

**HOPKINTON
MIDDLE SCHOOL**

**Student & Parent Handbook
2014- 2015**

**Mr. Alan Keller, Principal
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This School Agenda belongs to:

Name _____

Address _____

Town _____

State _____ Zip _____

Phone _____

Homeroom Teacher _____

Hopkinton Middle School

Student & Parent Handbook 2014- 2015

MESSAGE FROM THE PRINCIPAL

Dear Students and Parents:

To those of you new to Hopkinton Middle School, welcome, and to those returning, welcome back. I am excited and eager to begin the 2014-2015 school year. As a school district, our mission is to *Learn, Create, and Achieve Together*. This applies to all members of our school community: students, staff members, administrators, and parents. It is important, because we believe that, as a school community, all of us are responsible for the learning, creating, and achieving and we understand that this is optimized when we do so *together*.

As a middle school, we apply this mission to our own unique learning community: inspiring students in a lifelong adventure of learning by providing a safe, dynamic and rigorous learning environment that is engaging and enjoyable. We empower students to become active, caring citizens in a multicultural society in an increasingly interdependent world.

To accomplish these goals, we expect and demand a respectful and responsible environment. This Student Handbook outlines our mission, beliefs, expectations, policies and procedures that each of us has an obligation to honor and uphold. Please take the time to familiarize yourself with this handbook so that as members of our Hopkinton Middle School learning community, we understand and maintain the rules outlined within.

Thank you and I look forward to an outstanding and rewarding school year.

Sincerely,

Mr. Alan M. Keller
Principal

MISSION STATEMENT

Our mission is to inspire students in their life-long adventure of learning.

- ◆ We believe our middle school community must provide a safe and welcoming place to learn, grow, and mature.
- ◆ We believe in a dynamic environment that champions the intellectual, creative, social, emotional, and healthy development of students.
- ◆ We believe all students should be challenged to meet their fullest potential in a rigorous learning environment that is both engaging and enjoyable.
- ◆ We believe our students need the knowledge that will empower them to become active, caring citizens in a multicultural society in an increasingly interdependent world.

We celebrate diversity, creativity, respect, and responsibility.

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SCHOOL AND COMMUNITY SERVICES

Counselors

The Middle School Counselors are responsible for helping students achieve their personal and academic potential. This is accomplished by helping students create an environment of respect and support, and by monitoring students' academic success. School counselors are available for conferences with students throughout the school day.

Library Media Center

Students are welcome to use the library and its resources for informational needs. Library books may be borrowed from the library for a two-week period. Students may be denied library privileges if materials are overdue from the library. Students and/or parents are responsible for the full cost of replacement of any lost book and any book defaced beyond repair.

Nurse

The school nurse collaborates with parents and staff to the fullest possible extent to provide services to support students' health, well-being and safety in school. Any time medical assistance is necessary while at school, parents should notify the school nurse. In the case of a serious illness or accident, parents will be notified.

The school nurse cannot dispense prescription medication other than what has been provided by the student's parents. The nurse must have written permission from both the parent and from the student's physician requesting that this medication be dispensed. In addition, parents may also sign giving permission for their child to carry their own inhaler and Epi-Pen provided there is written permission already on file from the physician. Parents will sign an "over-the-counter" medication permission form at the beginning of each school year when they complete the emergency forms. Students may not carry their own over-the-counter medication at any time.

Head Injury Policy

As part of supporting students' health, wellbeing, and safety, the Wellness Advisory Committee established the Head Injury Committee. The following Head Injury Policy (JLCH) complies with state laws and regulations:

The Hopkinton School Committee recognizes that head injuries sometimes occur during physical activities such as the athletics or extracurricular programs and that such injuries can have serious medical consequences for the injured student if appropriate and immediate actions are not taken. Furthermore, the Committee recognizes that the district must do what is prudent and in compliance with state law and regulation to reduce the likelihood of head injuries in the first place. Therefore, and in accordance with 201 CMR 006, the Committee directs the Superintendent to form a Head Injury Committee composed of a school administrator, school nurse, school and/or team physician, athletic director, certified athletic trainer, guidance counselor, and teacher to develop procedures and review them every two years. This committee will consult with the district Wellness Advisory Committee. These procedures shall address:

- Responsibilities of the Athletic Director, coaches, athletic trainer, and school nurse;
- Maintenance of records;
- Documentation of physical examination consistent with 105 CMR 200.100(B)(3);
- Review of medical information;
- Training requirements for students, their parents, and coaches;
- Pre-participation requirements;
- How to identify a head injury or suspected concussion;
- How to report head injuries and to whom the report should be made;
- Parental notification of head injuries;
- Medical clearance protocol to resume participation after an injury;
- Conditions for exclusion from participation if necessary; and
- Protocol for graduated reentry to the activity once medical clearance has been given.

The School Committee also directs the Superintendent to designate the Athletic Director or other school personnel with administrative authority to be responsible for the implementation of the procedures developed by the Head Injury Committee. In accordance with 105 CMR 201.00, the Athletic Director shall affirm on school or district letterhead by January 1, 2012 to the Department of Public Health that the policy and procedures have been

developed by the Head Injury Committee, and every two years thereafter that policies have been reviewed and revised if necessary by the same committee.

Cafeteria

The lunch period allows students the opportunity to socialize and enjoy time with their classmates. To make this experience beneficial and enjoyable to all, the following guidelines of respect and responsibility are to be followed:

- a) Choose and remain at a table throughout the period.
- b) Assume responsibility for the table at which the student is seated.
- c) Request permission of a supervisor to leave the cafeteria and sign out.
- d) Form a single line to buy food.
- e) Do not cut in line.
- f) Clear the table and surrounding floor area of trays and waste materials and dispose of them in the barrels provided. Recyclables should be placed in the receptacle provided. A broom, dustpan, brush, and damp cloths are available to clean a table and/or floor area, when necessary.
- g) The cleanliness and upkeep of each table is the responsibility of the entire group sitting at the table.
- h) A supervisor will dismiss the table as a group; individual students should not leave until table is dismissed.
- i) All food and beverages *except water* must be disposed of before leaving the Cafeteria.
- j) Students must sit one student per seat.

Lockers

Students are assigned lockers at the beginning of the school year. For security it is recommended that lockers be locked at all times. It is recommended that students bring in a combination lock, but students must provide the combination to the Main Office. Students should not share their locker combinations. Students are not to change lockers or remove any article from another student's locker. Students may only use the one locker assigned to them. Each student is responsible for maintaining a neat and clean locker for the entire school year. Lockers should not be defaced in any manner. Any violation of these locker rules may be subject to disciplinary action taken by HMS Administration as described in the General Discipline section of this Handbook. Lockers are the property of the school and students should have no expectation of privacy in their school lockers. The school reserves the right to search lockers and desks and use metal detectors and drug-detecting dogs at any time throughout the school building and grounds without warning.

1. Backpacks / Book Bags

Backpacks or book bags are to be left in lockers during the course of the school day. Students will have the opportunity to access their book bags and other books during locker breaks throughout the day.

2. Personal Property and Valuables

The Middle School administration strongly discourages students from bringing excess money or valuable items to school. Excess money or valuable items should not be stored in lockers. Under no circumstances does the Town of Hopkinton, Hopkinton Middle School, its administration or its staff, assume liability for personal possessions brought to school.

Bus Transportation

We are pleased to offer school bus privileges to Hopkinton students. Students should understand that the school bus is an extension of the school, and rules regarding behavior are the same as in the school. School bus safety is a primary concern of the Hopkinton Public Schools, and we reserve the right to take steps necessary to maintain a high level of safety.

The right of a student to school bus transportation is a qualified right, dependent on good behavior. In cases where a student seriously or continuously misbehaves, HMS Administration will notify parents. The principal may revoke the bus pass if such action is necessary for the safety and well being of other students. In cases where the driver assesses that a student's conduct jeopardizes the safety and well being of other students, that student may be immediately assigned to a seat at the front of the bus for the remainder of that bus ride. School Administration will investigate all bus conduct reports, alleged infractions, and assign appropriate consequences.

All eligible and fee-based students will be issued a bus pass which they should be prepared to show to the driver each day upon entering the bus. The pass entitles students to a school bus ride to and from school. If a student loses a bus pass, a duplicate pass may be obtained from the Transportation Office for a \$5.00 fee (check or money order).

A student who pays a fee for transportation and whose riding privileges are suspended because of violation of these rules will not receive a fee refund.

1. General Rules

STUDENTS WHO RIDE A SCHOOL BUS ARE EXPECTED TO BE FAMILIAR WITH THE FOLLOWING:

1. A student who allows another student to use his/her bus pass or sells his/her bus pass may have his/her bus pass privileges revoked.
2. Students shall stand on the sidewalk or another designated place while waiting for the school bus. They shall respect other people's property and respect the right of other people to pass on the sidewalk.
3. Students should not annoy the driver or distract him/her attention from driving. The bus driver has full authority and responsibility for control of student conduct while they are on the bus. Drivers should be treated with courtesy and respect.
4. Students shall never approach a school bus until it has completely stopped and the door is opened. In boarding the bus, they should proceed in an orderly, single file line.
5. Younger students should board and exit first from the bus.
6. In crossing the roadway after exiting from the bus, students should cross only in front of the bus when the blinking lights are on and the stop sign is extended. Students should also pass at least 10 feet in front of the bus and look for traffic in both directions before crossing the roadway.
7. Never run beside a bus, chase after a bus, or pick up anything that has fallen near the wheels of a bus.
8. Students shall not open windows without permission. Do not throw anything out of the window. Do not put your hands, arms or any parts of your body out of the window at anytime.
9. Do not open the rear exit emergency door unless there is an emergency or the driver directs you.
10. There shall be no pushing or striking others, general fooling around, or use of profane or abusive language.
11. Students may not vandalize, destroy, or deface any part of the bus.
12. Students who witness the destruction of property have a responsibility to report such misbehavior to the driver or school authorities.
13. There is no smoking (including E-cigarettes), eating, or drinking on the school bus.
14. Under no circumstances should drugs, alcohol or related items, firearms, explosives, knives, or weapons be brought onto a school bus.
15. Students may not bring open food items of any kind on the bus. All food items must be kept in a sealed container.
16. School Bus Carry-On Items: The interior of the bus must be free of objects that can cause injury. Objects must be secured, and the aisles, foot wells, and emergency exits must be kept open and free of blockage. The following must be adhered to at all times:
 - Carry on items must be carried/held in a student's lap. Small items less than 10 inches in width and height may be placed under the student's seat on the floor.
 - Items are not to be placed in the aisles, or at the student's feet in the foot wells, as they block ready exit (*exception- see Sports Equipment chart below).

- Items are not to be placed in empty seats as they can become projectiles upon impact or abrupt emergency stops.
- Nothing is to be placed in the driver’s compartment, doorway or aisle area.

The following is a list of carry-on items that are allowed and not allowed on the school bus:

General:

<u>ALLOWED ON BUS</u>	<u>NOT ALLOWED ON BUS</u>
Small projects that can be held on student’s lap	Large projects, tri-fold posters, poster boards, over 30 inches in height and/or 14 inches in width
	Projects made with any type of food
	Breakable objects

Instruments:

<u>ALLOWED ON BUS</u>	<u>NOT ALLOWED ON BUS</u>
Violin	Cello
Viola	Bass
Piccolo	Bass Clarinet
Flute	Baritone
Clarinet	Euphonium
Oboe	Tuba
Trumpet	French Horn
Bassoon	Baritone Saxophone
Alto Saxophone	Tenor Saxophone
Soprano Saxophone	Trombone
Mini Baritone	Any type of Keyboard
Xylophone- under 30 inches	Xylophone-over 30 inches
Drum practice pad	Drums/cymbals-set
Pbone (beginner trombone)	Any type of Guitar
Any instrument in a case that the student can hold securely on his/her lap <u>under</u> 30 inches in height and 14 inches in width. The student’s backpack must be able to fit securely <u>under</u> the student’s seat.	Any instrument in a case that the student cannot hold securely on his/her lap and/or is over 30 inches in height and/or 14 inches in width.

Reviewed and approved by Steven Yavarow, Music Director

Sports Equipment:

<u>ALLOWED ON BUS</u>	<u>NOT ALLOWED ON BUS</u>
Baseball bats (2) in bag at HS/MS level	More than 2 baseball bats at HS/MS level Baseball bat(s) of any number at Elementary Schools
Basketball (1)	More than one basketball
Soccer ball (1)	More than one soccer ball
Volleyball (1)	More than one volleyball
Football (1)	More than one football
Tennis rackets (2) in case at HS/MS level	More than two tennis rackets at the HS/MS level Tennis racket(s) of any number at the Elementary level
Ice skates in a case (1 pair)	More than 1 pair of Ice skates in cases

Skate board 32 inches & under (must be placed under the student's bus seat)	Skateboard over 32 inches
	Golf clubs
*Lacrosse stick (1) at the HS/MS level	More than one Lacrosse stick at the HS/MS level Lacrosse stick(s) of any number at Elementary Schools
*Ice hockey stick (1) at the HS/MS level	More than one ice hockey stick at HS/MS level Ice hockey stick(s) of any number at Elementary Schools
*Field Hockey stick (1) at the HS/MS level	More than one field hockey stick at HS/MS level Field hockey stick(s) of any number at Elementary Schools
Helmet (1)	More than one helmet
Small sports bag that a student can hold securely on his/her lap under 30x14 inches	Equipment bag that the student cannot hold securely on his/her lap and/or exceeds 30x14 inches
*Lacrosse, ice hockey & field hockey sticks must be held securely between the students legs with the net/play end at the floor so the narrow, handle end is at the top which will not obstruct the bus driver's view	Multiple items of equipment that the student cannot hold securely on his/her lap

Reviewed and approved

by Eric Karjel, Athletic Director

Superintendent of Hopkinton Public Schools
HPS Transportation Department
Latest Revision: April, 2014

2. Safety Guidelines

For reasons of safety, all bus passengers must comply with the following:

- a) Except for bus switches expressly permitted under this policy (no switching on early release and early dismissal days), students must ride in the assigned buses; loading and departing at designated stops only.
- b) Students are expected to be on time at designated bus stops (at least five (5) minutes prior to scheduled pick-up time).
- c) Students must stay off the road at all times while waiting for the bus. Students should conduct themselves in a safe manner while waiting.
- d) Once the bus arrives at the bus stop, students may not cross the street until signaled to do so by the driver. The driver will not signal students to move from the bus stop until after the red lights are flashing and the driver has verified that traffic has stopped.
- e) Passengers leaving buses must cross in front of the bus under the direction of the driver who is able to see traffic in both directions while passengers cannot. The bus shall not move until all passengers are safely on their side of the street.
- f) Use of emergency doors is prohibited unless there is an emergency that necessitates use.
- g) Students will be held liable for any damage resulting from defacing or causing destruction of school buses.

3. Bus Switches

Neither Hopkinton Public Schools nor its employees are responsible for students participating in authorized bus switching. That is, if your student is not boarding or disembarking at their home bus stop, you accept responsibility for your student's care, well-being, and whereabouts.

ACADEMICS / SCHOOL DAY

Homeroom

School begins at 7:25 AM with homeroom, during which attendance is taken and announcements are made. Students are to report to homeroom prepared for the first two academic periods. Students arriving between 7:00-7:20 AM should report to the following areas: Grade 8 to the Auditorium; Grade 7 to the Brown Gym; and Grade 6 to the Doyle Gym.

Immediately upon arriving to school, students must remove their hats. Students must store skateboards in the Main Office. Skateboarding is strictly prohibited on school grounds, and violations will result in appropriate action.

Homework

Homework is valued by teachers as a component of the academic program and the learning process.

1. Student Agenda

Students are required to utilize the Student Agenda provided by the school. When homework is missed, students are responsible to make up any missed homework as directed by the individual classroom teacher.

2. Teacher Site

An excellent resource for monitoring homework assignments is a team/ teacher website. While these sites are a great tool, they are not intended to be a replacement for the Student Agenda Book as they may not be completely reliable due to teacher absence or a network outage.

3. Make-up Work

Students are responsible for getting make-up work for assignments missed due to absence. Assignments are to be completed and turned in within one day if the student is absent for one day, two days if the student is absent two days, etc. A student may also make specific arrangements with the teacher. Teacher sites may be checked for assignments. In the case of a prolonged absence, the student should contact his/her team leader and school counselor.

Preparation for Class

Students must arrive each day prepared for class. A student's readiness to participate in class has a direct impact on the student's grades and performance.

Texts

Students and parents are encouraged to closely examine textbooks (including the binding) upon their issue at the beginning of the year in order to accurately assess their condition. A *statement of condition* form accompanies textbooks at their issue in order to assist in this assessment. All textbooks must be covered to prevent damage and unnecessary wear. Proper care and maintenance of textbooks is mandatory and students must keep textbooks covered at all times. Books may not be defaced, marred, thrown on the floor, or jammed with papers that will force the bindings. It is the responsibility of the student and/or parents to provide restitution for any damaged books. A student's participation in extracurricular activities (field day, Eighth Grade Promotion/Celebration Ceremony, field trips, etc.) will be jeopardized without full replacement cost being made before the end of the year for any lost book or any book defaced beyond repair.

Promotion

Students must attain a passing yearly average (60 or greater) in mathematics, English, science and social studies to meet the promotion requirements of the Hopkinton Middle School. Students and/or parents should seek direction from a Middle School counselor as to what options of remediation are available for meeting the promotion requirements. If a student attends summer school, he/she must attain a grade of C- or greater. If a student is to be tutored, he/she must receive between 20 and 30 hours of tutoring at the discretion of the Counseling Staff, Assistant Principal, or Principal.

Physical Education

All students must report to Physical Education classes prepared for the lesson. This includes the proper change of clothing, footwear, and if necessary, mouth guard. If a student is injured and unable to participate, the student will be excused only if authorization from the parent is provided. For extended periods, a doctor's note is required.

Students who arrive unprepared or who are unwilling to actively participate in class will receive a zero (0) for that class and will be required to schedule a make-up class with the teacher. Failure to report for make-up may result in consequences such as detentions, community service, and/or suspensions.

Special Education

Everyone is capable of learning. Given the many variables that impact learning, students may experience some difficulty during their academic careers. There are many ways in which students can receive assistance when these difficulties arise. Help can come in a variety of forms: classroom teachers or instructional assistants can provide help, teachers can make accommodations within the classroom, and learning strategies and tools can be utilized. Parents seeking to work with their children at home can consult with the teacher to find additional ways of providing assistance.

In cases where it is determined that a student has a disability, or has a physical or mental impairment, services can be provided under the umbrella of two laws/regulations once a child is deemed eligible:

1) Section 504 of the American Rehabilitation Act is a civil rights law which guarantees that students with a physical or mental impairment (or a record of having such an impairment or is regarded as such impairment), which substantially limits one or more major life activities (i.e., walking, learning) will have access, or equal opportunity, to participate in a public school education. For example, a child with a specific disability or impairment that interferes with the ability to access classroom learning, or the school's physical environment may be eligible under Section 504 to receive services or accommodations necessary to participate in the curriculum and in extra-curricular activities. With this regulation, if a student meets the criteria, a team of educators within the building develops a 504 Accommodation Plan, with participation by the parents, and a written plan that may recommend services and/or accommodations is provided. Parents seeking more information about eligibility under Section 504 can contact their child's school counselor.

2) Individuals with Disabilities Educational Act (IDEA) and Mass General Law 71B are both federal and state laws that provide assurances for students found to have an educational disability (MA c.71B or "Chapter 766 and IDEA"). To be eligible under these laws, a student must present with a disability that interferes with the student's ability to make effective progress in regular education due to the disability and the student requires specially designed instruction or a related service in order to access the general education curriculum. An educational TEAM, which includes parents, makes decisions about eligibility and programming. An individual educational program (called an IEP) is developed to identify and recommend services and accommodations as a result of this TEAM Meeting. Parents seeking more information about Special Education can contact their child's school counselor or a TEAM Chairperson.

Curriculum Accommodation Plans: Learning Support Teams

Learning Support Teams are part of a program that includes a District Curriculum Accommodation Plan and a Building Curriculum Accommodation Plan in each school. These plans detail the regular education resources, programs, and accommodations available to students at each school. The plans also describe how the district is providing continuous training to teachers and other staff in the art and skills of teaching students with diverse learning styles and needs. The School Council must be an active partner with the school in developing the Curriculum Accommodation Plan and reviewing it regularly to ensure that it can match the needs of students.

The Hopkinton Public School System is committed to providing an excellent education to all students. We recognize that students have diverse learning styles and needs. Instruction needs to be varied according to these diverse learning styles and needs. For some students, particular instructional styles or classroom accommodations can be identified as helpful or an important support. The Learning Support Team (LST) at each school is a group of professional staff members that comes together to identify strategies and accommodations that will assist a teacher or teachers and a student when a learning or school difficulty has been identified that cannot be sufficiently addressed by the teacher alone. The team may consist of teachers, administrators, specialists, counselors, or any staff member who either knows the student or has expertise in the suspected area of difficulty or knowledge of the types of regular education assistance available.

Learning Support Team is a name adopted by the school system in February 2002 to represent a process that encompasses Massachusetts's laws (Ch. 71, Section 38Q1/2 and Ch. 71, Section 59C). These laws require each school district to identify how it will make regular education accommodations and resources available to students with diverse learning needs who

do not qualify for services or accommodations under special education law or Section 504 of the Rehabilitation Act of 1973. Similar processes have existed in this district and in other districts for many years. These programs have been named Pre-referral, Child Study, Building-Based Support Teams, Student-Teacher Assistance Teams and, in Hopkinton, TACT Team and STEP Process.

The Learning Support Team process is a framework that:

- a) provides an opportunity to differentiate between students who can be helped through accommodations, strategies, and resources in the regular education setting and those who require the more comprehensive evaluation and services provided by special education or the accommodations and modifications required by a 504 plan.
- b) provides strategies and resources necessary to reduce or avert learning difficulties or behavioral problems, lessening their impact and preventing them from becoming a disability to the student.
- c) provides needed accommodations and strategies to students who have learning needs and do not qualify under Special Education or 504. Additionally, the LST process can help students with different learning styles and/or preferences to better succeed in the classroom.
- d) helps to identify learner characteristics, learning strengths and weaknesses, and helpful accommodations that will be valuable if and when the student needs to be evaluated for a suspected disability.
- e) supports parent/school communication and collaboration around learning and school difficulties by sharing school and home observations and other information.
- f) makes effective referrals for evaluation of disabilities under the special education laws or Section 504 when needed and strengthens these evaluations by contributing information, observations and the results of collaboration among staff and parents around the learning or school issues.

For more information about the Learning Support Team and process, contact your child's Team Leader.

Grading

We have high academic expectations for each student. Communicating how a student is performing at school is an important part of the learning process. Report cards will be made available online three times annually at the end of each trimester to notify parents/guardians of the academic progress of their students:

Trimester 1 Ends: Day 60 (on or about December 4)

Trimester 2 Ends: Day 120 (on or about March 18)

Trimester 3 Ends: Day 180 (on or about June 19)

Monthly progress reports will be provided for all students eight times per year at the beginning of each month and can be accessed online through the use of an iPASS account. Our goal is to communicate academic progress to students and parents as efficiently as possible. Students and/or families that do not have access to a computer can request a hard copy of progress reports and report cards.

Report Cards have a numeric grading scale. A variety of data is used during the trimester to factor a student's grade. Tests, quizzes, homework, classroom work, projects, participation, or any other information that provides evidence of student performance may be used. The grading scale is as follows:

A+= 97-100	B+= 87-89	C+= 77-79	D+ = 67-69
A = 93-96	B = 83-86	C = 73-76	D = 63-66
A- = 90-92	B- = 80-82	C- = 70-72	D- = 60-62

F = Below 60

I = Incomplete
M = Medical

Honor Roll

High achieving students are recognized each term through the Honor Roll. Three categories, **High Honors**, **Honors**, and **Commended** help to distinguish the levels of success. All categories are based on a numerical average of the core subjects: math, science, English, social studies, and foreign language (Grades 7 and 8). Students who earn a "4" in *Effort* or *Conduct* from any teacher are disqualified from the Honor Roll.

Students earn **High Honors** for an A average in core subjects and along with no grade below a B. Students earn **Honors** for a B+ average in core subjects along with no grade below a B-. Students earn **Commended** for a B average in core subjects, allowing for one C+, provided no other grades are below a B-.

ACTIVITIES

After School Activities

Students are encouraged to participate in extra-curricular activities ranging from drama to academics to athletics. We hope to involve as many students as possible in a variety of after-school activities. We promote students of all abilities, skills, and interests to take advantage of our programs, and we invite students and parents to propose ideas for additions to our after-school activity menu.

1. Athletics

Interscholastic sports are offered to 8th grade students first and will open to 7th grade students if a full team cannot be fielded. The following programs, however, do provide for 7th graders to participate: cross-country, wrestling, and track and field. We are proud of the athletic teams at our Middle School. Athletic teams provide opportunities for students to experience personal growth and to represent our school. Sports are in fact "extra" curricular. Athletic guidelines are governed by MIAA (Massachusetts Interscholastic Athletic Association) regulations and Hopkinton Middle School expectations. All classroom responsibilities must be completed daily before participation in a sport is allowed. Students must first meet the following classroom criteria in order to be eligible to participate on one of our teams:

- a) Students must be passing all subjects based on the most recent grading report.
- b) Students who receive a 4 in conduct will not be eligible.
- c) Students absent from school on the day of a game/practice (or the day preceding a Saturday game) are not eligible to play/practice. Students must be in school a minimum of **three hours and fifteen minutes** to be considered present.
- d) If a player is disqualified from two games for misconduct, the player will not be allowed to participate in HMS sports for the rest of the season.
- e) Rules regarding practice hours, training regulations, etc., are at the discretion of the coaches, with the prior approval of the Principal or Athletic Director.
- f) Students involved with drugs and/or alcohol at any time, while a member of a school team, will be suspended from athletics for the remainder of the season.
- g) Students may be excluded from participation in athletics for violations of the disciplinary code.
- h) All students must pass a physical examination within thirteen months before participating in any sport.

2. Drama Productions

Our Drama Club provides to our Middle School students the opportunity to experience personal growth and to represent our school. Participation in drama productions is offered to all students at the Hopkinton Middle School. Drama Club is, in fact, “extra” curricular. All classroom responsibilities must be completed daily before participation in a production is allowed. Students must first meet the following classroom criteria in order to be eligible to participate:

- a) Students must be passing all subjects based on the most recent grading report.
- b) Students who receive a 4 in conduct will not be eligible to participate.
- c) Students absent from school on the day of a rehearsal/production will not be allowed to participate. **Please Note:** Students must be in school a minimum of **three hours and fifteen minutes** to be considered present.
- d) Students involved with drugs and/or alcohol at any time while a cast/crew member will be suspended from the production.
- e) Students may be excluded from participating in drama productions for violations of the disciplinary code.

3. Student Council Dances

Student Council sponsors several dances throughout the year. Dances begin at 6:30 PM and end at 9:00 PM. All students must have a signed permission slip to attend a dance. Students who attend dances must observe the following rules:

- a) Students will be allowed entry beginning at 6:30 PM. Students will not be admitted after 7:00 PM unless accompanied by a parent into the building.
- b) Dances are for Hopkinton Middle School students only.
- c) Clothing should adhere to the dress code, which includes no hats, as described in the General Policy Section of this Handbook.
- d) Students are responsible for their behavior, and this includes how they dance. Inappropriate dancing and contact will not be tolerated.
- e) Students must remain until the conclusion of the dance at 9:00 PM unless a parent comes to the dance to provide transportation.
- f) Students should arrange for transportation home without the need to use a school telephone.
- g) Students must be present in school for a minimum of **three hours and fifteen minutes** on the day of a dance.

Students may be sent home from a dance for violation of any of the above-mentioned rules.

HOME AND SCHOOL COLLABORATION

Emergency Information

An emergency information form is distributed at the start of each school year. The information provided on this form by the parent will assist the school nurse and other school personnel to respond appropriately when medical or school-related emergencies occur.

Announcements on School Delays or Cancellations

If there is a school cancellation, or if there is a delayed opening, parents will be notified through AlertNow, an automated dialing system. Parents will receive a telephone call initiated by the Superintendent of Schools. Announcements will also be broadcast over stations WBZ, WHDH, and WCVB.

Electronic Communications

Our goal is to communicate to students and parents as efficiently as possible. In our ongoing efforts to go "green", all correspondence to parents will be sent home electronically. General information will be sent through LISTSERV delivered via an email. Parents can sign up for district, school, and grade level communications from our website at: <http://www.hopkinton.k12.ma.us/domain/411>.

E-flyers listserv contains announcements of the events and activities serving our school population. Parents can sign up for these notifications by following the directions at: <http://www.hopkinton.k12.ma.us/domain/408>.

Emergency and school closing information will be communicated by phone and/or email using the contact information for parents/guardians of students contained in our student management system. No registration is required for these messages.

Parental Concerns / Chain of Command

Open and respectful communication is one of the primary goals at Hopkinton Middle School. Students and parents are encouraged to keep in close communication with teachers.

Students and parents may schedule a meeting with a teacher at a mutually agreed upon time. Parents, students, and teachers are encouraged to communicate. E-mail is the preferred method of communication.

From time to time, parents or community members may have a concern or complaint that they would like a school or the school district to resolve. Although the School Committee does not deny the right of community members to bring appropriate and otherwise lawful concerns to a School Committee meeting, it will refer them to the appropriate administrator for investigation and solution. Complaints that concern Committee actions or operations are an exception, and may be brought directly to the School Committee as a whole or to the Chair.

School department personnel to whom concerns are brought are expected to respond in a reasonable time frame, taking into account the urgency of the situation or concern. School personnel should acknowledge receipt of the concern or complaint within two school days at the latest, barring mitigating circumstances such as sickness or school cancellation.

Concerns or complaints are handled as close to the point of origin as possible in order to be most effective, efficient, and timely. If a resolution is not reached at this level, the concern or complaint can be brought to the next level. Concerns or complaints should be channeled as follows:

1. **Teacher, School/Adjustment Counselor, and Librarian:** The parent should first raise any concern regarding a school-related matter with the staff member most directly involved, such as a teacher, a school counselor, librarian, or other school-based educator. Issues brought to these professionals might include:
 - a. Student homework assignments, quizzes, and tests;
 - b. A child's progress or difficulty learning;
 - c. Course content, instructional materials, extra help;
 - d. Issues related to classroom discipline, relationships with other pupils and the teacher;
 - e. Problems between school and home, or child and other students;
 - f. Personal matters relating to student development, behaviors, interactions with others;
 - g. Student placement issues in a class, program, instructional level. (For incoming grade 6 students, please contact in the spring prior to Grade 6.)
 - h. Course selections and student schedules;
 - i. Concerns about condition or content of textbooks or library books.

2. Principal: If the matter remains unresolved or the matter involves an issue broader than any one classroom or teacher, the parent should contact the building principal. Principals have authority to make final judgments regarding student discipline and other building policy matters. The principal or his/her designee will address the following:
 - a. Reports of bullying behavior;
 - b. Complaints, dissatisfaction, or concerns regarding school personnel;
 - c. Issue arising within the school when a staff member cannot be specifically identified;
 - d. Instructional and co-curricular program or textbook issues;
 - e. Matters related to the physical plant;
 - f. Student records;
 - g. Discipline issues;
 - h. Transportation/Bus issues, which the principal may at times refer to Transportation Office;
 - i. Field trip fee waivers or reductions (per **JLB** Financial Assistance Policy);
 - j. Concerns about athletics that cannot be resolved by the Coach or Athletic Director.

3. Superintendent: If the parent believes that the problem is not resolved at the principal level, the parent may contact the Office of the Superintendent for guidance or resolution. Issues brought to the Superintendent may include:
 - a. Complaints or concerns regarding school personnel or services that have not been resolved at the principal's level;
 - b. Application of School Committee policies or procedures;
 - c. School Committee meeting and agenda items;
 - d. School system records or documents;
 - e. Budget;
 - f. Transportation (if not resolved by Transportation Coordinator or Director of Finance);
 - g. Distribution of flyers and printed information;
 - h. Requests to attend the Hopkinton Public Schools when intending to be a resident within a reasonable amount of time (per Policy JF School Admissions and Residency Requirements).

4. School Committee: If the matter is in the legal purview of the School Committee and remains unresolved, it may be brought to the attention of the School Committee, generally through the Chair. These include:
 - a. Matters pertaining to School Committee policy or procedures;
 - b. Requests for specific courses and programs to be included in the program of studies;
 - c. Complaints regarding the Superintendent;
 - d. Complaints regarding a School Committee member;
 - e. School Committee minutes and agenda items;
 - f. Budgetary matters;
 - g. Long-range planning (facilities, programs, etc.).

Certain concerns or questions should be channeled to other school professionals as follows:

5. Student Services: The Director of Student Services oversees Special Education and English Language Learner services. Each school has an assigned Special Education Team Chair who would be contacted first about special education information or concerns.

The following questions or concerns should be channeled through the Team Chairs:

- a. Requests for information about special education or evaluation of children with a disability;
- b. Concerns about a child's Individual Education Program (IEP);
- c. Questions about parents' rights under federal and state law and regulation.

The Director of Student Services would address the following questions or concerns:

- d. Any question or concern that could not be resolved through the Special Education Team Chair;
- e. Concerns about §504 Plan;
- f. Questions or concerns about the Special Education program as a whole or English Language Learner services;
- g. Requests by hearing impaired adults for an interpreter at a meeting.

6. Assistant Superintendent

- a. Suggestions or requests for change in the curriculum or assessment, or questions about either;

- b. Concerns or questions about school safety or the Crisis Plan;
- c. Appeals under Civil Rights law (including §504) and regulations.

7. Athletics: The Athletic Director oversees interscholastic and intramural sports, but similar to classroom concerns, any complaints about a sport should go first to the coach.

The Coach handles the following:

- a. Concerns about coaching practice and team rules;
- b. Questions about practice or game schedule or cancellation;
- c. Questions about the conduct of student athletes.

The Athletic Director addresses the following questions or concerns:

- a. Concerns that could not be resolved by the coach;
- b. Concerns related to the conduct of a coach;
- c. User fees;
- d. Out of season competition;
- e. School and Massachusetts Interscholastic Athletic Association (MIAA) rules;
- f. Treatment of injuries or health concerns;
- g. Buses or transportation to and from athletic events;
- h. Equipment issues;
- i. Disability discrimination.

8. The Director of Finance oversees the transportation program, lunch program, and financial assistance. The Director addresses the following questions or concerns:

- a. Fees, including reductions or waivers;
- b. Student transportation;
- c. Online payments.

The following questions or concerns should be channeled through the following people in the Business department:

Transportation Coordinator

- a. Questions about transportation routes and bus stops;
- b. Concerns about bus behavior.

Director of Food Service

- a. Questions about food, including menu, food ingredients, food prices;
- b. Questions about account balances.

9. Attendance

- a. Concerns about student attendance or tardiness;
- b. Questions about admissions and residency requirements (Policy JF School Admissions and Residency Requirements).

The guidelines above are from the Hopkinton School Committee Policy KE, *School-Related Problems and Concerns*. The complete policy can be viewed at: <http://www.hopkinton.k12.ma.us/newweb2/schoolcommittee/policies/policies.php>

Visitors

All parents or visitors coming into the school are welcome. Regardless of the reason for the visit, all visitors must sign in with the secretary in the Main Office. A visitor badge will be issued at the time of sign-in and all visitors must return to the Main Office to sign out before exiting the school. To avoid interruptions in the educational process of our students, parents or visitors are requested not to enter classrooms or meet with teachers without a prearranged appointment. Because Pre-School hours extend beyond the hours of the Middle School day, the doors to the school remain locked until 3:00. Students not enrolled at Hopkinton Middle School will not be allowed to visit without written permission of the Assistant Principal or the Principal.

Item Drop-Off Policy

In order to help our school staff to maintain a secure facility and to minimize interruptions to our school day, the Middle School has implemented a 2-hour drop off window -- from 7:30-9:30 a.m. -- for parents to bring items (homework, projects, lunches, etc.) to their children. No items will be permitted to be dropped off for students after 9:30 a.m. Please plan

accordingly. Additionally, in order to keep classroom disruptions to a minimum, students' names will be displayed on the TV monitor in the foyer outside the Main Office. Announcements over the loudspeaker are used only in rare cases. Please be aware that even after HMS dismissal at 1:50 p.m., our Preschool remains in session. As a school community, we strive to prevent interruptions to the learning of our students and appreciate your support of this philosophy.

CODE OF CONDUCT

All members of the Hopkinton Middle School community are expected to follow the Code of Conduct. Common courtesy is to be exercised with other students, school personnel, substitute teachers, and visitors to the school. Special note is made of the need for courtesy at school-sponsored activities such as field trips, assemblies, athletic events, and theatrical performances. Respect for the feelings of a student's classmates must be a top priority. Hopkinton Middle School students are expected to conduct themselves at all times in a manner that will bring credit to and reflect positively upon them and our school. Students are responsible for knowing the school rules and understanding the importance of abiding by the school rules throughout the school year, both at school and at extra-curricular activities. Failure to do so may exclude students from participating in future extra-curricular activities if their behavior has presented a problem at previous events. The Code of Conduct will be enforced in a fair, firm, and consistent manner. We strive to make discipline a private learning experience and opportunity for growth. All students are asked in conversations with adults (teachers, administration or staff) to reflect, in writing and conversation, on behaviors that result in consequences.

One of the many goals at Hopkinton Middle School is the establishment of a positive school climate that affords all students the opportunity to have the best educational experience possible. This climate is realized in an atmosphere where students and staff are respectful to one another. Middle School is a time of growth and maturation as well as a place to learn how to make appropriate choices. Middle School is also a place to learn that when a student exhibits unacceptable behavior and violates school rules, this decision comes with consequences.

Attendance

Students are expected to be in school and to follow their schedules. Classroom time is vital to student success and what goes on in a classroom is impossible to duplicate. The important benefits derived from teacher explanations, from the interaction among students, and between teacher and student cannot be replaced. Studies have shown a correlation between grades and attendance at school. Therefore, the intent of the following attendance policy is to encourage better student attendance, so that each student can acquire the necessary skills for success.

A student who is absent from school due to a family vacation is a concern because we believe it is vital for students to receive continuous instruction. Every day that a student misses sets a student back, which in turn can create pressure on the student. We publish the school calendar well in advance of the school year (April of the previous year) to help parents plan trips, so they can coordinate with school vacations. Parents are urged to comply with the school calendar, and, since assignments are based upon material that has been previously taught, work must be made up after the student's return to school. Assignments cannot be sent home in advance. Parental cooperation in this matter is greatly appreciated.

Students must be in school for a minimum of **three hours and fifteen minutes** during the day to be considered present. When a student is absent from school, he or she may **not** attend any school function. These include, but are not limited to, dances, theater productions, field trips, and athletic events on that day or evening. Students are expected to make up all work missed during their absence.

1. Absence

For students who will be tardy or absent from school under any circumstances, a parent **must call** the school at 508-497-9809 on the voice mail system for the school nurse or email msoffice@hopkinton.k12.ma.us by 7:25 AM and provide the details of the absence. If absent and a parent has not called the school, the nurse or the office will contact the parent at home or at work.

All students are expected to attend school daily and during the day to attend all classes. In accordance with Massachusetts General Laws Chapter 76, absences are not to exceed seven days in any period of six months. Should a student reach five absences in a half year, the Office will send a letter home explaining the attendance policy. If the student exceeds seven days of absences, she/he will be assigned a Saturday school for each absence above the seven allowable days. Presenting a doctor's note is required when dealing with ongoing, chronic or long-term illnesses such as asthma or mononucleosis.

It is important that students and parents realize that the seven allowable days in this policy are not to be considered as approved days for absences from class. THESE DAYS SHOULD BE CONSIDERED AS A BANK FOR SICK OR EMERGENCY DAYS AND USED ONLY AS NEEDED. Presenting a doctor's note will not clear an absence unless it is for an ongoing, chronic or long-term illness. A tardy or dismissal from school that causes the student to miss more than three hours and 15 minutes during the day is considered an absence.

2. Tardiness

Hopkinton Middle School monitors student tardiness. Any student not in homeroom by 7:25 a.m. is tardy and that student must report to the Main Office for a tardy slip to be given to the teacher.

Because there can be, on occasion, circumstances that cause tardiness, up to seven tardies per half school year are simply recorded. Should a student reach five tardies in a half year, the Counseling Office will send a letter home explain the tardy policy. Upon the eighth tardy, the assistant principal will meet with the student and assign an office detention. Each tardy after the eighth is subject to Saturday school. THERE ARE NO EXCUSED TARDIES TO SCHOOL. THESE TARDIES SHOULD BE CONSIDERED AS A BANK FOR UNEXPECTED DELAYS OR EMERGENCIES AND USED ONLY WHEN NEEDED.

3. Dismissal

If a student needs to be dismissed early from school, a note explaining the reason for dismissal **must** be brought to the Main Office at the beginning of the day or emailed to msoffice@hopkinton.k12.ma.us before 7:25 AM on the day of dismissal. Students' names will then be listed on the daily attendance and displayed on the TV monitor, and students will report to the office at their dismissal time. **Students will not be called from classes for dismissal.** Only in emergency situations will dismissals be allowed by way of the telephone. **Please Note:** Even if a student can walk to a scheduled appointment, when the student is being dismissed during school hours, an authorized adult must meet the student at school for dismissal.

The guidelines above are from the Hopkinton School Committee Policy JH, *School Attendance*. The complete policy can be viewed at:

<http://hopkinton.schoolwires.net/cms/lib4/MA01001785/Centricity/Shared/School%20Committee/Committee%20Policy/JH.pdf>

General School Discipline

Any student whose behavior interferes with classroom instruction or the smooth operation of the school may be denied participation in co-curricular and extra-curricular activities including but not limited to assemblies, field trips (including YMCA, Washington, D.C. and Nature's Classroom), field days, concerts, school trips, intramurals and dances. Any incident that endangers the well-being or safety of a student, faculty member, or the school plant will be dealt with on an individual basis at the discretion of the Assistant Principal or the Principal, regardless of the student's prior record.

Generally, teachers and students settle all classroom discipline matters in a cooperative fashion. However, more difficult matters may be resolved with the help of the team, the team leader, the school counselor, the parents, the Assistant Principal, or the Principal. Sometimes a student may be asked to leave a particular class where, in the teacher's judgment, the student's presence is a disruption to the academic process or where, in the teacher's judgment, the student is creating a hostile learning environment.

Behavior Rubric

Hopkinton Middle School students have the privilege of making decisions. However all students must understand the rules and possible consequences for violating them. The Behavior Rubric is to serve as a guide for respectful behavior. The following will be considered when determining consequences:

- Age and grade level of the student
- Frequency of misconduct by the student
- Level of seriousness of the particular misconduct
- Attitude evidenced by the student
- Any other relevant factor, including but not limited to, students with disabilities who are educated under a 504 Plan or an IEP.

Any behavior that is outrageous, disrespectful, dangerous, or not specifically stated in the rubric is subject to administrator review, immediate office referral, and/or assignment of consequences. We strive to make discipline a private learning experience and opportunity for reflection and growth. All students are asked in conversation with adults (teachers, administrators, or counseling staff) to reflect, in writing and in conversation, in behaviors that result in consequences. If you have a concern or would like an opportunity to appeal a consequence, please explain your thoughts respectfully. Make arrangements to discuss this with the teacher privately at the appropriate time and place. The final decision will be made by the teacher, administrator, or counseling staff.

The Behavior Rubric is not meant to exhaust all possible areas of misbehavior. If students behave in a way that is considered inappropriate, they will receive a consequence that is in keeping with their actions. Even if not specifically cited here, behavior, which is disruptive to the school, malicious towards others, destructive of property, or intentionally damaging to the reputation of fellow students or staff members will be considered deserving of a consequence. These rules apply at school, on school buses, and at school sponsored events, field trips, athletic events or other extra-curricular activities regardless of where the event(s) take(s) place.

INSERT BEHAVIOR RUBRIC

DISCIPLINE – PROCEDURES AND DUE PROCESS

Respect is at the heart of Hopkinton Public Schools, respect for yourself, respect for the staff, and respect for your school. Every student has a right to an education in a safe, secure and supportive environment, and every teacher has a right to expect respectful, prepared students in his/her classroom. The administration will treat all students consistently and equitably, and will respect the rights of all students to an education in a safe and healthy environment. It is the policy of the Hopkinton Public Schools to ensure fair and effective disciplinary practices. Accordingly, the following rules and regulations will be administered fairly and consistently to all students:

The Code of Conduct of the Hopkinton Public Schools is administered within the framework of the United States Constitution and state laws and regulations with regard to due process for students. The Code of Conduct is intended to be administered for disciplinary infractions that occur on school grounds or at school-sponsored events (on and off school grounds) OR for disciplinary infractions that occur off school grounds but substantially disrupt the educational environment or create a hostile environment at school.

The Code of Conduct is based on a system of progressive discipline with a goal of limiting the use of long-term suspension as a consequence for student misconduct until other consequences have been considered, as appropriate. The administrator will exercise discretion in determining disciplinary consequences. The administrator may utilize his/her discretion to significantly increase penalties in the cases of second and third offenses or for other factors. In determining the severity of the penalty or suspension, the appropriate administrator may consider all relevant facts, including but not limited to: 1) previous disciplinary record, 2) severity of disruption to the educational process, 3) degree of danger to self and/or others, 4) the degree to which the student is willing to change his/her inappropriate behavior and 5) whether alternative consequences are appropriate to re-engage the student in learning. Alternative consequences may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

ELIGIBILITY TO PARTICIPATE IN SCHOOL ACTIVITIES AND EVENTS

Extra-curricular activities and events are an important part of the educational experience for our students, but participation in these activities is a privilege, not a right. The variety of clubs, activities and events is extensive and students are encouraged to become involved in one or more of these opportunities.

Participation in clubs and activities at Hopkinton Public Schools and attending school-sponsored, school-related events is a privilege afforded to students who remain in good standing. To participate in school activities, events and clubs, students are expected to maintain good attendance and demonstrate good behavior and citizenship during school and at school-sponsored events. Eligibility for participation in activities, events, clubs, awards, scholarships and honorary positions at Hopkinton Public Schools is limited to students who are currently enrolled in and attending Hopkinton Public Schools in good standing. Students not meeting these expectations may be excluded at the discretion of the Principal or his/her designee. A student's removal from extracurricular activities and attendance at school sponsored events is not subject to the procedural requirements of Massachusetts Laws Chapter 37H ¼ (Principal's Hearing). The removal is not a suspension for the purpose of counting the school days that a student is suspended. Parents will be notified when a student is removed or excluded from extracurricular activities.

SUSPENSIONS

The Hopkinton Public Schools adheres to the Student Discipline Laws and Regulations as set forth in Massachusetts General Laws Chapter 37H, 37 H1/2 and 37 H ¾ and 603 CMR 53.00 et seq.

IN-SCHOOL SUSPENSION PROCEDURES:

A student may be removed from regular classroom activities, but not from the school premises, for up to ten (10) consecutive school days or up to ten (10) school days cumulatively for multiple infractions during the school year. Students who are placed in in-school suspension shall have the opportunity to earn credits, make up assignments, tests, papers, and other school work as needed to make academic progress during the in-school suspension.

A student who is unable to consistently adhere to acceptable classroom standards in a particular class may be removed from the class permanently and assigned to a different class at the discretion of the principal and/or his/her designee.

Notice of In-School Suspension:

The principal or his/her designee shall inform the student of the disciplinary offense charged and the basis for the charge, and provide the student with an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident. If the principal or his/her designee determines that the student committed the disciplinary offense, the principal or his/her designee shall inform the student of the length of the student's in-school suspension, which shall not exceed ten (10) days, cumulatively or consecutively, in a school year.

On the same day as the in-school suspension decision, the principal or his/her designee shall 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.

On the day of the suspension, the principal or his/her designee shall send written notice (by hand-delivery, certified mail, first class mail or email) to the student and parent including the reason and the length of the in-school suspension, and inviting the parent to a meeting if the meeting has not already occurred. The notice shall be in English and the primary language of the home if another language is identified in the home language survey, or by other means, as appropriate.

Parent Meeting:

The principal or his designee shall 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 shall be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the principal or his/her designee is unable to reach the parent after making and documenting at least (2) attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.

No Right to Appeal:

The decision of the Principal or his/her designee is the final decision for in-school suspensions not exceeding ten (10) days, consecutively or cumulatively during a school year.

OUT-OF-SCHOOL SUSPENSION PROCEDURES:

Due Process Procedures for Out-of-School Suspensions:

There are two types of out-of-school suspensions, Short-Term Suspensions and Long-Term Suspensions. The principal or his/her designee shall determine the extent of the rights to be afforded the student at a disciplinary hearing based on the anticipated consequences for the disciplinary offense. If the consequence may be long-term suspension from school, the principal or his/her designee shall afford the student, additional rights as described below, in addition to those rights afforded to students who may face a short-term suspension from school. All students facing out-of-school suspension shall have the right to oral and written notice, as described below.

Notice for Any Out-of-School Suspension:

Prior to suspending a student, the Principal or his/her designee will provide the student and the Parent oral and written notice of the possible suspension, an opportunity for the student to have a hearing and the opportunity of the Parent(s) to participate in the hearing. The notice will be in English and in the primary language of the home if other than English as

identified in the home language survey, or by other means of communication where appropriate. The notice will set forth in plain language:

- (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 principal or his designee 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;
- (g) if the student may be placed on long-term suspension following the hearing with the principal:

- 1. the rights set forth in 603 CMR 53.08(3)(b) ; and
- 2. the right to appeal the principal's decision to the superintendent.

The principal or his/her designee shall make reasonable efforts to notify the parent orally of the opportunity to attend the hearing. Prior to conducting a hearing without the parent present, the principal or his/her designee will document reasonable efforts to include the parent. The principal or his/her designee is presumed to have made reasonable efforts if the principal or his/her designee 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.

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 principal and parent.

Emergency Removal of Student:

Under certain emergency circumstances, it may not be practical for the principal or his/her designee to provide prior oral and written notice before removing a student from school. The principal or his/her designee may remove a student from school temporarily when a student is charged with a disciplinary offense and 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 principal's (or his/her designee's) judgment, there is no alternative available to alleviate the danger or disruption. The principal or his/her designee will immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger presented by the student. The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the principal shall:

- (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, the disciplinary offense, the basis for the charge, the potential consequences, including potential length of suspension, the opportunity for a hearing including the date/time/location of the hearing, the right to interpreter services, and other rights permitted for students who may be placed on long-term suspension as set forth in 603 CMR. 53.08(3)(b);
- (b) Provide written notice to the student and parent, including the information described in 603 CMR 53.06(2);
- (c) Provide the student an opportunity for a hearing with the principal or his/her designee that complies with 603 CMR 53.08(2) or 53.08(3), 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 principal, 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, which meets the requirements of 603 CMR 53.08(2)(c) and 53.08(2)(d) or 603 CMR 53.08(3)(c) and 53.08(3)(d), as applicable.

A principal will 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.

SHORT-TERM SUSPENSION PROCEDURES:

A Short-Term Suspension is the removal of a student from the school premises and regular classroom activities for ten (10) consecutive school days or less. The principal, or his/her designee, may, in his or her discretion, allow a student to serve a short-term suspension in school. Any student facing a potential short-term suspension is entitled to a hearing with the Principal or his/her designee with the following process:

Principal Hearing - Short-term Suspension:

(a) The purpose of the hearing with the principal or his/her designee is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction. At a minimum, the principal or his/her designee shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also shall have an opportunity to present information, including mitigating facts that the principal or his/her designee should consider in determining whether other remedies and consequences may be appropriate as alternatives to suspension. The principal or his/her designee shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.

(b) Based on the available information, including mitigating circumstances, the principal or his/her designee shall determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.

(c) The principal or his/her designee shall notify the student and parent of the 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, as provided in 603 CMR 53.13(1). The determination shall be in writing and may be in the form of an update to the original written notice.

(d) If the student is in a public preschool program or in grades K through 3, the principal shall send a copy of the written determination to the superintendent and explain the reasons for imposing an out-of-school suspension, before the short-term suspension takes effect.

No Right to Appeal:

The decision of the Principal or his/her designee is the final decision for short-term out-of-school suspensions not exceeding ten (10) days, consecutively or cumulatively during a school year.

LONG-TERM SUSPENSION PROCEDURES:

A Long-Term Suspension is the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. The principal or his/her designee, may, in his or her discretion, may allow a student to serve a long-term suspension in school. Except for students who are charged with a disciplinary offense set forth in Massachusetts General Laws Chapter 71, §37 H, or in Massachusetts General laws Chapter 71 § 37H ½, no student may be placed on long-term suspension for one or more disciplinary offenses for more than ninety (90) school days in a school year beginning with the first day that the student is removed from school. No long-term suspension shall extend beyond the end of the school year in which such suspension is imposed. Any student facing a potential long-term suspension is entitled to a hearing with the Principal or his/her designee with the following process

Principal Hearing - Long-term Suspension:

(a) The purpose of the hearing with the principal or his/her designee is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction. At a minimum, the principal or his/her designee shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also shall have an opportunity to present information, including mitigating facts, that the principal should consider in determining whether other remedies and consequences may be appropriate as alternatives to suspension. The principal or his/her designee shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.

(b) In addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following additional rights:

1. In advance of the hearing, the opportunity to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student or not;
2. the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense;
3. 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;
4. the right to cross-examine witnesses presented by the school district;
5. the right to request that the hearing be recorded by the principal, and to receive a copy of the audio recording upon request. If the student or parent requests an audio recording, the principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

(c) The principal or his/her designee shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.

(d) Based on the evidence, the principal or his/her designee shall determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The principal or his/her designee shall 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 principal and the parent. If the principal or his/her designee decides to suspend the student, the written determination shall:

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 by the principal;
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;
5. Inform the student of the right to appeal the principal's decision to the superintendent or designee, but only if the principal has imposed a long-term suspension. Notice of the right of appeal shall be in English and the primary language of the home if other than English as determined by the home language survey, or other means of communication where appropriate, and shall 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 the long-term suspension will remain in effect unless and until the superintendent decides to reverse the principal's determination on appeal.

(e) If the student is in a public preschool program or in grades K through 3, the principal shall send a copy of the written determination to the superintendent and explain the reasons for imposing an out-of-school suspension, before the suspension takes effect.

Superintendent's Appeal Hearing:

(1) A student who is placed on long-term suspension following a hearing with the principal shall have the right to appeal the principal's decision to the superintendent.

(2) The student or parent shall file a 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. If the appeal is not timely filed, the superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

(3) The superintendent shall 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, in which case the superintendent shall grant the extension.

(4) The superintendent shall make a good faith effort to include the parent in the hearing. The superintendent shall 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 shall send written notice to the parent of the date, time, and location of the hearing.

(5) The superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent upon request. The superintendent shall 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.

(6) The student shall have all the rights afforded the student at the principal's hearing for long-term suspension.

(7) The superintendent shall issue a written decision within five (5) calendar days of the hearing which meets the requirements of 603 CMR 53.08(3)(c)1 through 5. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the principal, but shall not impose a suspension greater than that imposed by the principal's decision.

(8) The decision of the superintendent shall be the final decision of the school district, with regard to the suspension.

A parent conference (re-entry meeting) with the Principal or his/her designee is strongly encouraged before students who are suspended return to school. This conference will be used to promote the engagement of the parents or guardians in discussions of the student's misconduct and to assist the student in re-engaging with the school community.

EXCLUSION/EXPULSION:

The exclusion or expulsion of a student from school will be in accordance with Massachusetts General Laws, Chapter 71, Section, 37H. The grounds for exclusion or expulsion include but are not limited to the following:

- 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, a knife, or their facsimile, or anything used in the commission of assault and battery; or a controlled substance as defined in Chapter 94 C, 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, assistant principal, teacher, teacher's aide, or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- c. Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at a hearing before the principal. After said hearing, a principal may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).
- d. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to

notify the superintendent of his/her appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

- e. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan.
- f. Any student who is suspended or expelled pursuant to this section shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal.
- g. Any student who is suspended or expelled pursuant to this statute for more than ten (10) consecutive days shall have the opportunity to receive education services and made academic progress toward meeting state and local requirements, through the school-wide education service plan.

FELONY COMPLAINT OR CONVICTION:

Pursuant to Massachusetts General Laws Chapter 37 H ½, the following procedures shall be implemented for students charged with or convicted of a felony:

- a. 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 this right to appeal and the reasons for such suspension taking effect. Upon expulsion of such student, no school or school district shall be required to provide educational services to the student shall also receive written notification of this 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.
- b. 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 counsel. 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.
- c. Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such 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 detrimental effect of 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 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.
- d. The student shall have the right to appeal the expulsion 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 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 behalf, and shall have the right to counsel. 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.

- e. Any student who is suspended or expelled pursuant to this section shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal.

Any student who is suspended or expelled pursuant to this statute for more than ten (10) consecutive days shall have the opportunity to receive education services and made academic progress toward meeting state and local requirements, through the school-wide education service plan.

EDUCATION SERVICES AND ACADEMIC PROGRESS UNDER SECTIONS 37H, 37H1/2 AND 37H3/4:

Any student who is serving an in-school suspension, short-term suspension, long-term suspension, or expulsion shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. The principal shall inform the student and parent of this opportunity in writing when such suspension or expulsion is imposed.

Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan. A description of the school-wide education service plan is provided below.

The principal shall notify the parent and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English as determined by the home language survey, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.

SCHOOL-WIDE EDUCATIONAL SERVICES PLAN:

Agencies

On a regular basis, school administration meets with agencies to discuss the safety and well-being of all students in the school: The Community Resource Officer, Police, Department of Youth Services, Department of Children and Family, District Attorney's Office, Probation Office, and the Counseling Department.

Search Policy

Student lockers, assigned for the period of the academic year, are school property and the Hopkinton Public Schools reserve the right to search lockers for discipline and safety reasons. However, lockers are provided only for uses consistent with legitimate school or social purposes. Storage of contraband (e.g. weapons, narcotics, drug paraphernalia, alcohol, stolen property) in school lockers is not permissible, and lockers are subject to periodic inspections to ensure compliance with these policies. Possession of contraband is illegal and inconsistent with school policy; therefore, students may also be searched if they are suspected of having such contraband on their persons. Random searches may be conducted by contraband-seeking dogs. These searches may occur at any time and students are expected to remain in their classrooms for the duration of the search. Students should have no expectation of privacy concerning their student lockers.

- a) Law enforcement officials or other agencies may be notified as appropriate. Upon returning from suspension, a reentry meeting in which the student and his/her parent(s) meet with members of the Administrative Team is required.

Beyond the Behavior Rubric

The following areas of school discipline fall outside the Behavior Rubric:

1. Dress Code

Students are expected to arrive at school and to school-sponsored extra-curricular activities dressed in a fashion that is appropriate for a school setting. Appropriate dress is required to maintain safety and to ensure that there is no disruption to the educational process. The basic guidelines of decency, modesty, good taste, cleanliness, and practicality should

prevail. The appropriateness of clothing may, at times, be a question to students. The Assistant Principal or the Principal will make the final decision in this matter.

Inappropriate dress includes, but is not limited to, clothing that is uncomfortably revealing or causes embarrassment to others. In addition to these basic guidelines, students must adhere to the following:

- a) See-through clothing, swimwear, sunglasses, are not permitted.
- b) Dress that is intended for outside, such as outdoor coats and parkas/hoods may not be worn during the day.
- c) Clothing that displays language or pictures that are considered vulgar, rude, offensive, or deemed inappropriate, is not permitted.
- d) Clothing that promotes violence, tobacco, drug, or alcohol use, as well as sexually suggestive clothing, is not appropriate school wear.
- e) Hats are not to be worn when inside the school.

These conversations can be some of the most difficult that occur at school; they are awkward or embarrassing – often for both parties – at best. Please help the school by not putting staff in a position where they must act.

While the above dress code policy applies to all school functions, the school administration may consider modifications to the dress code for special school events such as Eighth Grade Promotion/Celebration Ceremony and the Washington, D.C. dance.

2. Internet Use

Just as students are responsible for proper behavior in a classroom or in the hallway, they are expected to be respectful and responsible while utilizing the school computer networks. Communications on computer networks are often public in nature and general school rules for behavior and communications apply. Network access is provided for students and staff to conduct research and to communicate with others. Access to network services will be provided to students who agree to act in a considerate and responsible manner. It is the policy of the Hopkinton Public School System to maintain an environment that promotes ethical and responsible conduct in all network activities by staff and students. It shall therefore be a violation of this policy for any employee or student to engage in any computer activity that does not conform to the established purpose and general rules and policies of the Hopkinton Public School System. The School Administration reserves the right to place reasonable limits on materials posted or accessed through its computer network. Hopkinton Public Schools reserves the right to monitor its computer network and individual computers, including but not limited to e-mail accounts. These rules include but are not limited to:

- a) No student will be allowed independent access/use (not under the supervision of a professional staff member who is actively engaged in the supervision of students' Internet activity) of the Internet, or e-mail system unless a parent/guardian permission slip is on file.
- b) All use of a school's local area network (LAN), Internet connection, or e-mail system must be in support of education and research and consistent with the purposes of Hopkinton Public Schools.
- c) Students shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
- d) Users shall not download any executable files without the expressed permission of a professional staff member.
- e) Hate mail, harassment, cyber-bullying, discriminatory remarks and other antisocial behaviors are prohibited on the LAN or on school computers or school grounds or activities.

- f) Malicious use of the LAN/Internet to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
- g) Use of the LAN/Internet to access or process pornographic material or files dangerous to the integrity of the local area network is prohibited.
- h) LAN/Internet accounts are to be used only by the authorized owner of the account for the authorized purpose.
- i) All information accessed via the Internet should be assumed to be the private property of the information provider unless otherwise stated and is not to be used without permission.

Hopkinton Public Schools assumes no responsibility for:

- a. Any financial obligations arising out of unauthorized use of the system.
- b. Any cost, liability or damages caused by a user's violation of these guidelines.
- c. Any information or materials that are transferred through the network.
- d. The reliability of the data connection. Hopkinton Public Schools shall not be liable for any loss or corruption of data resulting while using the network.
- e. A student's illegal distribution (pirating) of software.

From time to time, the Hopkinton Public Schools' Director of Technology will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

Students must learn proper codes of conduct in electronic communication. Giving out personal information is inappropriate. Giving out personal information about another person including home address or phone number is strictly prohibited. Students must notify a parent/guardian, a teacher, or a school administrator immediately if any individual is trying to contact them for illicit or suspicious activities.

Internet use is governed by Hopkinton School Committee policy, school rules and codes of conduct and applicable law and regulation. The School Committee recognizes that Internet resources and various electronic tools including, but not limited to, laptop and tablet computers, "smart" phones, and digital cameras change how information may be created, accessed, communicated, and transferred. The School Committee supports the use of the district's network and electronic tools by both students and staff for educational purposes and it recognizes that the District must assure that students develop the skills that are necessary to appropriately and safely analyze, evaluate, and utilize such resources. The School Committee expects that staff will blend thoughtful use of such information and tools throughout the curriculum and provide guidance and instruction to students in the appropriate use of both, including adherence to copyright and cyber-bullying laws.

The district's network or electronic tools may not be used for the following:

- **Harassment, discrimination, or bullying.** This includes, but is not limited to, the use of obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images that harass and discriminate against a protected class or constitute cyber-bullying.
- **Posting of personal information.** No student or staff member may use the network to post personal addresses, telephone numbers, or personal email addresses or oneself or others without express prior consent of the principal and parents.
- **Sharing of email accounts.** Staff and students will take reasonable precautions to maintain the security of email or other accounts provided by the district by keeping passwords confidential.
- **Plagiarism.** Text, graphics, video, or other content must be used in accordance with copyright law and properly cited.
- **Copying district-purchased and/or copyrighted software.**
- **Accessing confidential information.** No one may gain unauthorized access or intentionally seek information on, obtain copies of, or modify files, other data, or passwords for which the person has not been given access, or misrepresent other users on the network.
- **Illegal activity of any type.**

Parents and students may obtain a copy of the School Committee policy and additional information regarding use of computers in school from the Principal and are urged to review School Committee Policy IJNDB on Acceptable Internet Use: <http://www.hopkinton.k12.ma.us/newweb2/schoolcommittee/policies/policies.php>

3. Misuse of Technology

The following are considered theft or vandalism:

- a) Unauthorized use of or entry into the computer networks. This includes giving out your login name and password or using another student's login name and password.
- b) Purposeful transfer of a computer virus to any school disk or computer.
- c) Unauthorized use of any computer system in the building including loading or removal of software and/or tampering with computer files.
- d) Unauthorized use of any telecommunication device in the building.
- e) Unauthorized removal of any computer equipment.

A student's commission of any of these acts shall be deemed a major violation and he/she shall be subject to the appropriate action taken as described in the General School Discipline section of this Handbook. The Principal or his/her designee may contact the Hopkinton Police Department or other law enforcement agencies as appropriate.

The following are considered substantial school violations:

4. Smoking/Tobacco Use

Smoking and the use of tobacco products of any type are prohibited on school property (building and grounds), at school related events and in school vehicles.

- The use or possession of tobacco products of any type and/or smoking-related materials by students is prohibited on school property (school buildings and grounds) and at school-related events twenty-four hours a day, seven days a week.
- The use of tobacco products of any type on school property by school employees and visitors is prohibited twenty-four hours a day, seven days a week.
- The use of tobacco products of any type by students, staff, or visitors is prohibited for use within school owned/contracted/leased vehicles, twenty-four hours a day, seven days a week.

Students found smoking or in possession of tobacco products may be suspended from school for up to 5 days. Additionally:

- **FIRST VIOLATION:** The student will be fined \$100.00 per M.G.L. c.40, 21D and Article II, Sections 1-4 of the Bylaws of the Town of Hopkinton. The student will be issued a written warning that a school policy has been violated and the parents/guardian will be notified. The student will be required to attend two tobacco education sessions with the school nurse within two weeks of the infraction. Community service may be assigned in lieu of a fine.
- **SECOND VIOLATION:** The student will be fined \$200.00 per M.G.L. c.40, 21D and Article II, Sections 1-4 of the Bylaws of the Town of Hopkinton. The student will be issued a written warning that a school policy has been violated for a second time and parents/guardian is notified. The student will be required to participate in and successfully complete an educational program provided by the school or an alternative cessation program within the next school calendar term. Community service may be assigned in lieu of a fine. A school-provided tobacco education program, which will not be a cessation model, will be offered on a regular basis. The school program is intended to help bring a pre-contemplative tobacco user to the point where he or she may be ready to consider quitting. The school program will offer the participant the opportunity to teach peer groups.

- **THIRD VIOLATION:** The student will be fined \$300.00 per M.G.L. c.40, 21D and Article II, Sections 1-4 of the Bylaws of the Town of Hopkinton. The parents or guardian will be notified in writing and will be required, along with the student, to meet with a school administrator. Community service may be assigned in lieu of a fine.

5. Electronic Cigarettes

Possession of vapor-related paraphernalia such as Electronic cigarettes, Hookah pens, Advanced Personal Vaporizers (APVs) or “Mods” (a design or variation of a commonly used electronic cigarette) are prohibited on school property (building and grounds), at school-related events and in school vehicles. Students found using or in possession of electronic vaporizers or any vapor-related product such as “E-liquid” or “E-juice” will be subject to the following consequences:

- **FIRST VIOLATION:** Up to one day suspension from school
- **SECOND VIOLATION:** Up to two days suspension from school
- **SUBSEQUENT VIOLATIONS:** Up to five days of suspension from school

6. Harassment

Hopkinton Middle School is committed to safeguarding the right of all students to learn in an environment that is free from all forms of harassment. Therefore, the administration condemns and prohibits all unwelcome behavior that interferes with school performance and creates an intimidating, hostile and/or offensive educational environment. The consequences for physical, verbal or sexual harassment may include anything from a warning to suspension for up to ten days, depending on the severity of the offense.

1. Physical Harassment includes pushing, hitting, punching, or other unwanted contact between students. It also includes any case of one student not permitting another student freedom of movement by blocking the way or otherwise hampering passage.

2. Verbal Harassment includes, but is not limited to:

- Threats
- Negative remarks based on another’s race, gender, physical appearance, sexual orientation, religion, or national origin
- Verbal, written or drawn abuse of a student, teacher or staff member

3. Sexual Harassment takes the form of unwanted sexual attention from peers, staff members or anyone with whom a student interacts in order to pursue school activities. This may also include physical or verbal conduct of a sexual nature that makes the environment of Hopkinton Middle School an intimidating, hostile, and/or offensive environment. Sexual harassment includes derogatory remarks and/or behaviors directed towards others based on their sexual orientation. The range of behaviors includes, but is not limited to:

- Display or circulation of written materials or pictures derogatory to a gender or sexual orientation.
- Writings or drawings
- Uninvited remarks and gestures.
- Unwanted sexual comments.
- Spreading sexual gossip.
- Pressure for sexual activity.
- Unwanted physical contact such as touching, pinching, patting, rubbing, etc.
- Homophobic behavior, e.g., gay harassment.

Procedures in cases of harassment based upon sex, race, color, religion, national origin and sexual orientation:

- a) Any student subjected to harassment may, if she/he chooses, confront the harasser informally in order to resolve the complaint on a personal level.

- b) If the complainant does not want to deal directly with the harasser, or if the matter is not resolved informally, the complainant should immediately report the conduct to the assistant principal in person or in writing.
- c) Complaints will be documented and pursued even if a written statement is not provided. Also, parental/guardian contact will be made to encourage the identification of the perpetrator when there is a reluctance to do so. All complaints will be thoroughly investigated within a reasonable time. Both the complainant and the subject of the complaint will be interviewed and given an opportunity to state their case. Witnesses, if any, will also be interviewed. A record will be kept of each investigation.
- d) Both the complainant and the subject of the complaint (and their parents) will be informed of the results of the investigation in writing. If the complaint is substantiated, the investigator will refer the matter to the proper administrator for appropriate disciplinary action. For students, discipline may include a range of disciplinary consequences from warning or reprimand to exclusion from school. Discipline of school staff will be consistent with collective bargaining procedures and may include reprimand, suspension from employment, or discharge. (Also see School Committee policy ACA.)

Complaints of harassment will be promptly investigated and immediate action will be taken to resolve complaints. Depending on the circumstances, the consequences for harassment may include anything from a warning to expulsion. The Administration reserves the right to contact law enforcement officials when and where appropriate.

No individual will suffer reprisals for reporting incidents of harassment or making complaints in good faith. The Hopkinton Middle School administration does not tolerate retaliation by an employee or student against a person who has made complaints about harassment in good faith. A full and complete copy of the District's Harassment/Discrimination Policy is available for review at the Superintendent's Office.

7. Hazing

Chapter 269 of the General Laws of Massachusetts strictly prohibits any conduct or method of initiation into any student organization, whether public or private, which willfully or recklessly endangers the physical or mental health of any student or person. Students violating this law will be removed from the organization and suspended from school as determined by the administration. They are also subject to legal prosecution.

Because the Hopkinton Middle School takes allegations of any type of hazing seriously, we will respond promptly to complaints, and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate. Trained counselors are available to serve as advocates for students who believe that they have been, or are being, harassed.

8. Bullying

It is the goal of the Hopkinton School Committee and the Hopkinton Public Schools to promote a learning atmosphere for students free from all forms of bullying. Because bullying affects not only students who are targets but also those who participate and witness such behavior, it is detrimental to student learning and achievement and will not be tolerated by the Hopkinton Public Schools.

The Hopkinton Public Schools prohibits all forms of harassment, discrimination and hate crimes based on race, color, religion, national origin, ethnicity, sex, sexual orientation, gender identity, age or disability. The civil rights of all school community members are guaranteed by law. The protection of those rights is of utmost importance and priority to our school district. Further, the Hopkinton Public Schools will also not tolerate retaliation against persons who take action consistent with this policy.

"Bullying" is the repeated use by one or more students or school staff members of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target that:

- causes physical or emotional harm to the target or damage to the target's property;
- places the target in reasonable fear of harm to him/herself, or of damage to his/her property;
- creates a hostile environment at school for the target;
- infringes on the rights of the target at school; or
- materially and substantially disrupts the education process or the orderly operation of a school.

“Cyber-bullying” means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a:

- wire
- radio
- electromagnetic
- photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Cyber-bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

Bullying and cyber-bullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyber-bullying are alleged, the full cooperation and assistance of parents and families are expected.

For the purposes of this handbook, whenever the term bullying is used it is to denote either bullying, or cyber-bullying.

Bullying is prohibited:

- On school grounds;
- On property immediately adjacent to school grounds;
- At school-sponsored or school-related activities;
- At functions or programs whether on or off school grounds
- At school bus stops;
- On school buses or other vehicles owned, leased or used by the school district; or,
- Through the use of technology or an electronic device owned, leased or used by the District;

Bullying and cyber-bullying are prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the District if the act or acts in question:

- create a hostile environment at school for the target;
- infringe on the rights of the target at school; and/or
- materially and substantially disrupt the education process or the orderly operation of a school.

Prevention and Intervention Plan

The Superintendent and/or his/her designee shall develop, adhere to, and update a plan to address bullying prevention and intervention, in consultation with all district stakeholders, which may include teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians, consistent with the requirements of this policy, as well as state and federal laws. The plan shall apply to students and members of school staff, including but not limited to, educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, coaches, advisors, and paraprofessionals. The bullying prevention and intervention plan shall be reviewed and updated at least biennially.

The Principal is responsible for the implementation and oversight of the bullying prevention and implementation plan within his or her school.

The bullying intervention plan school will recognize that certain students may be more vulnerable to become a target of bullying and harassment based on actual or perceived differentiating characteristics, including “race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have 1 or more of these characteristics.” The District’s bullying

intervention plan will include the specific steps that each school will take to support these vulnerable students and to provide all students with the skills, knowledge and strategies needed to prevent or respond to bullying or harassment.

Reporting

Students, who believe that they are a target of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, are obligated to report incidents to a member of the school staff. The target shall, however, not be subject to discipline for failing to report bullying.

Each school shall have a means for anonymous reporting by students of incidents of bullying. No formal disciplinary action shall be taken solely on the basis of an anonymous report.

Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action.

Parents or guardians, or members of the community, are encouraged to report an incident of bullying as soon as possible.

A member of a school staff shall immediately report any instance of bullying the staff member has witnessed or become aware of to the school principal or their designee.

On an annual basis, the District will report bullying incident data to the Department of Elementary and Secondary Education (DESE).

Investigation Procedures

The Principal or their designee, upon receipt of a viable report, shall promptly contact the parents or guardians of a student who has been the alleged target or alleged perpetrator of bullying. The actions being taken to prevent further acts of bullying shall be discussed.

The school principal or a designee shall promptly investigate the report of bullying, using a Bullying/Cyber-bullying Report Form which may include interviewing the alleged target, alleged perpetrator, staff members, students and/or witnesses.

Support staff shall assess an alleged target's needs for protection and create and implement a safety plan that shall restore a sense of safety for that student.

Confidentiality shall be used to protect a person who reports bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying.

If the school Principal or a designee determines that bullying has occurred he/she shall take appropriate disciplinary action and if it is believed that criminal charges may be pursued against the perpetrator, the principal shall consult with the school's resource officer and the Superintendent to determine if criminal charges are warranted. If it is determined that criminal charges are warranted, the local law enforcement agency shall be notified.

The investigation shall be completed within fourteen school days from the date of the report. The parents or guardians shall be contacted upon completion of the investigation and informed of the results, including whether the allegations were found to be factual, whether a violation of this policy was found, and whether disciplinary action has or shall be taken. At a minimum the Principal or his/her designee shall contact the parents or guardians as to the status of the investigation on a weekly basis.

When a determination is made that bullying has occurred, the school Principal will inform the parents/guardians of the victim about DESE's problem resolution system (administered through PQA) and the process for seeking assistance or filing a claim.

Disciplinary actions for students who have committed an act of bullying or retaliation shall be in accordance with district disciplinary policies.

Each school shall document any incident of bullying that is reported per this policy and a file shall be maintained by the Principal or designee. A monthly report shall be provided to the Superintendent.

Confidentiality shall be maintained to the extent consistent with the school's obligations under law.

Retaliation

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying, shall be prohibited.

Target Assistance

The District shall provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to students, both targets and perpetrators, affected by bullying, as necessary.

Training and Assessment

Annual training shall be provided for school employees and volunteers who have significant contact with students in preventing, identifying, responding to, and reporting incidents of bullying.

Age-appropriate, evidence-based instruction on bullying prevention shall be incorporated into the curriculum for all students.

The District's plan will include provisions for informing parents/guardians about the bullying prevention curriculum as well as ways that parents/guardians can reinforce the curriculum at home. Parents/guardians will also be informed about the dynamics of bullying and online safety and cyber-bullying.

Publication and Notice

Annual written notice of the relevant sections of the bullying prevention and intervention plan shall be provided to students and their parents or guardians.

Annual written notice of the bullying prevention and intervention plan shall be provided to all school staff. The faculty and staff at each school shall be trained annually on the bullying prevention and intervention plan applicable to the school.

Relevant sections of the bullying prevention and intervention plan relating to the duties of faculty and staff shall be included in the school employee handbook.

The bullying prevention and intervention plan shall be posted on the District website.

Nothing in this policy is designed or intended to limit the school's authority to discipline or take remedial action under General Laws Chapter 71, §37H or other statutes or regulations, or in response to violent, harmful, or disruptive behavior, regardless of whether this policy covers the conduct. Reports of cyber-bullying by electronic or other means, occurring in or out of school will be reviewed and, when a nexus to work or school exists, will prompt disciplinary action.

In addition, Hopkinton Public Schools will follow guidelines issued by the Department of Elementary and Secondary Education related to bullying. Other specific actions and procedures regarding students and/or staff may be necessary under the new section of Mass. General Law c. 71, § 37O; and changes to Mass. General Law c. 71B § 3.

To access the Hopkinton Public Schools Bullying Prevention and Intervention Report Forms, visit <http://www.hopkinton.k12.ma.us/middle/index.php>

For the complete *Hopkinton Public Schools Bullying Prevention and Intervention Plan*, visit <http://www.hopkinton.k12.ma.us/newweb2/PDF/BullyingPlan.pdf>

Suspension and Expulsion of Students

DISCIPLINE GUIDELINES: STUDENTS WITH DISABILITIES

All students are expected to meet the requirements for behavior as set forth in the student handbook. In accordance with M.G.L. c. 76 Section 5, The Hopkinton Public Schools adheres to nondiscrimination in the student disciplinary process. Federal and state laws require that additional provisions be made for students who have been found by an evaluation team to have a disability and whose program is implemented under an Individual Education Program (IEP) or a 504 Plan or who are protected under IDEA of Section 504 of the Rehabilitation Act of 1973. Hopkinton will conduct all discipline proceedings involving students entitled to protections under special education statutes or Section 504 according to pertinent statutes and regulations. The following requirements apply to the discipline of students with disabilities:

1. The Assistant Principal will notify the Special Education Office of the suspendable offense of a special needs student and a record will be kept of such notices.
2. When suspensions are for fewer than 10 consecutive school days and all school year removals total fewer than 10 cumulative days, Hopkinton may exclude the student from school without obligation to provide services.
3. A suspension of 11 or more consecutive days represents a change in placement. Suspensions for fewer than 10 consecutive days may constitute a change in placement if Hopkinton determines that the removals represent a pattern. When disciplinary removal is determined to constitute a change in placement, a manifestation determination meeting is held.
4. A student's conduct is a manifestation of his/her disability if the conduct in question has a direct and substantial relationship to the student's documented disability, or if the conduct in question was the direct result of the district's failure to implement the student's IEP or 504 plan.
5. If the Team determines that the student's conduct IS a manifestation of his/her disability and/or if the student's conduct was found to be a direct result of Hopkinton's failure to implement the IEP, Hopkinton must take immediate steps to remedy those deficiencies and/or Hopkinton will conduct a functional behavioral assessment and develop a behavioral implementation plan, or review and modify an existing plan as needed.
6. If it is determined that the student's misconduct is NOT a manifestation of his/her disability, then the district may suspend or expel the student consistent with policies applied to any student without disabilities, except that the district must still offer an appropriate education program to the student eligible for special education services, which may be in an interim alternative setting (for example: tutoring). Students covered only by Section 504 are not entitled to continued educational services as a matter of right, if their conduct is not a manifestation of their disabilities.
7. Regardless of the manifestation determination, the district may unilaterally place the student in an interim alternative education setting (as determined by the Team) for up to 45 school days under the following circumstances: 1) if the student carries or possesses a weapon to or at school, on school premises, or at a school function; 2) a student knowingly posses or uses illegal drugs, or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function; or 3) a student has inflicted serious bodily injury upon a person while at school, on school premises, or at a school function.
8. Hopkinton Public Schools will provide written notice to the parent of all rights to appeal and to an expedited hearing. If the parent chooses to appeal, during the appeal the student stays put in the interim alternative placement, unless the parent and district agree otherwise.

PHYSICAL RESTRAINT

Massachusetts General Laws provide for the adoption of a physical restraint policy by all public education programs. The purpose of this regulation (603 CMR 46.00) is to ensure that every student is free from the unreasonable use of physical restraint. A full copy of the Hopkinton Public Schools Physical Restraint Policy is available for parental information and inspection at the Principal's Office.

NOTICE TO STUDENTS REGARDING NON- DISCRIMINATION AND CIVIL RIGHTS PROTECTIONS

It is the role of the Hopkinton Public Schools to provide a safe and secure learning environment for all its students without distinction based on race, religion, ethnicity, disability, gender, gender identity or sexual orientation. Discrimination, sexual

and bias-motivated harassment, and violations of civil rights disrupt the educational process and will not be tolerated. Because of the importance of this issue, the Hopkinton School Committee has adopted policies that require zero tolerance for discriminatory behavior and policies that provide for specific responsibilities for school staff in ensuring a discrimination-free learning environment (Policy AC). The School Committee has also adopted a policy and specific procedures for making a complaint (Policy ACER). These policies are summarized below.

It shall be a violation for any pupil, teacher, administrator or other school personnel to engage in sexual or bias-related harassment (referred to as “wrongful harassment”) or to violate the civil rights of any pupil, teacher, administrator, or other school personnel. A failure of such personnel to address conduct, which violates this policy, also constitutes a violation of civil rights. Conduct amounting to a hate crime is a particularly serious infraction that will result in referral to law enforcement agencies.

Any student or employee of the Hopkinton Public Schools who believes that he/she has been excluded from participation, denied benefits, or subjected to discrimination because he/she is an otherwise qualified handicapped individual in regard to any program or activity of the Hopkinton Public Schools, shall bring any complaint to the attention of the school principal when such complaint arises from an alleged discriminatory practice occurring in a school or related to a school program or policy. The principal or the principal’s designated civil rights administrator will investigate the complaint and respond, in writing, within seven calendar days.

If the complaint is not satisfactorily resolved, a written complaint may be forwarded to the Hopkinton Public Schools’ Coordinator for Nondiscrimination Compliance. To be considered, the written complaint must fully set out the circumstances that gave rise to the alleged grievance and must be filed within seven (7) calendar days of the receipt of a response from the school principal or designee.

The district’s Coordinator for Nondiscrimination Compliance will conduct a hearing and respond in writing within fourteen calendar days. If the parent, student, or employee disagrees with the decision or proposed resolution made by the Coordinator for Nondiscrimination Compliance, the grievant may appeal, in writing, to the Superintendent of Schools or to the Hopkinton School Committee. Such appeal must be received by the Superintendent or by the School Committee chairman within seven (7) calendar days of the response from the Coordinator for Nondiscrimination Compliance.

Non-Discrimination Compliance Coordinator
Mr. Robert Berlo
Hopkinton Public Schools
88A Hayden Rowe Street
Hopkinton, MA 01748
Phone: 508-497-9800

A complaint may also be made to:
U.S. Department of Education
Office of Civil Rights
Edward McCormack Bldg., Room 701
Post Office Square
Boston, MA 02109

PARENT MAY EXEMPT STUDENT FROM INSTRUCTION IN HUMAN SEXUALITY

Human sexuality is a part of the established curriculum. It includes topics such as puberty (Grade 5), dating, relationships and communication (Grades 5-12), reproductive anatomy and physiology (Grades 6-12), responsible pregnancy prevention (Grades 6-12), communicable and non-communicable diseases including HIV/AIDS and universal precautions (Grades 5-12).

Material is presented in a balanced, age appropriate, factual way. During the course, students will be able to ask questions, which will be answered in an age appropriate manner.

Under Massachusetts law, you have a right to inspect and review program instruction materials and you may request an exemption for your child from any portion of the curriculum that primarily involves human sexuality education. To request an exemption, simply send a letter to the Principal requesting an exemption for your child.

No student who is exempted from this portion of the curriculum will be penalized. See School Committee Policy IA HMB for further information: <http://www.hopkinton.k12.ma.us/newweb2/schoolcommittee/policies/policies.php> or obtain a copy of this policy from the Principal.

POLICY PERTAINING TO STUDENT RECORDS

Under both state and federal laws, parents and students have rights related to student records including rights to access records and rights to confidentiality of records. The Hopkinton Public Schools complies with all state and federal statutes and regulations regarding student records.

See School Committee Policy JRA for further information:

<http://www.hopkinton.k12.ma.us/newweb2/schoolcommittee/policies/policies.php> or obtain a copy of this policy from the Principal. This policy will also direct you to original sources of law and regulation including M.G.L., c.71 §34E and 603 CMR 23.00.

Non-custodial parents may have access to student records unless the school district is informed that the non-custodial parent is denied access to the records for reasons stated in 603 CMR 23.07(5). Custodial parents will be informed of a request for records by a non-custodial parent.

See School Committee Policy JRCA for further information:

<http://www.hopkinton.k12.ma.us/newweb2/schoolcommittee/policies/policies.php> or obtain a copy of this policy from the Principal.

Student Records Forwarded Without Consent

The student record may be forwarded to a school to which the student is transferring without the student or parent's consent. When records are requested and transferred, parents will be notified. Regulations provide that the parent may request a copy of the records transferred and may ask for a hearing to challenge the content of the record. Such requests should be addressed in writing to the Principal.

Student Discipline Records Are Part of Student Record

Incidents resulting in student discipline are part of the student record and as such remains part of a student's record until graduation from high school, subject to the same provisions as described in School Committee policy JRA:

<http://www.hopkinton.k12.ma.us/newweb2/schoolcommittee/policies/policies.php>.

PUBLICATION OF NAMES

The school plans to publish the names of students in certain situations. Examples of this include: sports assemblies, term honor rolls, special awards and assemblies. If a student does not wish to have such information released to the news media or printed in school programs, the student must inform the Principal in writing. The No Child Left Behind Act of January 2002 requires schools to provide home addresses, and other student information to any representative of the military who request it. You may notify the school if you do not want this information to be distributed.

PARENTS MAY RESTRICT PUBLICATION OF STUDENT PHOTOGRAPH OR IMAGE

The Hopkinton School Committee recognizes that parents and guardians have the right to restrict the public display of photographs and electronic images of their son/daughter. This includes images posted on bulletin boards or appearing in any form of print or electronic media. The School Committee also recognizes that students eighteen years old or older have the right to determine these restrictions for themselves. However, this policy shall not limit the right to publish photographs of any student participating in school sports, school plays or concerts or other activities in the public domain.

Students' addresses, email addresses, phone numbers, or any other personal information will not be included with any photos posted or posted or published in print or electronic media by the district or Hopkinton Parent Teacher Association (HPTA).

If a photo is posted or published contrary to intent of this policy, the school principal shall be immediately notified. The Principal and/or Superintendent of Schools will immediately make every reasonable effort to cease publication or withdraw the photo(s) from display.

At the beginning of each school year, each school will provide a form to all parents or guardians and students who have reached the age of eighteen that they may sign to indicate that the publication of images is to be restricted. Parents, guardians, or eighteen year old students must return the form in order to request restriction. If the form is not signed and

returned, the schools are free to post or publish images. This form may be submitted later in the school year if a reason for a photo restriction occurs after the start of school.

For more information on this School Committee policy, please see policy JDR <http://www.hopkinton.k12.ma.us/newweb2/schoolcommittee/policies/policies.php> or obtain a copy of this policy from the Principal.

The Hopkinton Public School System does not discriminate on the basis of race, color, religion, national origin, age, gender, gender identity, sexual orientation, or disability in admission to, access to, employment in, or treatment in its programs and activities.

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

HANDBOOKS CONFORM TO POLICY AND LAWS

It is the intent of Hopkinton Public Schools that student handbooks, which are approved annually by the Superintendent, shall conform in all respects with School Committee Policy and federal and state laws and regulations. The school district adheres to federal and state laws and regulations.

HOMELESS STUDENT POLICY

The McKinney Homeless Assistance Act is a federal law that requires all homeless youth to have access to the same free and appropriate public education that is provided to all other children. McKinney states that homelessness alone is not sufficient reason to separate students from the mainstream school environment.

The Massachusetts Educational Plan provides services aimed at preventing homeless children from experiencing further instability in their lives.

Students who actually reside in Hopkinton and who qualify as homeless students under the federal McKinney-Vento Act will be immediately enrolled in Hopkinton Public Schools in accordance with federal law. Further information and assistance may be obtained from the Homeless Liaison for the Hopkinton Public School District.

COMMONLY ASKED QUESTIONS

Listed below are the most commonly asked questions by students and parents at Hopkinton Middle School:

WHAT IF I NEED TO CONTACT MY PARENTS?

There are telephones in the main office and guidance suite designated for student use. Except in cases of emergency, the telephone can only be used before school, during a student's lunch shift, or after school. There should be only one student at a time in the office or guidance suite to use the phone. Students must get permission from their teachers to use the telephone.

WHAT IF I GET SICK OR INJURED DURING SCHOOL TIME?

Students should ask a teacher for permission to see the school nurse immediately. The nurse will decide if there is need to leave school or to seek further medical

attention. In these cases, parents will be notified. The nurse will arrange to have a student picked up from school if it is necessary for the student to go home. Students may not call or text parents to be dismissed on their own.

WHAT IF I WANT TO BRING A CELL PHONE TO SCHOOL?

You may bring a cell phone to school. However, cell phones are to be used only before and after school and MUST be turned off during the day or secured in lockers. Cell phone use during the day, including texting, is not permitted. If used during the school day, phones will be

taken and forwarded to the Office. The school is not responsible for any phone that is lost or stolen.

WHAT IF I BRING AN ELECTRONIC DEVICE TO SCHOOL?

Use of electronic devices is not permitted during the school day. If these devices are used while traveling to and from school, they should be secured in lockers during the day. If used during the school day, they will be taken and forwarded to the Office. Pagers and laser pointers are prohibited at the Middle School. Violations may result in appropriate action being taken by the Assistant Principal or the Principal as described in the General School Discipline section of this Handbook. The school is not responsible for any electronic device lost or stolen.

WHAT IF I FORGET MY HOMEWORK, A PROJECT, OR SOMETHING AT HOME?

If parents must drop off homework, projects, lunches, etc., to maintain a secure facility, the Middle School has implemented a 2-hour drop off window -- from 7:30-9:30 a.m. -- for parents to bring items to their children. No items will be permitted to be dropped off for students after 9:30 a.m. Please plan accordingly. Additionally, in order to keep classroom disruptions to a minimum, students' names will be displayed on the TV monitor in the foyer outside the Main Office. Announcements after 1:50 p.m. **cannot** be made when the Pre-school is still in session, except in case of an emergency.

WHAT IF I NEED TO BE DISMISSED FROM SCHOOL?

Students must bring a note from their parents to give to the Main Office before school in the morning. The note must explain the reason for dismissal, i.e., orthodontist, doctor's appointment. Students' names will be listed on the dismissal portion of the attendance sheet to inform teachers. Please note that we will **not** call students being dismissed early to the office, as this is a disruption to classes. Students simply need to meet the parent at the office. **Please note:** Even if a student can walk to a scheduled appointment, when the student is being dismissed during school hours, an authorized adult must meet the student at school for dismissal.

WHAT IF MY PARENT NEEDS TO GET A MESSAGE TO ME?

All messages regarding changes in dismissal and/or in pick-up, etc. must be received by the Middle School Office by fax (508-497-9803) or through e-mail to msoffice@hopkinton.k12.ma.us. Messages will be placed on the table located in the Main Office. **Please do not phone or text in these messages.** Phone-in messages are for **emergency** purposes (i.e., serious injury or illness, death in the family) only.

WHAT IF I AM ASSIGNED A DETENTION OR COMMUNITY SERVICE?

A teacher, the Assistant Principals, or the Principal may assign a classroom detention. Detentions are often assigned because of misbehavior, lack of respect, repeatedly coming to class unprepared, etc. Community Service is often used as an alternative and may be deemed appropriate in many cases. The purpose of assigning Community Service is to allow the student the opportunity to give back to the school or community in a positive way if his/her conduct or behavior interfered with the safety or daily operation of the school. Students will stay on the day the teacher, the Assistant Principals, or the Principal assigns.

WHAT DO I DO IF I FORGET MY LUNCH OR LUNCH MONEY?

Student lunches are \$2.25 for regular and \$2.75 for premium. Although students are not allowed to charge lunches in the Cafeteria, except in an emergency, they can prepay for their lunches. A check should be made payable to Hopkinton School Lunch for any amount. When the student buys lunch, which includes milk, the cost of the lunch will be deducted from that total. When

the funds are running low (usually at the \$10.00 level), the cafeteria staff will notify the student, should he/she want to replenish the funds. Parents can upload funds directly to the student's account by going to the Middle School website>Parents>Food Service, and then clicking on the Hopkinton Public Schools Secure On-Line Payments link.

WHAT IF I AM ABSENT ON THE DAY OF A SCHOOL-SPONSORED EVENT?

When a student is absent from school, he or she may **not** attend any school function. These include, but are not limited to, dances, theater productions, field trips, concerts, athletic events, etc., on that day or evening. Students must attend school for a minimum of three hours and fifteen minutes in order to be considered present.

WHAT IF I WANT TO DECORATE MY LOCKER OR A FRIEND'S LOCKER WITH BALLOONS?

No balloons are allowed in school because of the potential risk to students and staff with latex allergies or sensitivities.

WHAT IF I WANT TO BRING MY SKATEBOARD TO SCHOOL?

Students may bring skateboards to school. However, upon arriving to school, students **must** store skateboards in the Main Office. Skateboarding is strictly prohibited on

school grounds, and violations will result in appropriate action by HMS staff.

ARE FLOWER, GIFT, AND/OR BALLOON DELIVERIES ALLOWED AT SCHOOL?

There are absolutely no flower/gifts/balloon deliveries allowed for students.

WHERE DO I GO IF I LOSE SOMETHING?

There is a “lost and found” area outside the Middle School auditorium. There is also a “lost and found” area in the cafeteria where students may check for missing items. The school is not responsible for lost items.

IF MY PARENT DRIVES ME TO SCHOOL, WHERE DO I GET DROPPED OFF IN THE MORNING?

All students **MUST** be dropped off at the water tower/Brown Gym parking lot in the mornings. Please do not drop your student off in front of the Middle School building at the front entrance. Dropping off at the front

entrance near the Main Office is **ONLY** for late drop off **AFTER 7:30 a.m.** when the building is locked. For the safety of our students and staff, there should be no traffic in front of the Middle School building **BEFORE 7:30 a.m.**

WHERE DO I GET PICKED UP FOR DISMISSAL?

When a student is being dismissed from school during the school day, before 1:50 p.m., a parent/authorized adult must come into the Middle School building before a student can be dismissed. Parents must not park in the

“handicapped drop-off only” area but should park in the front entrance parking lot. After 1:50 p.m., the student should proceed to the water tower/Brown Gym parking lot to be picked up. **Please do not pick up at the Main Office entrance.**

Acknowledgement of Receipt and Understanding

Hopkinton Middle School Student/Parent Handbook 2014-2015

The 2014-2015 Hopkinton Middle School Student/ Parent Handbook provides important information related to student learning, expectations for student behavior and other information related to student and parent rights.

Hopkinton Middle School requires that each student and his/her parent or guardian sign this form and return it to your student’s homeroom teacher **no later than September 12, 2014.**

If you have any questions about this handbook or anything described or discussed in it, please call or visit the school office for assistance.

By signing below, we acknowledge that we have received a copy of the 2014-2015 Hopkinton Middle School Student/Parent Handbook, that we have read this handbook in its entirety, and that we understand its content.

We further understand and acknowledge that additional detail of School Committee policy and procedures summarized in this handbook is available at www.hopkinton.k12.ma.us/schoolcommittee/policies.html or by request from the Office of the Superintendent of Schools.

Print Student Name

Student Signature

Date

Parent/Guardian Signature

Date

**THIS FORM MUST BE COMPLETED AND RETURNED
NO LATER THAN SEPTEMBER 12, 2014.**