

# Daniel Joyce Middle School

55 Locust Street ~ Woburn, MA 01801

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<http://www.edline.net/pages/WPS-Joyce>  
<http://www.edline.net/pages/WPS>

Office: 781-937-8233 Ext: 11265  
Fax: 781-937-8279  
Absence line: 781-937-8233 Ext 11271

## Student-Parent Handbook

2015-2016

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# GENERAL INFORMATION

## ARRIVING AT SCHOOL

Once you are on school property each day you are considered to be "in school." Once you are in school you are expected to remain there for the entire school day unless both your parent and the school administration dismiss you. The school day ends at 2:15 pm. For a complete bell schedule, please refer to our website, <http://www.edline.net/pages/WPS-Joyce>

You are expected to remain outside the main entrance of the school until an administrator indicates that you may go inside. If the weather is such that it would not be safe or healthy for you to remain outside, you will be allowed to enter the building and remain in the gym area until the official beginning of the school day. While waiting for school to begin you are expected to behave in an appropriate manner. Running, pushing, shoving, hitting and fighting are not appropriate behavior.

Once the bell rings to begin the school day you are expected to go to your locker, place your coat, hat, and other outer wear in your locker. You must also leave your backpack/book bag and electronic devices in your locker. Please retrieve any necessary school material and then go directly to your homeroom.

## LATE TO SCHOOL

Students are expected to be in their homeroom no later than 8:05 am. If you are in the building but not yet in your homeroom by 8:05, you are still considered tardy. If you are late arriving to school you must report to the main office, sign in on the Tardy Sheet, receive a tardy pass, go quietly to your locker and then proceed as you normally would to class. Because of the extreme importance of attendance, **any student who fails to sign in when they are tardy to school will also be assigned an office detention.** If you are late to school more than three times in a quarter without an acceptable reason (Doctor's note, funerals) you will be assigned after school office detention. After five unexcused tardies in a quarter, students may not be admitted to school until a parent/guardian enters the building and signs them into school. Students with more than 20 unexcused tardies during the school year will not be allowed to participate in the end of the year activities.

When students are going to be more than 30 minutes late, parents/guardians should call the school's absence and tardy hotline (781-937-8233 Ext. 11271). It is extremely important to know where our students are at all times.

## DISMISSAL FROM SCHOOL

If you need to leave school during the school day you will need written permission from your parent/guardian. The written dismissal request is to be brought to the main office when you enter school on the day you are to be dismissed. The office will issue you a dismissal pass, to be carried with you and shown to the teacher from whose class you will be dismissed. An adult then must come into the main office to sign you out on the dismissal list. If you leave school without the permission of your parent/guardian and the administration you will be considered truant.

## ABSENCE FROM SCHOOL

In order for you to benefit as much as possible from school, it is necessary for you to attend each day school is in session. In accordance with state law, students who are sick, have a death in the family or a family emergency may be absent from school. If due to illness you are unable to attend school, we expect to receive a call from your parent/guardian. **Students with more than 20 unexcused absences and tardies during the school year may not be allowed to participate in end of the year activities.**

Parents or guardians are legally responsible for ensuring that a child under their supervision attends school daily. It is a crime for a responsible parent or guardian not to cause such a child to attend school. If a child fails to attend school for seven day sessions or fourteen half day sessions within any six month period, the supervisor of attendance may file a criminal complaint in court against the responsible parent/guardian.

For the purposes of the paragraphs above, absences will be considered "unexcused" unless due to a death in the family (or other family emergency) or unless the school receives documentation of illness from a medical facility. If

a child is absent due to illness but does not see a doctor, the absence is still recorded as “unexcused” even with a parent/guardian call to the absent line.

**\*\*\*The school absence line phone number is 781-937-8233 Extension 11271. \*\*\***

There is an answering machine so that you may leave a message informing the school of your child’s absence. When you return to school from an absence, we expect you to bring a written note from your parent/guardian (even though a parent or guardian has called in) explaining why you were absent. If we do not receive a call on the day(s) you are absent, the school will call home. If the school cannot contact anyone at home or work, the school will send the truant officer out to the house.

When you return from an absence you are expected to talk to your teachers about the work you missed and about make-up procedures. You will be given a reasonable amount of time to complete any make-up work. If you do not make up work you missed, you will receive a zero for that work. Students who are absent from school are not to be on school property at the end of the school day and they are not allowed to participate in any school activities that may be taking place on the day of the absence.

While the school discourages student attendance on family vacations during the school year, students who will be going on vacation with their families will make-up assignments upon their return to school. However, it is expected that all work will be completed and turned in to the teachers on the date specified by the teachers. Teachers are under no obligation to provide extra-help or tutorial sessions for students who are absent from school because of family vacations.

## **TRUANCY**

Truancy is defined as being absent from school or classes without parental permission. Any student who is truant will be disciplined and the school attendance officer will be notified. A parent/student conference with the principal or assistant principal may be required prior to readmission. Upon return to school, the student will serve an in-school suspension for as many days as he/she was truant.

## **CANCELLATIONS AND DELAYED OPENINGS**

During days when there is inclement weather, it may be necessary to cancel school or to have a delayed opening. Delayed openings may be for one hour, ninety minutes, or two hours at the discretion of the Superintendent of Schools. If schools are delayed for one hour, the student should plan to be at the bus stop one hour later than the usual time of arrival of the bus (i.e. if the bus normally picks up your child at 7:15, it will pick up your child at approximately 8:15 AM). Social media and television stations will carry Woburn Public School cancellations. You may also receive an Alert-Now phone call from the Superintendent the night before or that morning in regards to Woburn Public School cancellations.

## **PARCC and MCAS TESTING**

**PARCC and MCAS testing is a state mandated testing program that measures the academic progress of our students and school. It is extremely important that our students attend school every day during these testing dates. Parents should not plan vacations during these times. The 2016 testing dates are as follows:**

**PARCC English Language Arts and Mathematics (PBA) – Grades 6 – 8: March 14 – April 11**

**PARCC English Language Arts and Mathematics (EOY) – Grades 6 – 8: May 9 – June 3**

**MCAS Science and Technology/Engineering – Grade 8: May 9 - 25**

## **DRESS CODE**

The clothes you wear make a statement about you. Because of health, safety and other reasons certain clothing is not appropriate school wear. Unacceptable clothing consists of, **but is not limited to**, the following: midriff shirts that show parts of the stomach or the back, tube tops, spaghetti strap shirts, tank tops, tops that have deep scoop necklines or backs, tops with large armholes, halter tops, mesh or see through tops, spandex pants or shorts (or any tight, form-

fitting, non-denim pants such as yoga pants, stretch pants, jeggings or tights), shorts or skirts higher than mid-thigh (no higher than the fingertips with arms hanging at side), flip-flops, and clothing that promotes drugs, violence, sex, alcohol or that causes undue attention to be called to the wearer. Pants must be worn at the waist. Pajamas or any other sleepwear, including slippers or other soft-soled shoes, are not permitted. Outerwear (i.e. winter jackets, quilted vests, etc.) may not be worn in the classrooms. Due to safety reasons footwear must fit securely on the foot by means of a heel lock or strap. Heelies (otherwise known as footwear with wheels on them) are not allowed in the school.

Hats, hoods, bandannas, sport headbands etc. are not acceptable attire unless it is necessary for medical reasons. These must be kept in your locker or a teacher or administrator will confiscate them and return them to the student after school. Habitual offenders will lose their hats for longer periods of time.

Certain attire such as chains, dog collars, studded bracelets, finger armor, and rings pose a possible safety hazard to the wearer and others and are not to be worn in school.

### **BACKPACKS/BOOK BAGS**

Students will not be allowed to carry backpacks or book bags around school with them. This is due to various safety issues including: back injury, fire exit route blockage, and potential concealment of weapons and other items not allowed in school. Oversized pocketbooks/handbags can be safety issues as well, therefore all of these types of bags must be small enough, when full, to fit inside a standard shoe box with the lid on. All aforementioned bags must be placed in the student's locker prior to the start of school. Students will have ample opportunity to retrieve or store textbooks in their lockers at specified times during the day.

### **RIDING THE BUS**

Once you enter the school bus, you are considered to be in school. You continue to be in school until you get off the bus in the afternoon. Once you are on the bus you are expected to behave in an appropriate manner and to remain seated while the bus is in motion. All school rules apply while you are being transported to and from school. Violations of school rules while on the school bus will result in disciplinary action. **Students are not allowed to stand while the bus is in motion.**

Please remember that when you are riding the bus the bus driver is responsible for your safety. He or she has the same authority as your teachers. We expect you to do as the bus driver says or directs. You may only ride the bus **which is assigned to your home address.** If you wish to ride another bus home, **you must have written permission of the school and your parents.** Permission will be granted on a daily basis and will be based on seat availability.

#### **Joyce Middle School Bus Policy**

1. While waiting for the bus, pupils should stand back on the sidewalk. They should not play on or near the street or on private property.
2. Students will board buses by the front door and will do so in an orderly manner. They will move directly to their seats and remain seated until the bus stops at the School. Students will exit the buses by the front door.
3. Bus windows will be opened only with the permission of the driver on a particular day's run. Head, arms and other parts of the body must be kept inside the bus.
4. Pupils must refrain from fooling, playing, or engaging in any behavior that may be distracting to the bus driver.
5. Pupils are not to throw objects of any kind nor litter in or out of the bus. Offenders will be disciplined.
6. Pupils will cooperate with the driver at all times.
7. Pupils are expected to take good care of the bus.
8. Smoking and the drinking of any alcoholic beverages are, by State law, illegal at all times on school buses. Offenders will be disciplined according to the Joyce Middle School student handbook.

9. The emergency door is for emergencies only. Pupils are not to touch said equipment on the bus except in an emergency, and then only on instruction from the driver.

**Typical infractions which may cause loss of transportation privileges are:** smoking, possession of an alcoholic beverage, possession of drugs, profane or foul language, damage to the bus, boisterous conduct, snowballing, throwing objects, fighting, excessive fooling, tampering with the emergency door or other safety equipment, and disrespect to the driver.

## **LATE BUS**

A late bus is offered to our students on Tuesdays and Thursdays. This bus leaves the school at 3:15 pm and makes limited stops located throughout the Joyce Middle School District. This bus is ideal for students participating in after school activities, students staying for extra help, or students staying for detentions. The late bus is subject to budget considerations in the future.

## **BICYCLES, ROLLER BLADES, SCOOTERS AND SKATEBOARDS**

If you ride a bicycle to school you are expected place it in the bicycle racks that are located at the rear of the building as soon as you arrive. While every effort is made to ensure the safety of bicycles, the school cannot and will not assume responsibility for damage or for loss. Students should lock their bicycles securely when they leave them at the rear of the school. Students are **NOT** to ride their bikes in front of the school during dismissal times.

The use of skateboards, scooters and roller blades is prohibited on school property or on school buses. Skateboards, scooters and/or roller blades are not to be brought to school.

## **FOOD AND BEVERAGES**

In an attempt to maintain a clean environment, no food or beverages (including water) is allowed in the corridors or in the classrooms. **The consumption of food, candy, beverages, etc. will be restricted to the cafeteria. Food, candy, and beverages are not to be in the classrooms or the corridors unless the principal gives prior permission.** Under no circumstances should students bring glass containers and/or bottles into the school.

## **CHEWING GUM**

Because it poses a safety and health hazard and causes undue work for the custodians, the chewing of gum is not allowed at school.

## **LOCKERS**

Each student will be assigned a corridor locker. A combination lock will be assigned to you to secure the locker. **Students are not allowed to use their own locks on their lockers.** Weapons, illegal drugs, alcoholic beverages, stolen property, and other contraband may not be stored in school lockers. Lockers are to remain locked at all times. Do not give your combination to anyone. Lockers are school property and the school reserves the right to periodically inspect lockers to assure compliance with school rules. Students have no expectation of privacy in the contents of their student lockers. Lockers are not to be shared with other students. If a student loses a lock they must buy a new lock from the office for \$5.

## **FIELD TRIP REGULATIONS**

While participating on field trips, students are expected to obey the instructions of chaperones, guides, and any applicable rules of the place being visited. Uncooperative behavior on a field trip may result in that student being prohibited from further participation in any field trip. Violations of the code of discipline will result in disciplinary action as described in the handbook. School rules apply while on field trips. Students will be charged a fee for field trips in order to cover such things as the cost of admission and the cost of transportation.

## **HOMEWORK**

You should expect to spend time at home each evening during the week studying and working on school assignments. Every student is provided with an assignment book in which homework tasks for each evening are to be written. Your teachers will occasionally check to insure that you have an assignment book and that you are writing your assignments in this book.

The amount of homework you may have varies each day. Ideally, homework should be assigned in every subject every night. In general you may expect sixty minutes of homework four times a week if you are in grade six, up to ninety minutes if you are in grade seven, and up to one hundred and twenty minutes if you are in grade eight. Additionally, long-term assignments will be given from time to time.

## **MAKE UP WORK**

Schoolwork due to absence must be made up completely. This applies to all work - class work, projects, homework, tests, and quizzes.

It is highly desirable that every pupil attains a perfect attendance record. It is understandable, however, that there may be occasions when absence is necessary due to illness or some other urgent and serious reason. Each student should have a "**Study Buddy**" - an individual in the student's classes who can be called to get the missed assignments on that day. Students who have been absent for a short period of time (1 or 2 days) should contact their "study buddy" to obtain information about class work and homework assignments.

If a student is going to be absent for an extended period of time (longer than 3 days), parents/guardians should contact the teachers or guidance counselor before 9:00 AM to make arrangements to obtain assignments and any books or other materials the student may need. In the case of an unauthorized student vacation during the school year, assignments are available upon their return to school.

### **The policy of the Joyce Middle School on make-up work is as follows:**

- All work receives a failing grade until it is made up or other arrangements have been made with the teacher.
- Absences of 1 or 2 days – 2 days to make up work unless other arrangements have been made with the teacher.
- Absences of 3 to 5 days – 5 days to make up the work unless other arrangements have been made with the teacher.
- Absence of more than 5 days - a limit of 2 weeks after returning to school unless other arrangements have been made with the teacher.
- All work not made up in the required time period will be graded as failure unless other arrangements have been made with the teacher.

## **HEALTH AND MEDICATIONS**

A nurse is present in school every day. If you should feel ill or become injured while in school we want you to visit the nurse. Our nurse is also available to you to discuss any health related matters you may have. **Under no circumstances are students to call parents to dismiss them without first seeing the nurse or an administrator.**

Protocols from the Department of Public Health are followed when providing communication to parents regarding communicable diseases. It is the responsibility of the parent/guardian to discuss with their physician the effects that communicable disease will have upon their individual situations regarding their family. Any concerns relative to a student's health are reported to the parent/guardian. All medications must be labeled in their original bottles and be given to the nurse for proper dispensation. Students are not allowed to self-medicate. Possession or use of any medication by a student at school will result in disciplinary action.

If you need to take medication of any type during the school day, please make sure you do the following:

1. Bring to the nurse a written statement from a physician indicating that you need to take medication during the school day.
2. Give the nurse the medication you need to take. This medication must be in a pharmacy labeled container.

3. On the container there must be listed your name, the physician's name, the name of the medication and the frequency and dosage of the medication. The time to be administered should be listed as noon.
4. If you have asthma, you may carry and use an inhaler if your physician and parents have given written permission to the school for you to do so, but the nurse must be notified.

Nurses do not administer medication on/for the following: 1- early release days, 2- Class field trips, 3- Short-term medications, such as antibiotics. These should be given before and after school by the parent. If an antibiotic must be given during schools hours, the parent will need to come to school and administer it. **If you have any questions about taking any type of medication, please talk with the nurse.**

## **HEALTH SCREENING PROGRAMS**

The Woburn Public Schools, in accordance with Massachusetts State Law, provides screening programs in vision, hearing, height, weight, and postural screening. If you do not wish your child to participate in these mandated screenings, you must notify the school nurse and provide a note from the doctor that it was completed.

## **TELEPHONE USE**

If during the school day a student needs to use a telephone they may do so once they have permission from the teacher. Students can use the phones in the classroom or the main office to make these calls. The use of cellular telephones by students during the school day is prohibited and will result in consequences in accordance with the Joyce Middle School handbook.

## **CAFETERIA**

All of us benefit from a balanced, nutritious lunch. Our cafeteria serves an outstanding variety of healthful foods. Breakfast is available each day beginning at 7:50 A.M. On your way to and from the cafeteria you are expected to walk in a quiet, orderly manner. Once you are in the cafeteria you are expected to sit at your assigned (according to student's home room) table and engage in quiet conversation with your friends. You must get permission from a staff member to leave your seat, to get snacks, or go to the rest rooms. When you finish eating you are expected to clean your table and dispose of any unwanted items in the proper receptacle. When staff members give you the ok, you are expected to dispose of all trash, pick up any trash around your seat, and return to your table.

Students who do not act appropriately will be required to sit at an assigned desk located at the back of the cafeteria. Examples of inappropriate and disruptive behavior are excessively loud talking, yelling, throwing any type of object, and leaving your seat without permission. When it is time to leave the cafeteria a teacher or administrator will dismiss tables one at a time. You are expected to remain seated until dismissed.

## **EXTRA-CURRICULAR ACTIVITIES AND CLUBS**

There are a number of extra class activities and clubs in which you may participate. Being a member of an activity can help you to make new friends and learn new things. Activities offered include: Homework Club, Builders Club, Best Buddies, Green and Blue Review, Student Council, and Yearbook.

Participation in these activities is a privilege and any student who has received 2 or more suspensions, or 1 suspension for drugs/alcohol/tobacco/weapons, and/or excessive office detentions during the school year may not be allowed to participate in extracurricular activities. These activities include, but are not limited to school dances (including the 8<sup>th</sup> grade dance), The Green and Blue review, Field Day, 8<sup>th</sup> Grade Activity Week or any other activity that is decided by the administration to be a privilege earned by the student.

## **8<sup>th</sup> GRADE END-OF-YEAR ACTIVITIES**

In years past some parents have expressed confusion with the end of the year activities for 8<sup>th</sup> grade students. This section serves as a reminder about policies and protocols for these activities which include the end of the year field trips and 8<sup>th</sup> grade celebration sponsored by the PTO.

1. Students suspended for drugs, alcohol or tobacco use or for a weapons violation may not be eligible for these end of the year activities.
2. Students with two or more suspensions may not be eligible for these activities.
3. Students who are absent or late to school more than twenty (20) times this year may not be eligible for these activities.
4. Students with excessive referrals to the office for inappropriate behavior may be ruled ineligible to participate in the end of the year activities.
5. The 8<sup>th</sup> grade celebration is an informal celebration for the students and the school dress code will be in effect. Students should not rent tuxedos or buy expensive prom dresses. We hope this will eliminate the unnecessary pressure from students to spend excessive amounts of money on dresses and tuxedos.
6. Students should also not rent limousines for this occasion.

### **COMMUNITY SERVICE (Y.E.S. PROGRAM)**

The reasons for participating in volunteer services are as varied as the rewards the student receives. Service projects allow students to get a closer look at the community. Service makes a student more realistic about the problems that confront us; service provides students with a keen understanding of the need to address the problems immediately. Most importantly, service provides students with an understanding of the power of one.

Students who complete community service will be recognized by the Woburn Public Schools for their efforts. At the end of the eighth grade, students who have completed 50 or more hours of community service during their middle school years will receive an award for their accomplishment. **Students and parents should maintain a community service log and submit the log once the 50 hours have been completed.** Community Service Hour Logs are available in the main office. Although NJHS community service hours can also be used as YES hours the school does not automatically calculate these hours for you, you must still submit the complete YES hour log.

### **TEXTBOOKS**

The textbooks are the property of the Woburn Public Schools. You are expected to treat your books appropriately and to keep them covered at all times. At the end of the school year you are expected to return all your books to your teachers. If you lose or destroy any book, you are expected to pay for the replacement cost of that book. You may also be charged a rebinding fee if your book needs rebinding. Replacement or rebinding fees are the decisions of your teachers.

### **PROGRESS REPORTS**

All students receive progress reports at the midpoint of each term. The progress reports will be posted in the student's on-line portal. This can be accessed by visiting the Joyce Middle School website.

### **REPORT CARDS**

Report cards are issued four times a year: November, January, April and the last day of school. You are expected to take the report card home on the day it is given to you, have your parent/guardian sign the envelope in which the report card was placed, and return the envelope (keep the report card) to school on the next school day. Students who do not return the report card envelope will be subject to disciplinary action from their homeroom teacher and/or administration.

### **HIGH HONOR ROLL**

In order to achieve High Honors at the end of a particular marking period, a student must earn all A's in all subjects, except that one B will be allowed in any subject. Students must also have all 1's in conduct and effort in all subjects.

### **HONORS**

In order to achieve Honors, a student must earn at least a B- in all subjects and have all 1's in conduct and effort in all subjects.



CONDUCT is defined as the manner in which an individual behaves.  
EFFORT is defined as meeting or exceeding one's academic potential.  
CONDUCT and EFFORT ratings are as follows:  
The Conduct and Effort Rubric is located on School Website

- 1** = **Exemplary**
- 1-** = **Working towards Exemplary**
- 2** = **Needs Improvement**
- 3** = **Unsatisfactory**

### **NATIONAL JUNIOR HONOR SOCIETY**

Students must reflect outstanding accomplishments in the areas of scholarship, character, leadership, service, and citizenship. In order to be considered for induction into the National Junior Honor Society a student must have earned High Honors in each of the first three terms. Students must also perform community service hours outside the school building. Sixth grade students require 15 hours and 7<sup>th</sup> and 8<sup>th</sup> grade students require 20 hours. Students suspended from school will not be eligible for the NJHS. Membership in the NJHS is for one year only. A student must qualify, as stated above, each year he/she is in middle school in order to remain a member of NJHS.

### **PLAGIARISM AND CHEATING**

Plagiarism (the taking of, and using as one's own, the ideas or writings of another) and cheating (copying another student's work or giving yourself an improper advantage over other students) are prohibited. If you plagiarize or cheat, you deprive yourself of the education available. If you do plagiarize or cheat, you will receive a zero for any assignment, test or report involved, and your teacher will notify your parent/guardian and the administration. Students involved in cheating or plagiarism may be subject to disciplinary actions by the individual teacher. Repeated offenses of plagiarism and/or cheating will be subject to disciplinary action from the administration.

### **PARENT CONFERENCES**

Parent conferences are vital to the success and acceptance of the school's educational programs. Parents are encouraged to set up mutually convenient times when they will be able to meet with a teacher to discuss their child's educational progress. During the school year, there will be three scheduled conferences. The first conference is usually in the fall and is a parent-teacher open house held in the evening. The second conference is usually held after the first marking period and provides a time for parents to meet individually with their child's team of teachers. This is usually scheduled for the evening. The third conference is held after the end of the second marking period and is scheduled in the afternoon. During this conference, parents are able to meet with individual teachers or with their child's team of teachers. Teachers are also available to meet with parents during the day. You may contact the teacher to set up an appointment.

### **PETS / ANIMALS**

Pets are not allowed in school or on school property unless specifically authorized by the classroom teacher and building Principal.

### **NON-DISCRIMINATION NOTICE**

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

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

The Woburn Public Schools has duly appointed individuals responsible for the overall monitoring, auditing, and ensuring compliance with this policy. For compliance issues regarding employment activities, employees should contact: Mr. Mark Donovan, Woburn Public Schools, 55 Locust Street, Woburn, Massachusetts. For compliance issues regarding educational activities, contact: Dr. Gary Reese, Woburn Public Schools, 55 Locust Street, Woburn, Massachusetts. Individuals who believe they have been discriminated against in any of the District's educational or employment activities can file a written grievance with the appropriate officer.

Inquiries concerning the application of non-discriminating policies may also be referred to the Regional Director, Office for Civil Rights, U.S. Department of Education, J.W. McCormack P.O.C.C., Room 222, Boston, MA 02109-4457

## **VISITORS**

During school hours, visitors are welcome by appointment only. **ALL VISITORS MUST REPORT TO THE MAIN OFFICE UPON ARRIVAL.** If you wish a conference with a teacher, please contact the teacher for an appointment at least forty-eight hours in advance of any proposed meeting date/time. When visiting our school, please park in approved locations. Please do not park in a manner that would hinder emergency vehicles from reaching the school buildings or playgrounds. For air quality and safety, it is required that vehicles not be left running while parked (even for a short time). Do not park in handicapped spaces if you do not have a handicapped tag.

Students are not allowed to bring visitors to school without prior approval of the student's teacher and the Principal.

## **RELEASE OF INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the Woburn Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the school district may disclose appropriately designated "directory information" without written consent, unless you have advised the school district to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the school district to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require school districts that receive assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the school district that they do not want their student's information disclosed without their prior written consent.

If you do not want the school to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by October 1<sup>st</sup> of each school year. The district has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Major field of study
- Grade level

References: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

## **STUDENT RECORDS**

Regulations pertaining to Student Records adopted by the State Board of Education have the force of law. These regulations apply to all public elementary and secondary schools as well as private schools approved to provide special education services to students. They are designed to insure parents' and students' rights of confidentiality, inspection, amendment, and destruction of student records, and to assist school authorities in their responsibilities for the maintenance of student records. The regulations apply to all information kept by a school committee on a student in a manner such that he or she may be individually identified. The applicable regulations may be found at 603 CMR 23.00.

The following is a summary of the major parent and student rights regarding their student records, as provided by the Regulations pertaining to Student Records.

### **I. Inspection of Record**

A parent, or a student who has entered the ninth grade or is at least 14 years old (eligible student), has the right to inspect all portions of the student record upon request. The parent and/or eligible student have the right to receive copies of any part of the record, although a reasonable fee may be charged for the cost of duplicating materials. The record must be made available to the parent or eligible student no later than ten (10) business days after the request, unless the parent or student consents to a delay. The parent and/or eligible student may request to have parts of the record interpreted by a qualified professional of the school, or may invite anyone else of their choosing to inspect or interpret the record with them.

Massachusetts regulations establish a mandatory process for responding to student record requests from non-custodial parents. Where a parent who does not have physical custody of their child (non-custodial parent) requests access to the child's student record or other information regarding the student, the non-custodial parent is required to submit a written request for the student record with a certified court order indicating that the non-custodial parent is eligible to access information regarding the child and an affidavit verifying that the order provided remains in effect and that the non-custodial parent is not subject to a temporary or permanent protective order. Immediately upon receipt of this documentation the school shall notify the custodial parent that the school will provide the non-custodial parent with access to the student record information after twenty-one (21) days unless the custodial parent provides the principal with documentation establishing that the non-custodial parent is not eligible to access information regarding the student. When student record information is provided to a non-custodial parent in accordance with the above procedures, the school will delete the address and telephone number of the student and custodial parent from all records provided to the non-custodial parent. Any such records provided to the non-custodial parent shall be marked to indicate that they may not be used to enroll the student in another school.

Non-custodial parents are required by law to submit a written request for access to their child's student record information each year stating that the parent continues to be entitled to unsupervised visitation with the student and remains eligible to access information regarding the child.

### **II. Confidentiality of Student Records**

With a few exceptions, no individuals or organizations but the parent(s), student, and authorized school personnel are eligible to access information in or from a student record without the specific, informed written consent of the parent or the student.

### **III. Amendment of the Student Record**

Eligible students and/or parents have the right to add additional information, comments, data, and/or other relevant material to the student record. Eligible students and/or parents also have the right to request in writing that the student record be amended. Any such request should be directed to the building Principal. The building Principal will render a written decision on such a request within one week.

The above is only a summary of some of the more important provisions of the regulations pertaining to student records that relate to student and parent rights. If more detailed information is desired a copy of the regulations may be obtained from the principal's office or the Department of Education.

## **GENERAL PROVISIONS OF THE CODE OF CONDUCT**

When deemed appropriate, either because of the magnitude of the offense or the compilation of offenses, the Principal and Assistant Principal possess the authority to exclude a student from school.

The school reserves the right to prohibit any behavior which it deems as not being to the best interest of the school community, its students, faculty, and staff.

## **BEHAVIOR GUIDELINES**

While you are in school, on your way to school, on your way home from school, on any Woburn school property, or at school-sponsored events, you are expected to behave in an appropriate manner and with respect toward others. If you choose to behave in a manner which is not appropriate, you may expect the following to occur:

The first time you behave in an inappropriate manner, depending on the type and severity of the behavior, there will be a discussion between you and the teacher or an administrator about what you did, why you did it, and why the behavior was inappropriate. Teacher sessions or office detention may be assigned. If this same type of inappropriate behavior occurs again, a discussion will again be held and you will be assigned a teacher session and/or an office detention. If this same behavior occurs again, two or more office detentions will be assigned and your parent/guardian will be contacted. Additionally, a parent-teacher-administration conference may be conducted.

If the same inappropriate behavior continues, you will be suspended from school, your parent/guardian will be contacted, and a parent-student-administration conference will be conducted upon your return to school.

Continued behavior of the same type after you have been suspended will result in you and your parent/guardian being referred to the superintendent for possible further disciplinary action.

## **STUDENT CODE OF CONDUCT**

In addition to the rules and requirements set forth in this Student-Parent Handbook, Joyce Middle School students are expected to adhere to the following Code of Conduct:

1. Students are expected to assist in maintaining an orderly and calm school atmosphere that is conducive to learning.
2. Students are to stay in designated areas and to travel directly to assigned areas.
3. Students are to respect the right of school staff and students to a safe and secure school environment.
4. Students will use appropriate language and will treat adults and students alike politely and with respect.
5. Students are not to bring anything to school that can be harmful to themselves or others.
6. Students are to be truthful and honest at all times.
7. Students will obey all school rules and policies.

## **OFFICE DETENTION**

Students who violate the Code of Conduct at the Joyce Middle School will be assigned office detentions. Office detentions will be held on Tuesdays, Wednesdays, and Thursdays from 2:20 – 2:55. Students who skip office detention will be subject to additional detentions and potentially suspension from school. Students will be given 24 hours notice to notify their parents and arrange for transportation.

Students in detention will be expected to be quiet and required to complete various assignments provided by the teacher in charge of the detention. Students behaving inappropriately will be subject to additional detentions.

## **EXCLUSION FROM SCHOOL (suspension)**

In addition to being suspended or expelled from attending school for violation of the Code of Conduct, you may also be suspended from attending school if while you are in school, on any Woburn school property, or at a school sponsored activity you:

1. Become involved in a fight with another student regardless of who started the fight;
2. Are in possession or under the influence of alcohol, drugs, tobacco, or look alikes, or sell or distribute same;
3. Possess a weapon;
4. Vandalize the school, the property of the school, or the property of someone else;
5. Direct profanity at or toward a school employee;
6. Leave school without the permission of your parent or guardian and the school;
7. Assault a school employee;
8. Behave in any other manner that is deemed by the administration as disruptive of the school environment and/or possibly causing harm or danger to another, including threatening or harassing behaviors.

If you are excluded from school for disciplinary reasons, you may not be in school, on school grounds or attend any school-sponsored functions during the duration of your suspension, which includes the day you are suspended. You will also be required to meet with the Assistant Principal and a parent/guardian either on the day you are suspended or when you return from suspension.

## **CONDUCT AT OFF-SCHOOL ACTIVITIES**

A student's behavior at all school sponsored or school related event, regardless of where the events are held, is governed by the rules listed in the Student-Parent Handbook. Proper behavior, consideration for others and general good manners are expected of all students at all school events and while being transported to or from school or school related events on buses. Inappropriate conduct and/or other violations of school rules at school sponsored or school related events will result in disciplinary action.

## **ALCOHOL, DRUGS AND TOBACCO**

The possession, solicitation, use, or being under the influence of alcohol, drugs, tobacco, or drug look-alikes on school grounds or at school-sponsored events is strictly prohibited and will result in disciplinary action and, where appropriate, referral to law enforcement authorities. Smoking is prohibited in the school and on school grounds at all times. Cigarettes, e-cigarettes, and tobacco products will be confiscated and parents will be notified. Any student apprehended for smoking, using non-smoking tobacco or found to be in possession of these or any tobacco products or paraphernalia will be suspended from school. Students are not allowed to have lighters in their possession. Any student found to have a lighter in her/his possession will be disciplined and the lighter will be confiscated.

## **ELECTRONIC DEVICES**

Electronic devices such as mp3 players, hand held video games, cell phones, smart phones, cameras, or other items that are not appropriate for students to have in school. These items must be placed in the student's locker before school. These items, when found in a student's possession, whether they are in use or not, will be confiscated by teachers and administrators. They will only be returned to the student's parents at the end of the school day. Habitual offenders will be disciplined with detentions and possibly suspension. The school reserves the right to monitor text messages and call logs for inappropriate and threatening messages sent throughout the day.

## **ELECTRONIC BOOKS / E-READER**

As technology evolves, we are finding more students utilizing E-readers. We see the value of any device which supports reading and makes books more accessible, enjoyable, and economically more advantageous. Students and parents must complete an e-reader usage form before the student will be allowed the privilege to use the e-reader in school. E-reader forms can be found on the school website. As always, the student must have the teacher's permission and the wireless network turned off. Student will have their privilege revoked if they do not follow the e-reader usage form. The school will not be held responsible for any devices that are lost, stolen, or otherwise misplaced.

## **LASER POINTERS**

Laser pointers are not allowed on school grounds and will be confiscated immediately by any staff member. **Laser pointers will not be returned.**

## **HAZING**

In accordance with state and federal laws and regulations, the practice of "hazing" in all its forms is prohibited at the school. As defined in Chapter 269 §17 of the Massachusetts General Laws, the term "hazing" means: *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, rest or extended isolation.* M.G.L. c.269 §17.

Hazing is strictly prohibited in Woburn Public Schools, at school sponsored events, and during school related activities. Students who engage in hazing will be subject to disciplinary action. Individuals who observe acts of hazing are required by law to report such conduct to law enforcement authorities. M.G.L. c.269 §18.

## **PUBLIC DISPLAY OF AFFECTION**

Being sensitive to cultural diversity, public displays of affection are not allowed within a school setting. They are not in good taste, infringe upon the sensitivity of others, and have no place in a public school. Students showing public displays of affection will receive a warning. Repeat offenders will be subject to further disciplinary action and their parents will be notified.

## **SNOWBALLS**

The making and throwing of snowballs and/or snow or ice is prohibited. Students who violate this rule are subject to disciplinary action including assigned office sessions and/or suspension from school.

## **STEALING**

The theft of property belonging to other people or to the school will not be tolerated. The act of stealing or the possession of stolen property will result in suspension or expulsion. Students who steal will be required to make restitution of the stolen material(s) to the victim. Where appropriate, law enforcement authorities may be notified and court action may be taken.

## **STUDENT SEARCHES**

A student's person, personal possessions, and student locker may be searched whenever school administrators have reasonable suspicion that the student is in possession of illegal, prohibited, or contraband items/ materials. Any and all illegal, prohibited, or contraband materials discovered as a result of such a search will be confiscated. Students found in possession of such items or materials will be subject to discipline and/or criminal prosecution.

## **WEAPONS and LOOK-ALIKE WEAPONS**

It is illegal to have a weapon in school or on school property. Students who are in possession of a weapon risk expulsion from school. In all cases, authorities will be notified, the student will be immediately suspended from school, and an expulsion hearing will be held. Weapons are defined as guns, knives, bows, arrows, darts, laser pointers or any other objects which, in the opinion of the administration, may cause harm to you or others.

“Whoever, not being a law enforcement officer, and notwithstanding any license obtained by him under the provisions of chapter one hundred and forty, carries on his person a firearm as hereinafter defined, loaded or unloaded or other dangerous weapon in any building or on the grounds of any elementary or secondary school, college or university without the written authorization of the board or officer in charge of such elementary or secondary school, college or university shall be punished by a fine of not more than one thousand dollars or by imprisonment for not

more than one year, or both. For the purpose of this paragraph, "firearm" shall mean any pistol, revolver, rifle or smoothbore arm from which a shot, bullet or pellet can be discharged by whatever means.

Any officer in charge of an elementary or secondary school, college or university or any faculty member or administrative officer of an elementary or secondary school, college or university failing to report violations of this paragraph shall be guilty of a misdemeanor and punished by a fine of not more than five hundred dollars."

Students who are in possession of a weapon or a look-alike weapon risk expulsion from school. In all cases, authorities will be notified, the student will be immediately suspended from school, and an expulsion hearing will be held. Weapons are defined as guns, knives, bows, arrows, darts, laser pointers or any other objects, which, in the opinion of the administration, may cause harm to you or others. Reference: **M.G.L. c. 269 §10**

### **FIGHTING and BULLYING - THREATS AND/OR ASSAULTS AND ABUSIVE BEHAVIOR (Student)**

Students have a right to a safe, secure and peaceful school. Verbal and/or physical assaults are unacceptable. Students who are verbally abusive to other students will be disciplined. Repeated offenses will result in a suspension or expulsion from school. A student who physically assaults another student will be sent home immediately and will be suspended from school. Where appropriate, the student may also be recommended for expulsion. Students who are involved in incidents of assault, abusive behavior, or threats will meet with the assistant principal or principal, a guidance counselor, and a teacher, if necessary, to work out specific ways of relating cooperatively. Bullying and fighting are serious matters and will not be tolerated. Students who go to pre-arranged locations to observe a fight are just as guilty as the students fighting and will be disciplined accordingly.

The Woburn School District's policy on bullying can be found on the District website as well as the JMS website <http://www.edline.net/pages/WPS-Joyce>. Bullying incident reporting forms can be found on the JMS website as well as in the Joyce office, Guidance, and the offices of the principal and assistant principal. These forms may be filled out by teachers, parents or students and may be turned into the office anonymously if desired.

### **THREATS AND/OR ASSAULTS AND ABUSIVE BEHAVIOR (Faculty and Staff)**

Students who threaten or assault a staff member are subject to out of school suspension and expulsion. If a student damages the property of a staff member, the student will receive an out of school suspension and be required to make restitution for the damaged property. Abusive, obscene, or vulgar language or gestures to a member of the staff will result in an out of school suspension.

### **UNAUTHORIZED ABSENCE FROM CLASS**

For each unauthorized absence from a class, a student will be assigned an all-day detention. Second and subsequent offenses will result in suspension from school.

### **VANDALISM**

If school property is destroyed, vandalized or defaced, we expect students who have knowledge of the perpetrator(s) to report that knowledge to the principal or assistant principal. The student(s) responsible for the vandalism are subject to disciplinary action and will be required to make full restitution.

### **VULGARITY**

The use of vulgar, profane and/or obscene language or body language is not appropriate in school. Violators may be assigned teacher sessions, office detentions or be suspended from school.

### **HARASSMENT - SEXUAL (Adult)**

Any sexual behavior or inappropriate sexual comments from an adult towards a student is unethical and is considered sexual harassment. The adult is fully responsible for the behavior/comments. If a student believes that she/he has been sexually harassed by an adult, she/he should report the incident to a trusted teacher, guidance counselor, parent/guardian, assistant principal, or principal.

Teachers, guidance counselors, and the assistant principal will report the incident to the principal who will conduct an

investigation, notify the appropriate authorities, and file a written report with the Superintendent of Schools. If it is determined that the adult has sexually harassed the student, referral will be made to the Superintendent of Schools for disciplinary action. Reprisals, threats, or intimidation of the reporting victim by the accused adult will not be tolerated and must be reported to the assistant principal or principal.

### **HARASSMENT - SEXUAL (Student)**

Sexual harassment is unwanted sexual attention from anyone with whom the victim may interact in the course of receiving her/his education in school or at school sponsored activities. **Sexual Harassment includes, but is not limited to, the following behaviors from an individual:** staring or leering with sexual overtones, spreading sexual gossip, unwanted sexual comments (name calling; ex. “gay”, “queer”, “faggot”), pressure for sexual activity, and/or unwanted physical contact of a sexual nature.

If a student believes that s/he has been sexually harassed by another student, s/he should report it to a trusted teacher, guidance counselor, parent/guardian, assistant principal, or the principal. Any accusation of sexual harassment will be investigated by the assistant principal or principal and a written report of the investigation will be filed with the principal. Teachers witnessing student harassment must also report these instances to the administration. If it is determined that a student has sexually harassed another student, the consequences will be as follows:

- a) A parent-student conference will be held with the assistant principal or principal.
- b) Depending on the severity of the incident, a student will be assigned office sessions, receive an out of school suspension, or possible expulsion.
- c) In cases of repeated harassment by a student, recommendation will be made to the Superintendent of Schools for further disciplinary action.
- d) Depending on the severity of the incident, a referral will be made to the local police.

Reprisals, threats, or intimidation of a victim who reports incidents of sexual harassment will be treated as a serious offense and will result in an out of school suspension and/or permanent expulsion from school.

### **DUE PROCESS: PROCEDURES FOR SUSPENSION FOR CONDUCT OTHER THAN STATUTORY OFFENSES**

#### **A. In-School Suspension For Less Than 10 Cumulative Days During A School Year**

An in-school suspension is a removal of a student from regular classroom activities, but not from the school premises. The procedure for an in-school suspension of no more than (10) school days (consecutive or cumulatively for multiple infractions during the school year) will be as follows:

1. The administrator will inform the student of the disciplinary offense charged, the basis for the charge, and provide the student an opportunity to respond. If the administrator determines that the student committed the disciplinary offense, the administrator will inform the student of the length of the student’s in-school suspension, which may not exceed 10 days, cumulatively or consecutively, in a school year.
2. On the same day as the in-school suspension decision, the administrator will make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The administrator will also invite the parent to a meeting to discuss the student’s academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting will be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the administrator is unable to reach the parent after making and documenting at least (2) attempts to do so, such attempts will constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.
3. The administrator will send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent to a meeting with the administrator for the purpose set forth above, if such meeting has not already occurred. The administrator will deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or by other method of delivery agreed to by the administrator and the parent.

An in-school suspension of more than 10 cumulative days in a school year will be subject to the procedures for long-term suspension found at pages 17-18.



## B. Procedures For Short-Term, Out-Of-School Suspensions (10 Cumulative Days Or Less In A School Year)

Except in the case of an Emergency Removal as provided on pages 34-35, prior to imposing a short-term out-of-school suspension (10 days or less in a school year) an administrator will provide the student and his/her parent oral and written notice and an opportunity to participate in an informal hearing.

1. Notice: The written notice to the student and the parent will be in English and in the primary language of the home if other than English, or other means of communication where appropriate and will include the following:

- a) The disciplinary offense;
- b) The basis for the charge;
- c) The potential consequences, including the potential length of the student's suspension;
- d) The opportunity for the student to have a hearing with the administrator concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing;
- e) The date, time, and location of the hearing;
- f) The right of the student and the student's parent to interpreter services at the hearing if needed to participate;

Written notice to the parent may be made by hand delivery, first-class mail, certified mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the school and parent.

2. Efforts to Involve Parent: The administrator will make reasonable efforts to include the parent in the hearing. To conduct a hearing without the parent present, the administrator must be able to document reasonable efforts to include the parent. The administrator is presumed to have made reasonable efforts if the administrator has sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.

3. Format of Hearing: The administrator will discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also will have an opportunity to present information, including mitigating facts, that the administrator should consider in determining whether other remedies and consequences may be appropriate. The administrator will provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the administrator should consider in determining consequences for the student.

4. Decision: The administrator will provide written notice to the student and parent of his/her determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal. The notice of determination may be in the form of an update to the original written notice of hearing.

## C. Procedures For Long-Term Suspension

Except in the case of an Emergency Removal provided on page 18, prior to imposing a long-term suspension (more than 10 days of out-of-school suspension or more than 10 days of in-school suspension, whether consecutive or cumulative for multiple offenses during a school year), an administrator will follow the procedures for short-term suspension plus additional procedures as follows:

1. Notice: The notice will include all of the components for a short-term suspension in Section B above, plus the following:

- a) In advance of the hearing, the opportunity to review the student's record and the documents upon which the administrator may rely in making a determination to suspend the student or not;
- b) the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense;
- c) The right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so;
- d) The right to cross-examine witnesses presented by the school district;
- e) The right to request that the hearing be recorded by the administrator, and a copy of the audio recording provided to the student or parent upon request.

2. Format of Hearing: The Hearing will afford the rights set forth in the notice above. The administrator will also provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the administrator should consider in determining consequences for the student.

3. Decision: Based on the evidence, the administrator will determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to long-term suspension, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The administrator will send the written determination to the student

and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the school and the parent. If the administrator decides to suspend the student on a long-term basis, the written determination will:

1. Identify the disciplinary offense, the date on which the hearing took place and the participants at the hearing;
2. Set out the key facts and conclusions reached;
3. Identify the length and effective date of the suspension, as well as a date of return to school;
4. Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school (if more than 10 cumulative days);
5. Inform the student of the right to appeal the administrator's decision to the superintendent or designee. Notice of the right of appeal will be in English and the primary language of the home if other than English, or other means of communication where appropriate, and will include the following information stated in plain language:

a. the process for appealing the decision, including that the student or parent must file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that

b. the long-term suspension will remain in effect unless and until the superintendent decides to reverse the administrator's determination on appeal.

No long-term suspension will last more than 90 school days in a school year nor extend beyond the end of the school year in which such suspension is imposed.

#### D. Exception For Emergency Removal

Notwithstanding the provisions for short or long-term suspension set forth above, a student who is charged with a disciplinary offense may be removed temporarily from school if the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the administrator's judgment, there is no alternative available to alleviate the danger or disruption.

The temporary removal will not exceed two (2) school days following the day of the emergency removal, during which time the administrator will provide the following, as applicable to the length of suspension:

- a) Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, and other applicable matters;
- b) Provide written notice to the student and parent as provided in Section B or C above, as applicable;
- c) Provide the student an opportunity for a hearing with the administrator, as applicable, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the administrator, student, and parent.
- d) Render a decision orally on the same day as the hearing, and in writing no later than the following school day in accordance with the decision requirements detailed in Section C or D, as applicable.

An administrator may not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.

#### E. Appeal To The Superintendent

If a decision by an administrator, following the parent meeting, results in suspension of a student for more than 10 cumulative school days for the school year, the student may appeal the decision to the superintendent. In order to do so the student or parent must file a notice of appeal with the superintendent within five (5) calendar days with a seven (7) day postponement option. The superintendent must hold the hearing within three (3) school days of the student's request, unless the student or parent requests an extension of up to seven (7) additional calendar days. If the appeal is not filed within this time frame, the superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The following apply:

- a) The superintendent will make a good faith effort to include the parent in the hearing. The superintendent will be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and superintendent to participate. The superintendent will send written notice to the parent of the date, time, and location of the hearing.

- b) The superintendent will conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence will be. The superintendent will arrange for an audio recording of the hearing, a copy of which will be provided to the student or parent upon request. The superintendent will inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request.
- c) The student will have all the rights afforded the student at the administrator's hearing for long-term suspension as described in Section C above.
- d) The superintendent will issue a written decision within five (5) calendar days of the hearing which meets the requirements for a long-term suspension decision as described in Section C above. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the administrator, but will not impose a suspension greater than that imposed by the administrator's decision.

The decision of the superintendent constitutes the final decision of the school district.

### **Woburn Public Schools Discrimination and Harassment Grievance Procedures**

The Woburn Public Schools (District) does not discriminate against students, parents, employees or the general public on the basis of race, color, national origin, age, sex, sexual orientation, gender identity, disability, religion. This procedure has been adopted by the Woburn Public Schools to provide a method of prompt and equitable resolution of student and employee complaints of discrimination and harassment. This procedure is designed in compliance with state and federal laws which prohibited discrimination based on the above protected classes, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Act, and M.G.L. c. 76 § 5).

#### **Definitions**

For the purposes of this procedure:

- A. A "Complaint" is defined as an allegation that a student or employee has been discriminated against or harassed on the basis of race, color, national origin, age, sex, sexual orientation, gender identity, disability, or religion.
- B. "Discrimination" means discrimination or harassment on the basis of race, age, color, national origin, sex, sexual orientation, gender identity, disability or religion that is excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity of the school.
- C. "Harassment" means unwelcome conduct on the basis of race, age, color, national origin, sex, sexual orientation, gender identity, disability or religion that is sufficiently severe, persistent or pervasive to create a hostile environment for the individual at school. Harassment may include insults, name-calling, off color jokes, threats, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct which rises to the level of a hostile environment.
- D. "Sexual Harassment" means unwelcome, sexually offensive or gender-based conduct which is sufficiently severe, persistent or pervasive to create a hostile environment for the individual at school. Additionally, under M.G.L. c. 151C, § 1, the term "sexual harassment" may also include, but is not limited to, sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:— (i) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of the provision of the benefits, privileges or placement services or as a basis for the evaluation of academic achievement; or (ii) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's education by creating an intimidating, hostile, humiliating or sexually offensive educational environment.
- E. When determining whether an environment is hostile, the school district examines the context, nature, frequency, and location of sexual or gender-based incidents, as well as the identity, number and relationships

of the persons involved. The school district must consider whether the alleged harassment was sufficient to have created such an environment for a reasonable person of the same age, gender, and experience as the alleged victim, and under similar circumstances.

Harassment and Retaliation Prohibited

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

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

How to make a complaint

- A. Any student or employee who believes that he/she has been discriminated against or harassed should report their concern promptly to the school principal or the relevant Civil Rights Coordinator listed below. If the school principal receives the report, he or she will notify the Civil Rights Coordinator of the Complaint. Students or employees who are unsure whether discrimination or harassment has occurred are encouraged to discuss the situation with the school principal or appropriate Civil Rights Coordinator.

Civil Rights Coordinator for Disability Related Complaints

Gary Reese, Ed.D.  
Assistant Superintendent for Curriculum & Assessment  
Section 504 Coordinator  
55 Locust Street  
Woburn, Massachusetts 01801  
(781) 937-8233 ext. 201

Civil Rights Coordinator for Complaints Based on Age, Gender, Sexual Harassment, Sexual Orientation, Gender Identity, Religion, Race, Color or National Origin

Jim Duran  
Title IX/Title VI Coordinator  
Woburn Memorial High School  
88 Montvale Avenue  
Woburn, Massachusetts 01801  
(781) 937-8210

- B. School staff is expected to report possible incidents of discrimination or harassment of students and fellow employees. Parents and other adults are also encouraged to report any concerns about possible discrimination or harassment of students or employees which have allegedly occurred on school grounds, at school related events, or actions which occurred outside of school but possibly create a hostile environment for a student or employee while he/she is at school.
- C. Students and employees will not be retaliated against for making a Complaint. Any retaliation by students or school staff will result in disciplinary measures, up to and including expulsion or dismissal.
- D. Students and employees are encouraged to utilize the district’s Complaint Procedure. However, students and employees are hereby notified that they also have the right to report complaints to:

The United States Department of Education  
Office for Civil Rights  
5 Post Office Square, 8<sup>th</sup> Floor  
Boston, Massachusetts 02110-1491  
Telephone: (617) 289-0111  
Fax: 617-289-0150  
TDD: 877-521-2172

Program Quality Assurance Services  
Massachusetts Department of Elementary and Secondary Education  
75 Pleasant Street, Malden, MA 02148-4906  
Telephone: 781-338-3700  
TTY: N.E.T. Relay: 1-800-439-2370  
FAX: 781-338-3710  
Complaint Handling and Investigation

- E. The school principal shall promptly inform the relevant Civil Rights Coordinator and the person(s) who is the subject of the Complaint that a Complaint has been received.
- F. After notifying the appropriate Civil Rights Coordinator, the school principal or designee may pursue an informal resolution of the Complaint with the agreement of the parties involved. Informal resolution is optional, and the Complainant may elect to proceed according to the formal resolution procedure at any time prior to the completion of the informal resolution.
- G. Under the formal resolution procedure, the Complaint will be investigated by the, the school principal or other individual designated by the school principal or Civil Rights Coordinator. Any Complaint about an employee who holds a supervisory position shall be investigated by a person who is not subject to that supervisor's authority. Any Complaint about the Superintendent should be submitted to the School Committee Chair, who will consult with legal counsel concerning handling the investigation of the Complaint.
  - 1. The Complainant shall have the opportunity to present witnesses and other relevant evidence to the investigator.
  - 2. The person who is the subject of the Complaint will be provided with an opportunity to be heard as part of the investigation including the opportunity to provide relevant information and identify witnesses for the investigator's consideration.
  - 3. The privacy rights of all parties to the Complaint shall be maintained in accordance with applicable state and federal laws.
  - 4. The investigator will keep a written record of the investigation process.
  - 5. The investigator may take interim remedial measures to reduce the risk of further discrimination or harassment while the investigation is pending.
  - 6. The investigation and the notification of the outcome to the complainant and the subject of the complaint shall be completed within fifteen (15) calendar days of the date of the receipt of the Complaint.
  - 7. The investigator may extend the investigation period beyond fifteen (15) calendar days because of extenuating circumstances, including but not limited to availability and cooperation of witnesses, complexity of the investigation, school vacation periods, and the involvement of law enforcement and other outside agency investigations. If the investigator extends the investigation, he or she will notify the Complainant of the extension.
  - 8. If a complaint or report of discrimination or harassment is received after June 1 of a given school year, the investigator will attempt to complete the investigation by the end of the school year. In the event that the investigation extends beyond the last day of school, the District will make reasonable efforts to complete the investigation within the above-referenced time frame, but may extend the investigation period to account for the availability of witnesses during the summer vacation period. If the investigator extends the investigation, he or she will notify the Complainant of the extension and make reasonable efforts to interview the witnesses during the summer vacation period.
  - 9. Nothing in this procedure will preclude the investigator, in his or her discretion, from completing the investigation sooner than the fifteen (15) calendar days described above.
- H. If the investigator determines that discrimination or harassment has occurred, he/she shall take steps to eliminate the discriminatory or harassing environment, including but not limited to:
  - 1. Determining what disciplinary action should be taken against the person(s) who engaged in discrimination or harassment, if any;

2. Determine what steps are necessary to prevent recurrence of any discriminatory behavior, including but not limited to harassment, and to correct its discriminatory effects if appropriate; and
  3. Inform the Complainant and the person(s) who was the subject of the Complaint of the results of the investigation (in accordance with applicable state and federal privacy laws) within fourteen (15) calendar days of receipt of the complaint, unless the investigation is extended under the provision described above.
- I. If the Complainant or the student's parents/legal guardians are dissatisfied with the results of the investigation, an appeal may be made to the appropriate Civil Rights Coordinator within fourteen (14) calendar days after receiving notice of the outcome of the investigation. In the appeal, the appellant should identify any specific alleged factual or legal errors and explain why the errors should result in a different conclusion. The Civil Rights Coordinator shall review the investigative report and may conduct further investigation if deemed appropriate. The Civil Rights Coordinator decision shall be final, subject to further appeal to the Superintendent.
  - J. If the employee or the student's parents or legal guardians are dissatisfied with the decision of the Civil Rights Coordinator, an appeal may be submitted within seven (7) calendar days after receiving notice of the Civil Rights Coordinator's decision. The Superintendent will consider the appeal. The Superintendent's decision shall be final.

## **MASSACHUSETTS GENERAL LAWS**

### **M.G.L. c.71 §37H**

Massachusetts General Law c.71 §37H1 mandates that all student handbooks contain the following provisions relative to student behavior and conduct.

- (a). Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or knife, a controlled substance as defined in Chapter 94C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the Principal.
- (b). Any student who assaults a principal, an assistant principal, a teacher, teacher's aide or other educational staff on school premises or at school-sponsored events, including athletic games, maybe subject to expulsion from the school by the principal.
- (c). Any student who is charged with a violation of either paragraph (a) or (b) above shall be notified in writing of an opportunity for a hearing, provided, however, that the student may have representation [at their own expense], along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).
- (d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel [at their own expense] at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
- (e) When a student is expelled under the provisions of this section, no school or school district within the commonwealth shall be required to admit such student or to provide educational services to said student. If said student does apply for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion.

### M.G.L. c.71 §37H1/2

(1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his/her right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his/her behalf, and shall have the right to counsel [at their own expense]. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

(2) Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his/her right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his/her request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his/her behalf, and shall have the right to counsel [at their own expense]. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion. Upon expulsion of such student, no school or school district shall be required to provide educational services to such student.

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

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

In some cases, the evaluation Team determines that a student with a disability may require only individual accommodations as opposed to specialized instruction and /or related services. Such students are then referred for an evaluation of their eligibility for an individual accommodation plan in accordance with Section 504 of the Rehabilitation Act. For more information regarding the services available to students with disabilities please contact the school guidance counselor, school Principal, or the Woburn Public Schools' Director of Special Education.

## DISCIPLINE AND STUDENTS WITH DISABILITIES

All students are expected to meet the requirements for behavior as set forth in this handbook. In addition to those due process protections afforded to all students, the Individuals with Disabilities Education Act and related regulations require that additional provisions be made for students who have been found eligible for special education services or who the school district knows or has reason to know might be eligible for such services. Students who have been found to have a disability that impacts upon a major life activity, as defined under §504 of the Rehabilitation Act, are, generally, also entitled to increased procedural protections prior to imposing discipline that will result in the student's removal for more than ten (10) consecutive school days or where there is a pattern of short term removals exceeding ten (10) school days in a given year. The following additional requirements apply to the discipline of students with disabilities:

- (1) The IEP for every student eligible for special education or related services shall indicate whether the student can be expected to meet the regular discipline code of the school or whether the code should be modified to address the student's individual needs.
- (2) Students with disabilities may be excluded from their programs for up to ten (10) school days to the extent that such sanctions would be applied to all students. Before a student with a disability can be excluded from his/her program for more than ten (10) consecutive school days in a given school year or subjected to a pattern of removal constituting a "change of placement", building administrators, the parent(s)/guardian(s) and relevant members of the student's IEP or 504 Team will meet to determine the relationship between the student's disability and behavior (Manifestation Determination). In most instances, during disciplinary exclusions exceeding ten (10) school days in a single school year, the student shall have the right to receive services identified as necessary by the Team to provide him/her with a free appropriate public education during the period of exclusion.
- (3) If building administrators, the parent(s)/guardian(s) and relevant members of the student's IEP or 504 Team determine that the student's conduct was not a manifestation of the student's disability, the school may discipline the student in accordance with the procedures and penalties applicable to all students but will continue to provide a free appropriate public education to those students with IEPs. The student's IEP or 504 Team will identify the services necessary to provide a free appropriate public education during the period of exclusion, review any existing behavior intervention plan or, where appropriate, conduct a functional behavioral assessment.
- (4) If building administrators, the parent(s)/guardian(s), and relevant members of the student's IEP or 504 Team determine that the conduct giving rise to disciplinary action was a manifestation of the student's disability, the student will not be subjected to further removal or exclusion from the student's current educational program based on that conduct (except for conduct involving weapons, drugs, or resulting in serious bodily injury to others) until the IEP or 504 Team develops, and the parent(s)/guardian(s) consent to, a new placement or unless the District obtains an order from a court or from the Bureau of Special Education Appeals (BSEA) authorizing a change in the student's placement. The Student's Team shall also review, and modify as appropriate, any existing behavior intervention plan or arrange for a functional behavioral assessment.
- (5) If a student with a disability possesses or uses illegal drugs, sells or solicits a controlled substance, possesses a weapon, or causes serious bodily injury to another on school grounds or at a school function, the District may place the student in an interim alternative educational setting (IAES) for up to forty-five (45) school days. A court or BSEA Hearing Officer may also order the placement of a student who presents a substantial likelihood of injury to self or others in an appropriate interim setting for up to forty-five (45) school days.

## TEACHER QUALIFICATION NOTICE

**Notification to Parents of Teacher Qualifications:** The Federal *No Child Left Behind* Act of 2001 requires school districts that receive federal Title I funding to notify parents of their right to know the professional qualifications of the classroom teachers who instruct their child. As a recipient of these funds, the Woburn Public Schools will provide you with this information in a timely manner if you request it. Specifically, you have the right to request the following information about each of your child's classroom teachers:

- Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches.
- Whether the teacher is teaching under emergency or provisional status because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree.
- Whether paraprofessionals provide services to your child and, if so, their qualifications.



The Woburn Public Schools is committed to providing quality instruction for all students and does so by employing the most qualified individuals to teach and support each student in the classroom. If you would like to receive any of the information listed above for you child's teacher, please contact the School Principal at 781-937-8233.

### **Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)**

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

1. *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (DOE): political affiliations or beliefs of the student or student's parent; Mental or psychological problems of the student or student's family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of others with whom respondents have close family relationships; legally recognized privileged relationships, such as with lawyers, doctors, or ministers; religious practices, affiliations, or beliefs of the student or parents; or income, other than as required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of the following: any other protected information survey, regardless of funding; any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. Inspect, upon request and before administration or use: protected information surveys of students; instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and instructional material used as part of the educational curriculum. These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

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

Specific activities and surveys covered under this requirement include: the collection, disclosure, or use of personal information for marketing, sales or other distribution; the administration of any protected information survey not funded in whole or in part by DOE; and any non-emergency, invasive physical examination or screening as described above. Parents who believe their rights have been violated may file a complaint with:

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

## **The Use of Computers, the Internet and Electronic Mail**

The Woburn Public Schools is pleased to offer students access to a computer network. To gain access to the Internet, all students must obtain parental permission as verified by the signatures on the form below. Should a parent prefer that a student not have Internet access, use of the computers is still possible for more traditional purposes such as word processing, educational software and presentations.

### **What is possible?**

Access to the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information. Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purposes of the school are to use Internet resources for constructive educational goals and we do provide filtering of inappropriate sites, students may find ways to access other materials. We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to apply for access.

### **What is expected?**

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with district standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.

### **What are the rules?**

Privacy -- Network storage areas may be treated like school lockers. Network administrators may review communications to maintain system integrity and will insure that students are using the system responsibly. Illegal copying -- Students should never download or install any commercial software, shareware, or freeware onto drives or disks. Nor should students copy other people's work or intrude into other people's files. Inappropriate materials or language -- No profane, abusive or impolite language should be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. A good rule to follow is never view, send, or access materials which you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it their teacher immediately.

E-Mail (Electronic Mail)-The school does not allow students to access e-mail on its network or any school computer nor does it encourage the creation of free e-mail accounts.

### **These are guidelines to follow to prevent the loss of network privileges at school.**

1. A computer should not be used to harm other people or their work.
2. Do not damage the computer or the network in any way.
3. Do not interfere with the operation of the network by installing illegal software, shareware, or freeware.
4. Do not violate copyright laws.
5. Do not view, send, or display offensive messages or pictures.
6. Do not share your password with another person.
7. Do not waste limited resources such as disk space or printing capacity.
8. Do not trespass in others, folders, work, or files.
9. Do notify an adult immediately, if by accident, you encounter materials, which violate appropriate use.
10. **BE PREPARED** to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.