under the existing law in the presence of an administrator.

Policy: Student Bulletin Boards (JP)

Student bulletin boards are provided in each secondary school as a means of intra-student communication. Material may be placed on the bulletin board by students at their discretion, the students themselves being responsible that such materials are in good taste and in no other way interfere with the orderly operation of the school and embarrass or otherwise penalize any student, teacher or administrator.

Policy: Communication Between Students and Administrators and Professional Staff (JM)

All methods and procedures designed to improve the exchange of ideas and improve communication between students, the school administration and the professional staff are encouraged.

Policy: Student Insurance (JHA)

The Framingham School Committee accepts as policy the necessity for providing a program of student insurance subject to the following regulations:

Policy: Student Athletic Insurance (JHA)

A program of insurance covering certain types of athletic injury is available. It is the policy of the School Committee that no expense for injuries incurred after the effective date of the athletic insurance policy shall be borne by the School Committee. For high school pupils who take part in football an accident insurance group policy will be taken out, such insurance to be paid by the School Department. All pupils who take part in sports in the Junior and Senior High School shall be given a form explaining the School Department policy regarding athletic injuries and that such form be signed by the parent of the pupil and returned to the athletic authorities before s/he is allowed to participate in this sport.

Policy: Pupil Behavior on School Buses (JFEE/EEACC)

Pupils utilizing school bus transportation enjoy a privilege accorded by the Town rather than an inherent right to transportation. As such, pupils are to conduct themselves in such a way as to not interfere with the safe operation of the vehicle, cause damage to the vehicle, or infringe upon the rights of others, and they must comply with all regulations as set forth by the school administration.

1. If a student's conduct is determined by the operator to be detrimental to the safe operation or if it is determined that a student has caused damage to a vehicle, a conference will be arranged with the student, parents, driver and principal or his/her designee, at which time the parent and student will be notified in writing that future incidents will result in the curtailing of privileges. A subsequent offense will result in a two-week

suspension of busing privileges and any further offense will result in a revocation of busing privileges for the remainder of the school year.

2. In the event that damage is caused by a student, the student and his/her parents and/or guardian will be liable for all reasonable costs incidental to the repair of the vehicle. Note: If the parent does not attend the conference, s/he will be informed in writing of the problem and any action taken or proposed. Although the safe operation of the vehicle may warrant the immediate suspension of the student's busing privileges, revocation of busing privileges shall occur only after consultation with the driver, student, principal and parents, and in no instance will a student's busing privileges be revoked without prior written notification to the parents. Incidents which result in interference with the safe operation of the vehicle or which cause damage to the vehicle, or which infringe upon the rights of others will be reported by the operator to the appropriate Principal, by telephone, as soon as is practical after the incident occurs. In addition, vehicle operators will make a written report of all such incidents, including names, dates, time and nature of incident. Copies of the report will be sent to the Director of Transportation and the Principal of the school concerned.
3. At the conclusion of each run, all vehicle operators will make a visual inspection of the interior of the vehicle and note any indication of damage on the form provided for that purpose. See Addendum #1
Policy: Transportation of Physically Handicapped Children. EEAD-2
4. The School Committee will provide transportation to and from school for Framingham pupils who would otherwise be unable to attend school because of physical handicaps. In the case of handicaps, which are of a temporary nature of short duration, the parent will be responsible for such transportation.

Medical Request For School Transportation Procedure

The parent may make such a request to either the principal of a school or a Medical Department directly. If the request is made to the principal of the school, s/he should fill out a referral form provided by the Medical Department and send it to the Medical Department, then that department will make out their own referral form.

Processing of Request

1. The Medical Department will send to the parent the School Department form entitled Transportation of Physically Handicapped Children, as well as a copy of the form entitled Medical Report of Physically Handicapped Children.
2. When the latter report is returned by the parent or doctor the cause will be reviewed by the Medical Department.
3. If the request is approved, the Medical Department will advise the parent and forward pertinent information to the Coordinator of Transportation. If the request is denied, the parent will be advised in writing by the Medical Department.

Policy: No Standees Permitted On School Bus/Seating To Be Fully Padded (EEAC)

It is the policy of the School Committee that no child shall be permitted to stand in a school bus which is in motion.

All school buses are to be equipped with fully padded seats as specified in contracts for school busing awards in 1972.

Policy: Transportation Of Children When They Become Ill During The School Day (JED-B-2)

The arrangement for transportation of children to their homes when they become ill during the school day is the responsibility of the parents upon notification of the child's condition by the individual school office.

Policy: Attendance Of Students (JED-1)

The Framingham School Committee, realizing the importance of regular attendance as a factor in successful academic achievement, does endorse that the only acceptable reasons for being absent from school are those caused by personal illness, death in the family, religious holidays, court appearances and college interviews. Parents who plan to take their child/children out of school for unapproved reasons should understand that teachers are not required to provide school work or to be involved in make-up work when the student/students return. Realizing this, parents should consult with appropriate administrators and teachers before taking their child/children out of school for unapproved reasons.

The School Committee will seek the cooperation of doctors, dentists and other professionals in the community when making appointments for student patients so that absence from school will be minimized.

Voted: January 20, 1987 Revised: April 28, 1987

Policy: Attendance Of Non-Resident Pupils (JECB)

It will be the policy of the Framingham School Department not to permit attendance the public schools of Framingham of children of non-resident parents and/or guardians, except that families that move from Framingham after April 1 of any school year may request that their children attend school until the end of the school year.

Requests to continue in school attendance will be accepted at any time during the school year for those who move from Framingham and whose children are currently enrolled in the twelfth grade of the Framingham Public Schools or who plan to graduate at the end of the current year subject to existing School Committee policy.

Policy: Mandatory Attendance (JED-R)

Attendance at school is mandated in state law and is recognized as beneficial for all students beyond the mandated age of attendance desirous of attending. The School Committee, therefore, exercises its responsibility in enforcing and encouraging attendance at school by the following regulations:

Person illness is the usual reason for absence from school; however, student's absence for other reasons may occasionally be permitted upon the request of parents or legal guardians, subject to the following regulations:

1. When absence from school becomes necessary, parents should notify the school as soon as possible.
2. The school administration should make every effort to insure attendance by careful daily scrutiny of attendance records.
3. Upon returning to school after an absence, a student is required to present a note of explanation from the home stating the reason for absence.
4. Pupils who are absent from school may not attend or participate in school events of the same day unless permission has been granted by the school principal or his/her designee prior to absence.
5. In accordance with provisions of the mandated attendance law, continued absence from school for any reason, or especially absence from school due to truancy, shall be referred to the supervisor of attendance for his/her attention.

Policy: Participation in Extra-Curricular Activities (IGD)

Participation by students in programs of extra-curricular activities including inter-scholastic athletics is a privilege and such participation shall be subject to the approval of the principal of the school.

Policy: General Discipline (JFC)

The goal of the Framingham Public Schools is to develop in each pupil the highest sense of self-discipline as necessary pre-requisite to his/her growth and increasing acceptance of responsibility. When growth toward that goal is not satisfactory, when the conduct of a child interferes with his/her own progress, the education of other students, or the orderly operation of the school, corrective procedures shall be utilized.

Policy: Methods of Discipline (JG)

The means of achieving the highest of self-discipline may vary in the case of the individual student. However, all procedures used, including detention after school, shall be utilized only after the student has been fully informed of the nature of his/her particular need. The student shall be given an opportunity to discuss this need with his/her teacher, and if necessary, building principal. Any necessary discipline procedures shall be educational and corrective in motive rather than punitive.

Disciplining Of Special Needs Students:

Recognizing that a special need is a handicapped condition that cannot be intrinsically controlled, a flexible approach to disciplining Chapter 766 students is needed. However, such an approach will not compromise the systems uniform discipline code. Briefly stated, the approach is as follows:

1. That the school discipline code applies to all students – no exceptions.
2. However, enforcement procedures regarding special needs students must be flexible and creative in order to be effective. Consequently, after six days of cumulative suspensions of a special needs child (records kept in Special Education Director's Office,) the child's building TEAM (including parent) will reconvene

for the purpose of establishing, if necessary, different option(s) for disciplining the child. Such option(s) should be punitive but therapeutic as well. Such options and/or special enforcement of the discipline code will be stated in the child's I.E.P. under the section entitled "Additional information" as follows
"_____ is responsible for following the school discipline code. Should _____ incur six days of cumulative suspension, a Chapter 766 TEAM review will be held no less than ten days thereafter to determine the desirability and/or feasibility of introducing an alternative form of discipline." Should the TEAM determine that a method of disciplining other than suspension should be used, then such method will be duly stated in an amendment to the student's I.E.P. and submitted to the parents for approval.

3. If suspensions result in the exclusion of more than 10 days in a school year, the Department of Special Education will notify the West Boylston Regional Office and, following a TEAM Review Meeting, an alternative education plan will be submitted for approval with a copy to the student's parents.

Policy: Education Programs

The Framingham Public Schools offer several alternative education programs that provide opportunities for students to access an appropriate education. These include, but are not limited to, Evening School, Home Teaching, Summer School, Project Star, Project ACE, and Home Tutoring. Specialized programs are designed to meet individual students needs within the regular education program and under Chapter 766 regulation.

Amendments approved: August 23, 1988 SECED-Amend, to Policy

Policy: The Suspension Or Expulsion Of Students (JGD/JGE-1)

1. The suspension of any student shall be used as a disciplinary measure only in the case of a serious offense upon the part of the pupil, or when, in the opinion of the principal, a continuum of offenses makes it necessary to use this kind of action.
 - a. Suspension is a next to last resort in seeking modifications of student behavior. It is an interruption in the student's education, less in severity only to permanent expulsion by School Committee action.
 - b. Every administrative effort should be exerted to keep the student in school. Suspension should be invoked only when in further understanding the effect of his/her behavior on his/her education and/or the education of others.
 - c. The duration of each suspension should be strictly limited to a period of time relevant to the correction of the student's behavior. Suspension is at no time to be constructed as strictly a punitive measure.
 - d. Any exercise of students' suspension in a manner which is arbitrary or capricious is to be avoided as a professional responsibility.
2. No suspension shall exceed three (3) consecutive school days unless the Superintendent of his/her designee has granted prior approval for said action.
3. In suspension cases, the applicable procedure as noted below shall be used:
 - a. No suspension shall be invoked unless the student involved is personally advised of the specific nature of the offense and is provided an opportunity to present his/her views of the incident.
 - b. If there is, in the opinion of the administrator, a discrepancy in the opinions of what constituted the incident or if suspension is for offense which might lead to court action or consideration of expulsion, or is otherwise of an unusually serious nature, the parents should be advised of their right to a formal hearing at the school level prior to suspension.
 - c. This right in such cases may involve presenting witnesses on the student's behalf or representation of the student by counsel. At the conclusion of such a hearing, the student and the parent shall be advised of the available right of appeal to the office of the Superintendent of Schools. The hearing and Due Process procedure outlined above should take place prior to suspension of a pupil. No pupil should be suspended until s/he and his/her parents are fully informed of the reasons for the suspension and are provided an opportunity to be heard.
 - d. In unusual cases where the continued presence of the constitutes an immediate danger or disruption to the student himself/herself, other students, or general welfare and safety of the school as a whole, notification to the parent of the action and his/her rights to hearing may be sent after the suspension. In no case, however, should the notice of suspension be communicated to the parent more than 24 hours after the suspension and provision for hearing should be made within 72 hours of suspension.

- e. It shall be the responsibility of the School Administrator that, prior to suspension being invoked, the student shall be fully aware of the school rules which have been violated and, in so far as possible, have a full understanding of the expectations of the school as to his/her conduct and the reason underlying the expectation. For this reason, it is expected that rules of student behavior shall be made known to all students on an annual basis.
- f. Before sending a pupil out of the school building, the parent or guardian shall be notified by telephone, the student shall be kept in the office until dismissal time.
- g. In all suspension cases a follow-up letter shall be sent to the parent or guardian on the same day as the suspension. This letter shall make it clear to the parent or guardian that the pupil will not be reinstated until a satisfactory parent-school conference has been held. Furthermore, a copy of this letter of notification will be sent to the Superintendent and supervisor of attendance. Where, necessary, such letters shall be translated into the native language of the parent. It is anticipated that the Guidance Department will exercise a supportive role in any conference in the suspension process.
- h. If a suspended student is disrupting the school process, in a situation where the parent or guardian cannot be reached by telephone, the police should be called to escort this student out of the building and to his/her home.
- i. A pupil shall have the opportunity to make up assignments and tests during a period of temporary suspension. The initiative in making such arrangements rests with the student.
- j. No pupil may be expelled from school except by the formal vote of the School Committee. Prior to a request from the principal regarding the expulsion of any pupil, the matter shall be referred by the principal to a review committee consisting of the principal concerned or his/her designee, the principal of another school at the same level, the school psychologist, the guidance counselor of the pupil concerned, and the Deputy Superintendent of the Schools or his/her designee. This committee shall be empowered to invite a representative of the juvenile probation department or any other personnel deemed necessary for the proper evaluation of the case at hand. This committee will study the recommendation of the principal to the Superintendent and the School Committee, unless, after the review, both the committee and the principal decide that expulsion is not the proper action. ***See addendum #2*

Policy: Prohibition Of Firearms On School Property (JFCG)

In accordance with Chapter 150 of the Commonwealth of Massachusetts Acts of 1987, it is the policy of the Framingham Public Schools to prohibit the possession or use of firearms in, or on, school property. Any student who, in the judgment of the principal, verified by regular due process, is determined to be in violation of this policy will be suspended from attendance (out of school) for three (3) days and will be referred to the Police Department for further action.

Approved: 8/23/88 SECED Firearms

Policy: Student Publications (IGDB)

It is the policy of the Framingham School Committee to encourage and permit the most extensive freedom of expression on the part of its students as may contribute to the education experiences of the pupils while safeguarding the reputation of the school or any individual. It is the policy to prevent any disruption in the school through the sale or distribution of such a publication on the school grounds during school hours.

Regulations for Student Publications

1. Each official school publication shall have a faculty advisor who shall advise students as to the content of the publication and shall counsel said students as to the propriety of the inclusion of submitted material.
2. When a difference of opinion exists relative to such property, it shall be required that such materials be noted in each copy as being of student origin and represents neither the opinion of the school nor of the school system.
3. The sale and distribution or consumption of such student publications during school hours or on school property shall be permitted so long as, in the opinion of the building principal, it in no way contributes to the disruption of school.

Policy: Pupil Use Of Tobacco (JFEG-R)

The Framingham School Committee reaffirms its concern about the injurious effects caused by cigarette smoking. The medical studies have demonstrated the harmful nature of tobacco and the Surgeon General has clearly warned the American public against its use.

Regulations for Tobacco Use

1. The smoking or use by the pupils of cigarettes or other forms of tobacco is prohibited in the school building or on the grounds of any Framingham elementary school, middle school, or high school. Students violating these regulations will be subject to the following disciplinary actions, in accordance with Policy 5.11.4:
 - a. First offense – One day in-house suspension
 - b. Second offense – Three day in-house suspension
 - c. Third and any subsequent offense – Three day in-house suspension and student and parent subject to a hearing before the School Committee.

Policy: Use or Possession Of Alcoholic Beverages In School Or On Grounds (JFCH)

Chapter 272 prohibits the use or possession of alcoholic beverages by any person in a school building or on school property, Section 40A, of the Massachusetts General Laws.

Policy: Use Or Possession Of Alcoholic Beverages At School Functions In Locations Other Than In School Buildings or School Grounds

The use or possession of alcoholic beverages is prohibited at any school-sponsored activity regardless of its location. This prohibition shall apply to such activities although they are held away from school property. Students violating this policy shall be immediately barred from attendance at the activity and shall be subject to further discipline if deemed necessary by the school administration.

Policy: Substance Abuse Within The Framingham Public Schools

1. The policy of the Framingham School System with respect to drug use and abuse is to establish a climate within its schools that is conducive to an understanding and respect for the proper use of drugs and an attitude toward non-abuse of these substances.
2. Every effort will be made by teachers and counselors to create an atmosphere of knowledge, confidence, and trust that will encourage young people to seek help in overcoming problems in substance abuse. The comprehensive K-12 health curriculum addresses this issue.
3. In-service programs will be provided to enhance staff awareness of the scope of substance abuse as related to our schools, community, and society; to provide knowledge of scientific and medical findings; knowledge of laws relating to substance abuse, and legal penalties for violation of the law; and to familiarize teachers with available educational resources. Those who will work in specific drug education areas will be trained for that
4. The school system will make every effort to inform parents and other citizens of its approach to the elimination of substance abuse and also provide opportunities for adults to receive qualified instruction about substance abuse.
5. The school system will maintain liaison with rehabilitation, treatment, judicial, law enforcement, and legislative agencies to help assure that the total community capabilities is brought to bear on the elimination of substance abuse problems.
6. A medical/health approach will be the first step in the school's attempt to assist the student involved in the use of drugs. Disciplinary action of any sort will be a secondary measure. Procedures for handling substance abuse in the schools are attached to this policy.

GBCC

(Also JFCK)

Policy and Procedure for the Elimination of Sexual Harassment and Unlawful Discrimination

POLICY

The Framingham School Committee (the “Committee”) fully supports the right of all persons to hold employment and obtain an education without suffering sexual harassment or unlawful discrimination of any kind. It is the policy of the Committee to maintain a work and educational environment in the Framingham Public Schools that is free of sexual harassment and of discriminatory actions based on race, color, age, gender, sexual orientation, religion, ethnic or national origin, disability, veteran’s status, or any other status protected by law. Unlawful employment discrimination and sexual harassment by employees or students will not be tolerated.

DEFINITIONS

- Unlawful Discrimination

Treating an employee or student differently in the terms or conditions of his or her employment or education on the basis of the employee’s or student’s race, color, age, gender, sexual orientation, religion, ethnic or national origin, disability, veterans’ status, or any other legally protected status constitutes unlawful discrimination. Unlawful discrimination is strictly prohibited in the Framingham Public Schools.

- Sexual Harassment

Sexual harassment is a form of gender discrimination that is illegal under both federal and Massachusetts state law, including Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Massachusetts General Laws chapter 151B, § 4 and Massachusetts General Laws chapter 214, § 1C. Under these laws, unwelcome sexual advances, requests for sexual favors and other physical or verbal conduct of a sexual nature constitutes sexual harassment when:

- ◆ Submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of an individual’s employment or education, or a basis for employment or educational decisions affecting the individual; or
- ◆ Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or education, or creating an intimidating, hostile, humiliating or sexually offensive work or learning environment.

CONDUCT WHICH MAY CONSTITUTE UNLAWFUL SEXUAL HARASSMENT

Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome and occurs in a variety of situations which share a common element: the inappropriate introduction of sexual activities or comments into the work or school environment.

Sexual harassment often involves relationships of unequal power. Such situations may contain elements of coercion, such as when compliance with requests for sexual favors becomes a condition for granting privileges or favorable treatment on the job or in the classroom. However, sexual harassment may also involve relationships among persons of equal authority or power, such as when repeated advances or demeaning verbal comments by a co-worker towards another co-worker have a harmful effect on a person’s ability to perform his or her work. Sexual harassment can involve behavior directed at employees, students, contractors or vendors involved in the Framingham Public Schools.

Depending on the circumstances, sexual harassment or unlawful discrimination may also involve conduct that is directed at one person, but that adversely affects the work or school environment of others.

Depending upon the circumstances, examples of sexual harassment could include conduct such as the following:

- ◆ repeated and unwanted sexual flirtations, advances or propositions which are offensive;
- ◆ verbal abuse or innuendo of a sexual nature which is continued or repeated;
- ◆ physical contact such as touching, hugging, patting or pinching which is uninvited and unwanted by the other person;

- ◆ offensive comments of a sexual nature about an individual's body, or sexual terms used to describe an individual;
- ◆ an open display of sexually suggestive objects or pictures;
- ◆ jokes or remarks of a sexual nature;
- ◆ unwanted prolonged and apparent staring or leering at a person;
- ◆ obscene gestures or suggestive or insulting sounds made towards people;
- ◆ the demand for sexual favors accompanied by an implied or overt threat concerning an individual's employment or educational status or promises of preferential treatment;
- ◆ indecent exposure;
- ◆ romantic involvement between supervisors and subordinates that is known to others in the workplace and which impacts the workplace in areas such as assignments, advancements or benefits.

The relationship between staff members and students is inherently unequal. Sexual relations between staff members and students are prohibited under any circumstances.

CONDUCT WHICH MAY CONSTITUTE UNLAWFUL DISCRIMINATION

Depending upon the circumstances, examples of unlawful discrimination could include the above-referenced examples concerning sexual harassment, as well as the following types of conduct:

- ◆ verbal abuse or innuendo, which is continued or repeated, concerning a person's race, age, gender, religion, national origin, disability, sexual orientation, veterans' status, or other legally-protected status;
- ◆ an open display of objects or pictures that are offensive to persons of a particular religion, race, national origin, or other legally-protected status;
- ◆ use of derogatory words to describe an individual's race, national origin, religion, disability, sexual orientation, or other legally-protected status;
- ◆ making decisions about an employee's employment or education based upon his or her religion, race, national origin, age, disability, gender, sexual orientation, or other legally-protected status.

EMPLOYEE AND STUDENT RESPONSIBILITIES

Each employee and student of the Framingham Public Schools is personally responsible for ensuring that his or her conduct does not sexually harass or unlawfully discriminate against anyone in the workplace or school environment. Each employee and student is responsible for cooperating in any investigation of alleged discrimination or sexual harassment if asked to do so by the person conducting the investigation.

PROCEDURES FOR ADDRESSING COMPLAINTS OF SEXUAL HARASSMENT AND UNLAWFUL DISCRIMINATION IN EMPLOYMENT

Individuals who believe that they have been sexually harassed, or that they have been a victim of discrimination on the basis of their race, color, age, gender, sexual orientation, religion, ethnic or national origin, disability, veteran's status, or other legally protected status should follow the complaint procedures described in this policy.

Informal Resolution

If an individual believes that he or she has been sexually harassed or subjected to unlawful discrimination, the first step should be to stop the offensive conduct. This can sometimes be accomplished by confronting whoever is doing the harassing, telling the person what is offensive and requesting that the person stop. If this process does not work, or if the offender is the employee's supervisor or teacher, or if for any other reason such an approach is not practical or acceptable for the employee or student, then it may be necessary to pursue a formal complaint.

Formal Procedure

1. A person who believes that he or she has been the victim of sexual harassment or unlawful discrimination should contact his or her principal, supervisor, teacher, guidance counselor or one of the investigators listed below. Supervisors, teachers and guidance counselors are instructed to bring the matter to the attention of one of the investigators. Building principals are investigators within each school. District-wide investigators are listed in subsequent paragraphs.
2. The person bringing the complaint is encouraged to provide a written statement describing the events or conduct at issue. The complainant should do this as soon as possible but no later than thirty (30) days after the complainant becomes aware of the problem. One or more of the investigators will meet with the person to discuss the complaint, determine whether an informal resolution is possible with the investigator's assistance, and/or answer any questions about the formal complaint procedure.
3. If a formal complaint is made, one or more of the investigators will meet with the person who has been accused of improper conduct. The accused person is expected to cooperate with the investigation and may submit a written statement.
4. One or more of the investigators may also meet with witnesses or others who may assist in the factual investigation.

In the event that the findings of the investigator(s) indicate that sexual harassment, discrimination or other inappropriate behavior has not occurred, the matter will be closed. The person making the complaint and the person accused will be informed in writing of the results of the investigation no later than twenty (20) working days after its filing. The deadline may be waived by mutual agreement. This written response will explain the position of the Framingham school district.

DISCIPLINARY ACTION

In the event that the investigation reveals that sexual harassment, discrimination, other unlawful conduct, or other inappropriate conduct (even if not unlawful) has occurred, further action will be taken, including but not limited to disciplinary action, such as but not limited to reprimand, change in work assignment, suspension or termination in accordance with all relevant laws.

CONFIDENTIALITY

All actions taken to investigate and resolve complaints through this process shall be conducted with as much privacy and discretion as possible without compromising the thoroughness and fairness of the investigation. To conduct a thorough investigation, investigators may need to discuss the complaint with witnesses and those persons involved in or affected by the complaint, as well as with those persons who are assisting with the investigation or implementing disciplinary actions.

NO RETALIATION FOR FILING A COMPLAINT OF SEXUAL HARASSMENT OR UNLAWFUL DISCRIMINATION

Retaliation against any individual for making a complaint of sexual harassment or unlawful discrimination or for participating in or assisting in the investigation of such a complaint is illegal and will not be tolerated. Any acts of retaliation will be subject to appropriate disciplinary action, such as (but not limited to) reprimand, change in work assignment, suspension or immediate termination.

DISTRICT WIDE INVESTIGATORS OF COMPLAINTS OF SEXUAL HARASSMENT AND UNLAWFUL EMPLOYMENT DISCRIMINATION

Along with the building principals, the following persons have been designated to investigate complaints of sexual harassment and unlawful discrimination in the Framingham Public Schools, and may be contacted to initiate an investigation under this policy:

Dr. Eugene Thayer, Superintendent of Schools 14 Vernon St. 626-9117

Nancy Sprague, Director, Curriculum & Staff Development 14 Vernon St. 626-9132

Paula Ceglowski, Interim Director, Human Resources 14 Vernon St. 626-9107

If the complainant is dissatisfied with the determination made by the building principal or the district-wide investigators, the final level of appeal within the district is to the Superintendent of Schools. The written determination by the Superintendent of Schools will be provided to the complainant no later than fifteen (15) working days after formal receipt of any appeal.

STATE AND FEDERAL AGENCIES

If you believe you have been subjected to sexual harassment or unlawful discrimination, you may file a formal complaint with either or both of the government agencies listed below. Using the complaint procedure described in this policy does not prohibit you from filing a complaint with these agencies.

1. Equal Employment Opportunity Commission (“EEOC”)
One Congress Street
Boston, MA 02114
(617) 565 3200
2. Massachusetts Commission Against Discrimination (“MCAD”)
Boston Office: Springfield Office:
One Ashburton Place 424 Dwight Street
Boston, MA 02108 Springfield, MA 01103
(617) 727 3990
(413) 739 2145

DISSEMINATION

Policy GBCC shall be disseminated to all employees of the Framingham School District in September of each school year.

Adopted: 3/3/92

Revised: 12/17/96; 4/7/99; 2/13/01; 08/12/03

Revised – First Reading: March 18, 2004

Second Reading: April 7, 2004

Grievance Procedures for Students Regarding Complaints Alleging Discrimination in all Protected Categories

*** Policy Statement from Policy GBCC (also JFCK)**

It is the policy of the School Committee to maintain a work and educational environment in the Framingham Public Schools that is free of sexual harassment and of discriminatory actions based on race, color, age, gender, sexual orientation, religion, ethnic or national origin, disability, veteran’s status and any other status protected by law. Unlawful employment discrimination and sexual harassment by employee or students will not be tolerated.

*** Grievance Procedure and Timelines**

- 1) The first step is to stop the offensive conduct by confronting the person who is harassing and by requesting that the discriminatory behavior stop. Students should have adult support when taking this step.
- 2) If this process does not work, the victim should contact the building principal or some other responsible adult in the building. Guidance Counselors are always available to help students in the process.
- 3) Within thirty (30) days of the harassing or discrimination event, the victim speaks to the principal – or another adult who immediately brings it to the attention of the principal. The details of the complaint should be in writing.
- 4) The Principal will investigate and give a written response to both parties within twenty (20) days.
- 5) Disciplinary actions will be taken as deemed appropriate. Issues of confidentiality and non-retaliation against the person filing the complaint will be fully respected by principals and any district investigators.
- 6) Along with building Principal, the Superintendent of Schools, Assistant Superintendent of Schools, Director of Curriculum and Staff Development, Director of Human Resources, and Director of Guidance, Social Work, and Psychology, can all be contacted as part of the complaint process.
- 7) All final complaints or appeals are directed to the Superintendent of Schools 508-626-9117 who will report back on any complaint/appeal within fifteen (15) days.

*** The Equal Employment Opportunity Commission or the Massachusetts Commission Against Discrimination are the government agencies that can be appealed to if the victim is not satisfied with the district's handling of the complaint.**

*** Please visit the District Website at framingham.k12.ma.us for the complete presentation of**

Policy GBCC (also JFCK) regarding harassment and discrimination.

Internet Usage Guidelines

The Framingham Public Schools is pleased to provide Internet access to the district. With access to a global network also comes the potential of access to material that may not be considered to be appropriate in an educational environment. However, we believe that the advantages of providing this access for outweigh the possible disadvantage of users accessing such material.

A properly functioning computer network relies on the appropriate conduct of the users who must follow certain guidelines. These guidelines are provided below so that you are aware of the responsibilities you are about to acquire. In general, these guidelines require efficient, appropriate, ethical, and legal use of the network resources. The rules of the Framingham Public Schools apply to the use of these electronic resources in the same way that they apply to other resources of the school. If you violate any of these provisions, your privileges may be terminated and future access denied.

I. Statement of Educational Objectives

The purpose of Framingham Public Schools' Internet access is to facilitate communications in support of research, education, and personal and professional development. All use of the Internet must be in support of and consistent with the educational objectives of the school system.

II. Privileges vs. Right

Access to the Internet is a privilege, not a right. Access entails responsibility. You must understand that you take full responsibility for your actions. Inappropriate use may result in cancellation of your privilege. You should keep in mind that when you use the Internet, you are entering a global community, and any actions you take will reflect upon the school system as a whole. As such, you must behave in an ethical and legal manner.

III. Etiquette and Privacy

1. All users must respect the privacy of others. Examples include but are not limited to :
 - ❖ Do not intentionally obtain copies of or modify files, passwords, or data that belong to anyone else.
 - ❖ Do not represent yourself as someone else by using another's account.
 - ❖ Do not reveal personal information about yourself (such as last name, home address, or home phone number).
 - ❖ Do not reveal personal information about others.
2. All users must respect the legal protection provided by copyright license to programs, books, articles, and data. Examples include but are not limited to:

- ❖ Do not download or copy online material without the permission of the author, artist, creator, or copyright holder.
 - ❖ Do not use the work, ideas, photos or graphs of others as your own, without giving proper credit.
3. All users must respect the integrity of computing systems. Examples include but are not limited to:
 - ❖ Do not develop programs that harass other users.
 - ❖ Do not attempt to infiltrate a computer or computing system.
 - ❖ Do not spread viruses, forge e-mail, or “hack”.
 - ❖ Do not attempt to access the administrative network or use administrative commands without permission.
 4. All users must respect the school related nature of the network. Examples include but are not limited to:
 - ❖ Do not advertise for non-school related activities.
 - ❖ Do not advocate causes, or campaigns for political office.
 5. All users must respect the shared nature of the network resources. Wasteful use of finite resources is unacceptable. Examples include but are not limited to:
 - ❖ “Chats” and interactive games are generally not acceptable unless directed by an appropriate member of the school staff.
 - ❖ Do not use “web based” personal mail systems.
 6. All users respect the rights of other individuals. Examples include but are not limited to:
 - ❖ Do not use language that is abusive, profane, or sexually offensive.
 7. All users must respect the integrity of the shared network system. Examples include but are not limited to:
 - ❖ Do not send “chain letters” or mass- mailings.
 - ❖ Do not use excessive drive space.
 8. Permission of the supervising staff member MUST be obtained before downloading files.
 9. All users must use the network in an ethical manner. Examples include but are not limited to:
 - ❖ Do not access, upload, download, or distribute pornographic, obscene, or sexually explicit material.
 10. All users must respect the interdependent nature of the network. Examples include but are not limited to:
 - ❖ Do not install software on networked computers without the expressed permission of the Director of Technology or his designee.

IV. Consequences

Because the Internet is essentially access to the “real world”, some actions that are in violation of school rules may also have “real world” or legal consequences as well. The school cannot protect you from any legal action taken against you as a consequence of your misuse of the school’s network. Therefore, violating any of the guidelines and procedures listed above can result in any or all of the following:

1. Restricted network access
2. Loss of user account or access
3. Disciplinary or legal action, including, but not limited to, suspension, expulsion, dismissal from school, termination of employment or criminal prosecution under appropriate state and federal law.

IV. Liabilities

Framingham Public Schools

- ❖ Reserves the right to suspend or modify Internet and network access privileges, examine files, passwords, accounting information, printouts, tapes, and any other material that may aid in maintaining the integrity and efficient operation of the computing system.
- ❖ Will not be responsible for the accuracy, nature, or quality of any information transferred over the Internet. Use of any information obtained via the Internet is at the user’s own risk.
- ❖ Makes no guarantees of any kind, expressed or implied, with regard to the reliability of the data connection. Service is provided on an “as is, as available” basis.

- ❖ Will not be responsible for any costs, liabilities, or damages users may incur as a result of using the Internet, including, but not limited to, loss or corruption of data or damage to personal property used for Internet access provided by the Framingham Public Schools.
- ❖ Will not be responsible for unauthorized financial obligations resulting from access to the Internet provided by the Framingham Public Schools.

The Framingham Public Schools believe that proper use of the Internet and computer networks are a shared responsibility of students, faculty, and parents. The purpose of this form is to ensure that students, parents, faculty and staff understand the rules and regulations established by the school district for the educational use of computers.

All provisions of this policy are subordinate to local, state, and federal statute.

Internet and On-Line Safety

Web sites that allow students to post highly personal information and profiles (both text and video) into a public arena are a growing concern among educators. Such a site for example is Facebook, YouTube and Myspace. This type of website may be too much of a temptation for students to post information about themselves or others that is inappropriate for a public site. Students are strictly prohibited from accessing such sites on our school computers. Our recommendation is that parents check to see if their child has been using these types of sites. If they are using these sites, you should have a conversation with them about safety on the Internet.

The Office of the Massachusetts Attorney General has posted Basic Safety Rules for the Internet. Because of its length it is not published in its entirety. It can be found on line at: <http://www.ago.state.ma.us/sp.cfm?pageid=1629>.

The introductory information in the pamphlet makes a compelling statement that cannot be ignored. *“The Internet is an extraordinary resource that links our children to a world of information, experiences and ideas that might otherwise be unavailable to them. However, the Internet can also expose our children to numerous risks, and it is crucial to remember that when a child is online, his or her safety may also be on the line. Just as you have taught your child basic safety rules for the physical world, you should also teach your child basic safety rules for the virtual world”*

Please take the time to look over this important on-line pamphlet and take appropriate steps to safeguard against computer abuse.

	V. Student Support Services	Source of Information	
		Data	Interview
CR 10 Reserved			
CR 10A	<p>Student handbooks and codes of conduct</p> <ol style="list-style-type: none"> 1. a) The district has a code of conduct for students and one for teachers. b) The principal of every school containing grades 9-12 prepares, in consultation with the school council, a student handbook containing the student code of conduct and distributes it to each student annually, as well as to parents and school personnel; the school council reviews and revises the student code of conduct every year. c) The principal of every school containing other grades distributes the district's student code of conduct to students, parents, and personnel annually. d) At the request of a parent or student whose primary language is not English, a student handbook or student code of conduct is translated into that language. <ol style="list-style-type: none"> 2. Student codes of conduct contain: <ol style="list-style-type: none"> a) procedures assuring due process in disciplinary proceedings and b) appropriate procedures for the discipline of students with special needs and students with Section 504 Accommodation Plans. 3. Student handbooks and codes of conduct reference M.G.L.c. 76, s. 5 and contain <ol style="list-style-type: none"> a) a nondiscrimination policy that is consistent with M.G.L.c. 76, s. 5, and affirms the school's non-tolerance for harassment based on race, color, national origin, sex, religion, or sexual orientation, or discrimination on those same bases; b) the school's procedure for accepting, investigating and resolving complaints alleging discrimination or harassment; and c) the disciplinary measures that the school may impose if it determines that harassment or discrimination has occurred. <p>Section 504; M.G.L. c.71, s. 37H; 603 CMR 26.08</p>	<p>The district code of conduct for teachers</p> <p>All school or district handbooks and codes of conduct for students</p> <p>(including student handbooks and codes of conduct that have been translated into languages other than English)</p>	<p>CR Coordinator</p> <p>Principals</p>
CR 11 Reserved			

For Parent and Child
Handbook Review Form
Please Sign and Return to Walsh Middle School

I have reviewed the rules, regulations and policies contained within the Walsh Middle School Student Handbook.

Child's Name

Homeroom

Signature of Parent or Guardian

Date

For Parent
Deny Implied Consent Form

From time to time the Framingham School District uses pictures of students and/or their school work to document educational programs and/or inform the community of school undertakings. These photographs, interviews, audio recordings, video recordings and/or electronic pages may be distributed in the form of printed reports and brochures, newspapers, magazines; via radio or television broadcasts or cable television programs or on the Framingham School website.

Should you wish to deny permission for any of the following, please check the appropriate boxes and sign below.

I hereby deny permission for my child's name to appear in press releases or on school web pages.

I hereby deny permission for my child's photo to appear in press releases or on school web pages.

I hereby deny permission for my child's comments/work to be published in press releases, on the school network or Internet.

Child's Name _____ Grade _____

Signature of Parent or Guardian

Date