## Nathaniel H. Wixon Middle School

901 Route 134 ■ South Dennis, MA 02660 508-398-7695 ■ Fax 508-398-7608

Carole A. Eichner ~ Principal



Ken W. Girouard ~ Assistant Principal

Dear Parents/Guardians and Students,

Welcome to Wixon!

This book is referred to as the *student planner* or *agenda*. The book is divided into two sections. The first section contains the 2011-2012 school handbook. The second section of the book is a calendar to be used as a planner. The handbook provides important information about Nathaniel H. Wixon Middle School, and the support services that are in place to guide our students toward personal and academic success. The handbook also serves as a ready reference to address your questions about academic and behavioral expectations, discipline practices, the school calendar, staff contact information, District policies and federal mandates.

We encourage parents and students to read the school handbook carefully and contact us if you have any questions, comments or concerns. Our school handbook is updated annually. The rules and regulations are in place to secure a safe learning environment for all. The Wixon faculty and staff are attuned to the complex and diverse educational, as well as the social/emotional needs of our students. Our school offers a variety of services/resources to both students and parents, which will help guide families through the middle school years.

Students are expected to use the planner/agenda section of this book as an organizational tool; recording homework assignments and school activities to meet their responsibilities as engaged learners. We encourage parents and guardians to check the planner/agenda <u>regularly</u> and contact your son or daughter's teacher if assignments are not being recorded or completed and turned in. Our partnership in your child's education is valued and important.

We strive for student ownership of their own learning and collaboration with parents and guardians to support them in this endeavor. The faculty and staff at Wixon are focused on students with emphasis on Rigor – Partnerships – Drop out Prevention – Positive School Climate/Culture. We want our students to find joy in learning, confidence in the challenge and success in their efforts.

Sincerely, *Carole A. Eichner ~ Principal* 

Please sign to verify you have read and reviewed the Nathaniel H. Wixon Parent - Student Handbook. Theform can be found at the end of the handbook. Thank you.

# This agenda belongs to:

NAME		
ADDRESS		_
CITY/TOWN	ZIP CODE	
PHONE		
STLIDENT NO		



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# N.H. WIXON MIDDLE SCHOOL VISION STATEMENT

The Nathaniel H. Wixon Middle School is committed to providing the best educational environment to maximize student learning. Emphasis on mutual respect, personal responsibility, and safety is the heart of our learning environment and provides our students with an emotionally and physically comfortable place to learn.

Recognizing that the school cannot act alone and with the old adage "It takes a village to raise a child" in mind, the Wixon Middle School views community as an integral part of our learning environment.

Together we can strive to meet the individual needs of our students and thus allow each child to reach toward his or her maximum potential.

#### THE 3 R'S OF WIXON MIDDLE SCHOOL

**RESPECT** ~ Every person in the building, property and school grounds; listen to one another; keep your hands to yourself

**<u>RESPONSIBILITY</u>** ~ Come to class prepared; be on time; do your homework

**<u>RIGHT TO LEARN</u>** ~ Every student has the right to an education without interference from any other member of our school community.

#### **COMMUNICATION**

#### SCHOOL CONTACT DIRECTORY

Office Hours: 8 am ~ 4 pm Phone ~ 508-398-7695

Attendance Line ~ 508-385-2448 (to call in absences)

#### SCHOOL HOURS

ALL early arrivers should report to the cafeteria. At 8:15 am, students should go directly to their lockers, then to their homerooms. Students participating in the breakfast program should report to the cafeteria after reporting to homeroom.

8:30 am ~ All students must be in their homerooms.

8:30 am ~ Morning announcements

2:45 pm ~ School is dismissed

4:00 pm ~ Parents pick up for students who stayed after at the CAFETERIA ENTRANCE.

4:10 pm ~ North and South late study buses depart (no buses on Wednesday or Friday)

4:30-5:30 pm ~ Sports team buses leave. Departure times vary with sport season.

#### NO SCHOOL ANNOUNCEMENTS

TV Stations WRKO/WHDH (Ch. 7/Ch. 56), WCVB (Ch. 5), WBZ (Ch. 4), Fox 25 and radio stations WQRC (99.9 FM), WXTK (95.1 FM) and WCOD (106.1 FM) will broadcast all "delayed openings and no school days" beginning at 6:30 am and at regular intervals thereafter. No

school announcements are posted on the D-Y Website: www.dy-regional.k12.ma.us and there is an AlertNow snow chain available by parent request.

#### WIXON WAVES

Parents will receive bulletins with updated information regarding school events and important school information. Check your child's backpack, or ask to see the Wixon Waves to keep up to date on the events of our school. Information is also found on our Wixon webpage that can be navigated through www.dyregional.k12.ma.us/wixon.

# CONTACTING CHILDREN DURING SCHOOL HOURS

Parents and students are responsible for working out their plans for the entire day **before the child leaves for school**. This includes remembering necessary materials for their day, such as lunches/lunch money, musical instruments, homework, etc. If you drop off requested forgotten items, please be sure that they are clearly marked with your child's name. You may drop them in our Reception window. Students are able to get messages from parents in **emergencies only**, and **students are not permitted to text parents during the school day**.

#### SCHOOL VISITS

All visitors must sign-in at the office window and pick up an identification badge. No person may enter any classroom without the consent of the Principal. Between 8:30 a.m. and 2:40 p.m., all exterior doors are locked except the Main Entrance door by the office.

#### TRANSFER PROCEDURE

If you plan to move to another school outside the Dennis-Yarmouth School District, please notify the office. Upon registering at the new school, you will be asked to sign a "Release of Records Form", which will be mailed to us. When we receive the release form, we will send your child's academic and health records to the new school. District policy does not allow us to give records to parents. If you transfer to another school within the Dennis-Yarmouth Regional School District, a telephone call from the receiving school is sufficient.

#### **TELEPHONES & CELL PHONES**

School telephones are to be used for school business only. With permission from the classroom teacher, students may use the office, or classroom telephone <u>for emergencies only</u>. Cell phones are not to be on or visible during school hours. Students are to keep them turned off and in their locker or backpacks until needed at the end of the day. If they are visible or being used by the student during school hours, a staff member will confiscate the phone and return it to the student at the end of the school day. If the problem persists, and a student continues to attempt cell phone use during school hours, parents will be contacted and informed of further consequences.

#### ATTENDANCE ~ KEEP THEM COMING!

The administration of the Wixon Middle School believes strongly that success in school is directly related to student attendance. Our school uses a computerized program to track student absences. If your child is absent from school, you will automatically receive a call from the system. You will not receive a call if you use the attendance line to report your child's absence at 508-385-2448. In addition, when the child returns to school after an absence of one day or more, he or she must present the homeroom teacher with a note signed by a parent or guardian explaining the reason for the absence. Excessive absences will result in referral to the school attendance officer.

#### **CALENDAR**

Wixon follows a 6-day schedule rotation. Schedules by month, of the 6-day calendar, are distributed to students and can be found in the Wixon Waves or on our website.

#### BEFORE SCHOOL

Electronic items should be put away before entering the building. At 8:15 am, students should go directly to their lockers, then to their homerooms. Students eating breakfast should report to the cafeteria *after* reporting to homeroom. There is no wandering throughout the building except with a pass from the homeroom teacher. Students not in their homerooms by 8:30 am are tardy.

#### **TARDINESS**

Students tardy to school must report directly to the office before going to class. A note signed by the parent or guardian explaining the reason for the tardiness must be presented. Students with excessive tardiness will be referred to the attendance officer. A student tardy to school after 11:15 am, or dismissed from school before 11:15 am is considered, for record-keeping purposes, to be absent.

#### **EARLY DISMISSAL**

We earnestly ask parents to help us control classroom interruptions by minimizing early dismissal requests. Early dismissal will be granted for medical reasons or family emergencies. Parents are encouraged to schedule appointments with doctors and dentists so that a student doesn't miss school. However, when emergency demands, the appointment should be made so that the student misses as little class time as possible.

When requesting an early dismissal, a dated, written note from a parent or guardian is **required**. The time and reason for dismissal must be stated in the note, which should be presented at the main office <u>before</u> school starts. The student's name and dismissal time will appear on the daily attendance sheet so that teachers are aware of the student's plans. A student will be dismissed *only* to a parent, or authorized adult who comes into the Main Office. Parents requesting dismissal to a third party on a regular basis (e.g. Girl

Scouts, religious classes, etc.) must have a written note on file in the office.

#### PARTICIPATION IN SCHOOL ACTIVITIES

A student must attend school for at least one-half day to participate in or attend any co-curricular activities

#### **DISMISSAL PROCEDURE - After School Activities**

At the conclusion of the activity, instructors bring all students to the **Main Lobby** for dismissal. Students taking the late bus home will exit the bus port entrance. Only those students participating in After School Activities/Sports or extra help. may ride the late bus

#### SCHOOL BUS INFORMATION

Bus transportation is provided by First Student, Inc. They can be reached at **508-760-3324**. Children will not be allowed to ride a different bus or get off at a different stop without written permission from the parent. Notes should be dropped off at the office before the start of school. Permission to change buses will generally be granted, unless to do so would cause overcrowding of a bus

#### LATE STUDY BUSES

Late study buses will leave the school at approximately 4:10 p.m. Monday, Tuesday and Thursday. The late study bus will be available to students remaining after school for extra help, make-up work, extracurricular activities, and detention. Late buses and sports buses do not use designated stops. There is a bus for the north side of town and one for the south side. Concerned parents should make arrangements to pick their child/children up at school.

#### SPORTS BUSES

Sports buses are provided for students participating in sports programs and will leave school at the conclusion of practice at 4:45 pm. Information & changes to schedules for sports buses will be printed in the WIXON WAVES. The late study buses and team buses travel a general route throughout the town. Proper conduct is expected on all buses, and improper conduct will be dealt with according to the bus discipline code. After-school buses are not available for transportation of students whose riding privileges on the regular school bus have been suspended.

#### **CAFETERIA**

Children need healthy meals to learn. Excellent breakfast and hot and cold lunch programs are offered daily. Menus are published monthly so that students may plan their daily lunch choices. Participation in the breakfast and lunch programs is encouraged. Prices for the year are \$1.00 for breakfast and \$2.25 for lunch. Students may qualify for free meals or reduced price meals. Reduced prices are \$.30 for breakfast and \$.40 for lunch, unless otherwise notified.

#### **SAFETY & SECURITY**

#### **ALERTNOW**

Your child's safety and keeping you informed are top priorities of the Dennis-Yarmouth School District. The ALERTNOW Rapid Notification Service is now in use. This service will allow us to send a voice and/or email message to ALL our families on ALL their contact numbers within minutes, if an emergency occurs at school. You can have peace of mind knowing that you will be informed immediately by phone and will receive accurate and timely information from a reliable source.

The ALERTNOW service will also assist us in passing along key information regarding school events. This portion of the service will help us communicate with you regularly and will cut down the chances of missing important information.

The ability to deliver a message is only as successful as the contact information we have for our families, so please make certain we have the most up-to-date direct dial numbers and email addresses (if desired). If this information changes, please let the school office know immediately.

What you need to know about receiving calls sent through ALERTNOW:

- Caller ID will display the school's main number when general announcements are delivered.
- Caller ID will display 411 if the message is an emergency.
- Be sure to say "Hello" when you answer the phone. The technology must hear a voice to deliver
- ALERTNOW will leave a message on any answering machine or voicemail.
- If you have such things as Telemarketer Zapper or Privacy Director on your telephone lines, you may not receive the call.

ALERTNOW does not call extensions. If you have a direct dial number at work, you should provide the school office with the direct dial number not a main number plus an extension.

We look forward to the ability to deliver real time information to you and to provide awareness of the great events that take place within each school.

#### FIRE DRILLS

Fire drills are held periodically throughout the school year. Students should familiarize themselves with the fire drill instructions which are clearly posted in each classroom, closely follow the directions of the classroom teacher, and be silent throughout the drill. *Remember, the alarm may not be a drill*.

#### CRITICAL INCIDENT (LOCK DOWN) DRILLS

The critical incident drill is an important safety tool that prepares our staff and students to face any type of emergency that might occur that would require us to "lock down" the building by securing all classrooms and offices. Students receive instructions and training in the classroom prior to the drill. It is important that students take the drill seriously and follow directions during the drill. Students should not use cell phones to make calls or text message during the drill. As a school, we always stress safety. If you have any questions regarding our school safety procedures, please feel free to contact the office.

# BICYCLES, SCOOTERS, SKATEBOARDS, ROLLER BLADES, ROLLER SNEAKERS

Students who ride bicycles to school must wear helmets and should use extreme caution in all traffic areas. Bicycles must be parked at the bicycle racks next to the cafeteria and should be locked. After securing bicycles at the bicycle racks, students must report to the cafeteria. For safety reasons, bicycles, scooters, skateboards and roller blades should not be ridden in the parking lots or on roadways and sidewalks around the school at any time. It is the law that bike helmets must be worn by all students riding on school property. Roller sneakers are not allowed in the building. The sneakers may be worn if the rollers are removed.

#### SCHOOL INSURANCE

The Dennis-Yarmouth Regional School District will purchase Student Accident Insurance for all students which will cover medical expenses resulting from accidental injuries to students during inter-scholastic sports, intramural sports, physical education classes, and recess activities and 5th graders at the National Seashore. Complete information about the insurance plan will be distributed during the first week of school.

# SPECIAL EVENTS & CO-CURRICULAR ACTIVITIES

#### **ASSEMBLIES**

Assemblies are held throughout the school year and provide opportunities for both entertainment and enrichment. Courteous attention and applause are expected at assemblies, which provide a forum to learn formal audience behavior. No gum, candy, food or drink is allowed in the auditorium. Feet must remain on the floor. Do not bring anything into the auditorium with you. Use appropriate applause. The bathroom may be used between performances. Proper performance etiquette must be used: *no talking during performances*. Consequences for inappropriate behavior may include removal of the student from the assembly. Concerts, guest speakers, movies, and dramatic presentations are samples of assemblies.

#### FIELD TRIPS

Field trips support and enrich the curriculum at Wixon Middle School and are a privilege, which a student earns. Signed permission slips are required before a student can participate. Participation in class trips,

dances, sport activities, and special events is a privilege available to students who demonstrate acceptable attendance, behavior and academic success as determined by the administration.

#### SPORTS TEAMS AND CO-CURRICULAR CLUBS

Student opportunities for the sports teams and student clubs available during the school year are stated during morning announcements, posted in homeroom, and/or published in the Wixon Waves and individual event flyers.

#### WIXON PTAC

The Parent and Teacher Organization is for parents and community members to support the needs of our children and the school. We encourage all parents to participate in the PTAC. Notice of upcoming monthly meetings will be published in the Wixon Waves. Please set this time aside to join our school family!

#### WIXON SCHOOL COUNCIL

School Councils were established by the Massachusetts Legislature in 1993 to encourage teachers, parents and community members to improve and support public schools. The council is a building-based committee composed of the principal, parents, teachers and community members. Council meeting dates are posted in the school at Town Hall and in the Wixon Waves.

### **SPECIAL SERVICES**

#### ASSISTANT PRINCIPAL

The Assistant Principal will work as part of the administrative team to facilitate academic, social and community relationships among staff, students and parents. Particular responsibilities will include oversight of co-curricular activities, attendance, consistent and equitable applications of school disciplinary procedures.

#### SCHOOL PSYCHOLOGIST

The school psychologist works in conjunction with the administration, teachers, children, parents, and private or public agencies to assist in understanding and dealing with special problems which may arise affecting a student's school experience. Appointments may be arranged by telephone.

#### SOCIAL WORKER

The school social worker provides support for students by working with the school psychologist, staff, parents, students, outside agencies, and with the local court system in assisting students experiencing adjustment problems that affect their school performance.

#### SCHOOL RESOURCE OFFICER

The Dennis Police Department has a School Resource Officer in both the D-Y High School and the Nathaniel H. Wixon Middle School. The School Resource Officer is also a member of Project Alliance. Project Alliance is a collaborative effort of the Dennis-Yarmouth Regional School District, Dennis and Yarmouth Police Departments, Cape & Islands District Attorney's Office, Barnstable County Sheriffs Office, Barnstable and Orleans Juvenile Court Probation Departments to meet on a monthly basis to work together by sharing information and ideas on how to make our schools a safer place in which our children can learn.

#### SPECIAL EDUCATION PROGRAM

The Special Education teachers prepare and implement individualized educational plans for those students who are found by a team of school staff and parents to have a learning disability in a particular academic area. Referrals for evaluation are directed to the principal.

### SPEECH/LANGUAGE THERAPIST

The speech/language therapist provides evaluation and small group therapy sessions for students with significant speech and/or language disabilities.

# ENGLISH LANGUAGE LEARNERS ~ ELL PROGRAM

The Dennis-Yarmouth Regional Schools will abide by the Federal Title VI of the Federal Civil Rights Act, NCLB, and M.G.L.c. 71A regarding English language learners. M.G.D. c. 71A, the state law that governs the provision of education to limited English proficient students, now referred to as "English learners," must be provided instruction in sheltered English immersion (SEI) unless they have received a waiver it will create a bilingual class. All limited English proficient students who participate will participate according to the Department of Education's guidelines. Title VI of the federal Civil Rights Act requires English learners to be provided language support until they are proficient enough in English.

#### ACADEMIC OFFERINGS & PROCEDURES

Each student attending Wixon is scheduled for the core classes of English Language Arts, Math, Social Studies and Science. In addition, 4th and 5th grade students have scheduled Related Arts that include: Physical Education, Health, Art, Technology and General Music. 7th and 8th grade students will take either French or Spanish. The musically inclined students in grades 4-8, may select band, orchestra and/or chorus and schedule individual lessons as well.

#### CLASSROOM EXPECTATIONS

- Be prepared by coming to class with pencil, pen, appropriate books, and a notebook or paper.
- Be orderly and courteous at all times.
- Be respectful of the teacher and do not touch anything on the teacher's desk.
- Be sure to leave during any class with a pass from the teacher at all times.
- Remain seated in class until dismissed by the teacher.

#### WIXON MIDDLE LEVEL ACADEMY

The 2011-2012 school is Wixon Middle Level Academy is a Grade 6 choice for families in Dennis & Yarmouth. Grade 6 students in the WMLA sign a compact that commits to being in school on time and prepared to do their personal best ~ every day. Students in the WMLA have a different grouping system and are expected to maintain high accountability for completing homework and school assignments, as well as good behavior. More information regarding the WMLA can be obtained by contacting the Principal.

#### **GROUPING PROCEDURES**

Grouping of our middle school is flexible. For the major part of the time, students of mixed abilities are grouped together. However, students with similar abilities or difficulties may work together in order to focus directly on a project or problem. We believe we can best meet individual needs and educational goals by varying the composition and size of our classes and our instructional groups.

#### GRADING SYSTEM FOR GRADES 4 AND 5

Beginning in the 2010-2011 School Year, students in Grades K-5 district-wide received a Standards Based Report Card with a companion document addressed to parents describing grade-level standards. Student performance is based on achievement toward grade level standards. Certain 'skill' areas targeted for extra attention are noted with a 'T'. Student effort is also acknowledged.

Twice each year, fourth and fifth grade parents have an opportunity to conference with the classroom teacher. Please see yearly calendar on the back cover of this handbook for specific dates.

#### **GRADING SYSTEM FOR GRADES 6, 7 & 8**

Students are marked on an 'A' to 'F' basis, based on their accomplishments.

**A** = Does considerably more than the required work expected, completed with a high degree of efficiency.

**B** = Does more than the average amount of work expected, completed with a high degree of efficiency.

**C** = Meets minimum requirements expected, covered in a satisfactory manner.

**D** = Accomplishes less than minimum essentials, work considered poor but passing.

 $\mathbf{F}$  = Fails to meet minimum requirements expected.

The 6th, 7th, and 8th grade report cards also contain ratings for conduct and effort which give parents added information about their child's school performance. **Sixth, seventh, and eighth grade** parents are requested to sign the Report Card envelope and have it returned to the homeroom teacher after each of the first three terms. A student who receives an "I" (incomplete) in any subject, in the case of prolonged absence, must complete

the required work within two weeks of receiving the report card or within two weeks of returning to school.

#### PROGRESS REPORTS

Progress reports in any subject may be issued at any time by the teacher, but usually are issued at about the mid-point of the term. Parents are asked to sign the report and have the student return it to the subject teacher. If parents have further questions, please contact the school to arrange a conference with the teacher.

#### REPORT CARDS

Report cards are issued three (3) times a year. Parents are urged to pay particular attention to effort and conduct marks, which are vital to success in school.

#### ACADEMIC HONORS AND AWARDS

Students in grades six, seven and eight who meet certain guidelines will be honored by being placed on the academic High Honor roll.  $(A+, A, A^-, with not more than one B+ or B or Honors: A+, A, A^-, B+, B, B^-, with not more than one C+ or C).$ 

Students in grades four through eight may be nominated for additional recognition in different academic areas. The type of recognition for receiving such awards is at the discretion of the school administration. Those students nominated will be recognized at our Celebration of Learning Assemblies.

Please notice the waiver at the end of this handbook needing a parent's signature to release such information to the local press or to publish in school publications.

#### HOMEWORK ASSIGNMENTS

Homework assignments vary with individual teachers. This handbook provides a calendar in which to note daily homework assignments. Parents are urged to check the book frequently, noting both the assignments and any teacher comments. If parents have any questions concerning homework assignments, they should contact the teacher in question. In general, parents can help in improving homework effectiveness by:

- providing their children with suitable study conditions including a well-lit, quiet study area
- encouraging their children but avoiding undue pressure
- expressing interest in what their children are doing but not doing their work for them;
- understanding what the school expects homework to accomplish
- encouraging their children to seek help from the teacher in those instances when homework becomes too difficult or frustrating
- providing active support whenever appropriate, such as conducting oral quizzes in spelling and vocabulary or asking questions about potential test material

#### MAKE-UP WORK FOR ABSENCES

For absences of four or more days, please call the school office 24 hours in advance of when the assignments are needed. This enables time for notification to be given to the teachers and for teachers to prepare assignments without being interrupted while teaching full classes. If the teacher posts homework assignments on a website, they would indicate that in their first day materials that go home with the students or at Open House.

#### PARENT-TEACHER COMMUNICATION

Communication between the home and school is an important element in each child's education. This communication, especially if initiated early in the school year, can be a positive force in the student's academic and social growth. Part of that early communication is the fall open house held at Wixon where parents and teachers meet. The date for the Open House this year is Wednesday, October 5th from 6-8pm. Where problems exist or are suspected, it is advisable that parents and teachers talk before the difficulty becomes more serious. Conferences can be arranged by calling the school office at 508-398-7695.

#### ELIGIBILITY - ACADEMIC PROBATION

Any student in grades six, seven and eight with a failing grade in any subject, at the time of Progress Reports, term ending, or published Report Card, will be placed on academic probation and may be required to participate in an after school program. Any student placed on probation will be able to participate in athletics or activities during the probationary period, but will be ineligible for all activities (dances, shows, concerts and athletics) if after the next Progress Report, term ending or Report Card he/she has a failing grade in that same subject. A student will remain ineligible for participation in extra-curricular activities until a Progress Report or Report Card shows evidence of a passing grade. Any student failing more than one subject at the time of a Progress Report, Term ending, or published Report Card will automatically by ineligible. Any student who is ineligible at the end of the school year will remain on probation and may participate in events during that period, until the next Progress Report, term ending or Report Card indicates passing grades in the same subject area. Exceptions to this policy may be made by the administration.

#### PROMOTION AND RETENTION

Promotion shall be made according to the progress of the pupil as recommended by teachers and the principal. A pupil may be retained based on teacher recommendation, and approval by the principal and school psychologist if the benefits appear to be great enough to warrant repeating the grade. Insufficient attendance, failing or unsatisfactory grades, and lack of adequate progress may cause a student to be retained in

their current grade. Parents are given adequate notification of impending failure through interim progress reports, report cards, and/or conferences (in person or by phone) with the teacher. It is very important that parents heed notification and work with the child and teacher to try to turn the situation around.

#### PROMOTION CEREMONY

It has been a long-standing tradition in the Town of Dennis to celebrate the completion of elementary-middle school education with a promotion ceremony. Participation in this promotion ceremony will be available to eighth grade students who complete minimum requirements. Unless there are extenuating circumstances as defined by the Principal, a student having a failing yearly average in two or more subjects will not have earned the privilege to receive a certificate. It is also possible that due to inappropriate conduct or a disrespectful attitude during the school year, a student will not be permitted to participate in the promotion ceremony or any other end-of-year activity.

### MCAS TESTING

All students at Wixon Middle School will be participating in MCAS testing. Students and parents are reminded to reserve MCAS weeks to ensure full student participation. As with all tests, proper sleep and nutrition will enhance student performance. Thank you for your cooperation and respect for this important assessment.

### **BEHAVIOR CODE**

#### STUDENT EXPECTATIONS

Our goal at Nathaniel H. Wixon Middle School is to create a safe, caring and productive learning environment for all students. We believe that all members of the school community should demonstrate responsible and respectful behavior; Respect for the safety and welfare of ourselves, others and school property creates an effective learning environment.

The Wixon behavioral code is designed to ensure that all students have an opportunity to learn in an atmosphere conducive to learning and free from harassment by others.

The staff of the Wixon Middle School is formally committed to developing personal responsibility in our students. We see all behavior situations as opportunities to teach. One aspect of this goal will be to have students accept responsibility for their actions and when necessary develop individual action plans in an effort to change negative behaviors. In an effort to achieve this goal for all students, the following school-wide rules will apply to all:

#### RESPECT ~ RESPONSIBILITY & RIGHT TO LEARN

We at the Wixon Middle School feel that students should:

- Listen, follow directions, and complete assigned tasks
- Play safely on the playground without fighting, disrupting the activities of others, or hurting someone
- Eat lunch with good manners, following the cafeteria rules at all times
- Enter and leave the building in an orderly manner, and walk quietly at all times when in the building
- Take good care of school materials and keep the school and school grounds neat and orderly
- Keep their hands to themselves, not touching the property of others and not touching others (no pushing, shoving, tripping, or "play fighting")
- Be courteous and respectful to everyone, adults and fellow students, using appropriate language at all times.

Developing responsible behavior is most effective when the home and school work together. With this in mind, the school will communicate its concern with student behavior to parents by telephone calls, written communication, and parental conferences.

Serious problems or repeated offenses will result in a student being referred to Ken Girouard. A student may be required to write a corrective behavior plan. It may result in loss of privileges such as recess or special activities. Persistent disobedience or very serious problems may lead to one or more of the following: parent notification, parent conferences, referral to the administration, detention, suspension, or a parent accompanying the child to school to help correct the behavior.

The following types of behavior may, at the discretion of the principal or her designee, result in internal student support or suspension:

- willful destruction or vandalism of school property
- physical abuse or threat of bodily harm to a teacher, school employee or to a fellow student
- stealing school or personal property
- abusive, profane or obscene language/or displays directed toward a fellow student, a teacher or employee of the school
- Repeated disruptive behavior which deprives other students of learning.

The goals of all involved are to help the student become a more productive citizen in school, and to help maintain a classroom atmosphere conducive to learning for all students.

#### **BUS EXPECTATIONS**

All students are expected to uphold the Nathaniel Wixon Middle School Behavior Code while at the bus stop or riding on the school bus. All students will act responsibly by standing safely while waiting for the buses and will wait until the bus has come to a complete stop before entering. Students will show personal responsibility by remaining seated on the bus while it is in motion, to treat each other and the bus driver respectfully, and keep their seats neat and clean. All students will listen and follow the directions of the bus driver.

#### Consequences will be applied as follows:

<u>Level I</u> ~ Incidents may include, but are not limited to: not being respectful to others, and/or engaging in verbal or physical harassment, or students who will not remain seated, or students that do not follow the directions of the bus driver. The administration may award the following consequences: A warning, and/or an assigned seat on the bus, and/or or a one- to three-day after school detention.

**Level II** ~ Incidences may include, but are not limited to: a repeat of three or more level I incidents, or vandalism of the bus or other students property, or stealing from others, or the use of profanity; either verbal or physical harassment, fighting, or interfering with safe school bus operation. The administration may award the following consequences: a two to five-day after school detention, a one to ten day bus suspension, and/or an assigned seat on the bus, or a school suspension.

Level III ~ Incidences may include, but are not limited to: three or more level II incidents, or fighting, or sexual harassment, or smoking, or possession or use of a controlled substance. The administration may award the following consequences: a two- to five-day after school detention, a one day to a complete loss of bus privileges, and/or an assigned seat on the bus, or a school suspension.

\*Please note, if a student loses bus privileges, it is the parents responsibility to get the child to school.

### HALLWAY CONDUCT & USE OF A PASS

Students should not be in the hallways unless they have permission from a staff member and have a pass in hand. Passes must be used for all movement about the building. For use of the bathroom, a sign out sheet should be used by the classroom teacher indicating leaving and returning times of the student in addition to a pass. Movement should be orderly and at a walking pace, to the right of the hall. Language should be appropriate, expressed in a conversational volume and tone.

#### **LOCKERS**

Each student is provided with the convenience of a locker for books and personal belongings. Each student must use only the locker assigned to him/her and shall

keep that locker locked and neat at all times. The school is not responsible for replacing stolen or lost items. Each student will provide his/her own lock so that possessions may be kept secure. The combination or a duplicate key should be given to the homeroom teacher. The locker is the student's responsibility, and any damage will result in payment for repair by the student. Since lockers are school property, the administration reserves the right to inspect them at any time.

#### CAFETERIA EXPECTATIONS

- Speaking in a conversational tone will be permitted; however, loud talk and shouting are not allowed.
- Each student should take his/her own tray and rubbish to the disposal area. No food or drink may be taken from the cafeteria.
- Students are not permitted to leave the cafeteria without permission AND A PASS.

#### PERSONAL APPEARANCE

All students are expected to dress neatly and groom themselves in clothes that are suitable for school activities. See complete listing of acceptable student dress on page 11, (Student Dress Code). The students will be asked to change any inappropriate article of clothing. Inappropriate dress will be determined by the administrative staff. Refusal to cooperate with such a request to change will result in progressive disciplinary actions.

It is the belief of the school staff that young people act as they dress. Clean, neat attire, essential to a productive learning environment, is expected at all times. We hope that parents and students will encourage dress that promotes a proper academic atmosphere.

We ask that students in grades 4 and 5 dress warmly during recess. Students should come to school during cold weather prepared for outdoors with warm clothing (i.e. boots, mittens, hats, jackets).

#### DRESS & PROCEDURES FOR PHYSICAL ED.

Students in grades 6-8 are expected to change into appropriate physical education attire. Students need to provide their own lock to ensure that all valuables are secure while they participate in class. Students in grades 4 & 5 must wear sneakers for physical education, but will not need to change clothes while they participate in

Students who have presented a note from a doctor excusing them from participation in physical education classes for medical reasons (e.g., injury, illness) must present a second doctor's note in order to resume activity.

#### **LOST & FOUND**

Lost and found items will be located in the Cafeteria. Students who find articles not belonging to them are asked to bring them to the office to be claimed by the owner. Students should label all personal items for easy identification. Unclaimed items are periodically donated 10

to charity. The school is not responsible for articles lost or stolen. Precautions should be taken to protect valuables. Any student who brings a large amount of money to school should drop the money at the office in the morning and pick it up at the close of school.

#### DISCIPLINE PROCEDURE

#### STUDENT SUPPORT CENTER

The SSC room is a temporary intervention step for the student who may be exhibiting lack of focus, inappropriate behavior or impeding the learning of others in the classroom. This room is supervised by a trained facilitator who may actively assist the child with school work needing to be completed or guide the child through a reflective process of addressing the unacceptable behaviors.

#### DETENTION

Students may be kept after school for detention for misbehaving in and out of the classroom. Notice of detention may be verbal or written. The only reason for being excused from detention or from staying after school for a teacher is a written, signed, and dated note from a parent or guardian presented to the teacher or administrator before the detention is missed. An excused detention will be made up at a future date. Students who are assigned multiple detentions for the same day should serve the detention first assigned and make arrangements to serve the others at another time. Repeated detentions may result in the student being suspended.

#### **EXTERNAL SUSPENSION**

Suspension, defined as the prohibition of a child from attending school for a specified time as a disciplinary measure, is one of the strongest forms of discipline administered by this school. It is used in serious situations where other forms of discipline have not been effective.

Any student receiving an external suspension or three (3) instances of internal student support) may not be permitted to attend or participate in any extra-curricular activities until further administrative notice.

#### **D-Y REGIONAL SCHOOL DISTRICT** SCHOOL COMMITTEE POLICIES

#### **EQUAL EDUCATIONAL OPPORTUNITIES**

It is the intent of the Dennis-Yarmouth School Committee to comply with Chapter 622 of the Massachusetts General Laws and Title IX and Chapter 504 of the Federal Laws.

These laws prohibit exclusion from participation in, denial of benefits from, or discrimination in, any education program or activity because of sex, race, color, sexual orientation, national origin, religion, or disability.

Any student in the Dennis-Yarmouth Regional School District Public Schools who believes he/she has been discriminated against, denied a benefit, or excluded from participation in any school education program or activity on the basis of sex, race, color, sexual orientation, national origin, religion, or disability may file a written complaint with the Superintendent of Schools. The Superintendent will review the complaint and a

written response will be mailed to the complainant within ten working days after receipt of the written complaint. If the complainant is not satisfied with such response, he/she may submit a written appeal to the School Committee indicating with particularity the nature of disagreement with the response and his/her reasons underlying such disagreement.

The School Committee will consider the appeal at its next regularly scheduled committee meeting following receipt of the response. The School Committee will permit the complainant to address the Committee in public or closed session, as appropriate and lawful, concerning his/her complaint and will provide the complainant with its written decision in the matter as expeditiously as possible following completion of the hearing.

All students have the right to be free from discrimination because of sex, race, color, sexual orientation, national origin, or disability. The use of verbal or written slurs, intimidation, or any other type of harassment on the basis of sex, race, color, sexual orientation, national origin, or disability can violate a student's civil rights and will not be tolerated at any time.

#### NON-DISCRIMINATION POLICY STATEMENT

As required by federal and state law, the Dennis-Yarmouth Regional School District does not discriminate in its educational programs or activities or in its admissions or employment policies on the basis of race, color, sex, religion, national origin, sexual orientation or disability. Among the laws prohibiting discrimination in education are the following:

- Title IX of the Education Amendments of 1972
- Titles VI and VII of the Civil Rights Act of 1964;
- Section 504 of the Rehabilitation Act of 1973;
- Titles I and II of the Americans with Disabilities Act of 1990;
- Massachusetts General Laws Chap. 76, Section 5.

Inquiries regarding compliance with Titles I and II; of Titles VI, VII, IX; M.G.L., Chap. 76, Sec. 5, and Sections 504 may be directed to: Judy Dion, Director of Special Services, Dennis-Yarmouth Regional School District, 296 Station Avenue, South Yarmouth, MA 02664 (508) 398-7624

Title IX/Section 504/ADA inquiries may also be made to: Office for Civil Rights, U.S. Dept. of Education, Post Office and Court House, Room 222, Post Office Square, Boston, MA 02109-4557 (617) 223-9662. Chapter 622 inquiries may also be made to: Bureau of Equal Educational Opportunity, Massachusetts Department of Education, 350 Main Street, Malden, MA 02148-5023 (781) 388-3300

#### STUDENT DRESS CODE

Each school will have a dress code. Elementary, middle and high school codes will be consistent in expectations. The administration will establish specific standards of dress and appearance based on the following:

- 1. Attire shall be appropriate for all activities and not detract from the educational process, cause disruption or disorder.
- 2. Attire shall comply with school requirements for health and safety.

3a. Student attire may not contribute to a lack of student focus and attention nor show a lack of respect for the learning atmosphere.

3b. All students are expected to dress and groom themselves neatly in clothes that are suitable for school activities and consistent with health and safety guidelines.

- Head coverings which include caps, hats, bandannas, hoods, do-rags, scarves, and kerchiefs, etc. may not be worn unless required for religious purposes.
- The wearing of outdoor clothing and hats indoors is prohibited.
- Footwear that presents a safety hazard should not be worn. Beach attire is not appropriate for school.
- See -through clothing, tube tops, tank tops, halter-tops, and

bare midriffs are not considered suitable school wear.

- Shirts must provide adequate coverage and must be long enough to be tucked in.
- Girls with arms at their sides & outstretched fingertips may judge that an appropriate length for shorts, skirts, and dress lengths.
- Spaghetti strap tops on dresses must be worn with a tee shirt or top with sleeves.
- Appropriately sized pants must be worn; none falling below the waist. The showing of underwear is prohibited by whatever means but specifically through the wearing of pants at a level other than the natural waistline.
- Other inappropriate school attire includes, but is not limited to, sunglasses, and clothing or jewelry with vulgar, profane, ethnically derogatory messages, pictures or symbols of gangs, illegal substances, or alcoholic beverages.

3c. Dress may not be destructive of school property (e.g., shoes that scratch the floors, or cleats); articles of clothing or accessories that may pose a danger to self or others (such as heavy chains, those with weighted ends, and spiked bands or necklaces, wallet chains of excessive length).

3d. Dress or jewelry that is directed toward or intended to harass, threaten, intimidate, or demean an individual or group because of race, color, religion, national origin, ancestry, sex, age, handicap (disability), or sexual orientation; and clothing with words or graphics that promote the use of drugs, alcohol, tobacco, firearms or sexual activity are considered disruptive and therefore, prohibited.

This list is not intended to be all-inclusive. Fads and styles quickly change and in turn require the judgment of the school administration and staff in the areas of health, safety, and disruptions of the learning process. This judgment will be exercised with parental notification and anticipated support and intervention.

The students will be asked to change any inappropriate article of clothing. Inappropriate dress will be determined by the administrative staff. Refusal to cooperate with such a request to change will result in progressive disciplinary actions.

Students, staff, and parents will be responsible for choosing student attire that conforms to the guidelines established in each school. The administration will establish guidelines and is authorized to take action in instances where individual dress does not meet the stated requirements.

Students, faculty, or parent groups may recommend appropriate dress for school or special occasions.

Adults are expected to support, model, and conform to the Student Dress Code while on school district property and at school functions.

The School Committee shall review the school dress codes for adherence to School Committee Policy.

#### ADMINISTRATION OF MEDICATIONS

The Dennis-Yarmouth Regional School Committee, in consultation with the Massachusetts Department of Public Health, approves the following policies governing administration of medications in the schools under its jurisdiction.

- 1. The school nurse shall be the supervisor of the medication administration program in the school.
- 2. The school nurse, and/or the school physician, shall develop and propose policies and procedures relating to the administration of medications.
- 3. The school nurse shall ensure that there is a proper medication order from a licensed provider renewed each school year consistent with 105 CMR 210.000 et seq.
- 4. Non-prescription medicines may not be given in school without

written authorization from the child's doctor and parent. This includes over-the-counter medications.

- 5. The school nurse shall ensure that there is a written authorization by the parent or guardian.
- 6. The school nurse, in collaboration with the parent or guardian, shall establish a medication administration plan for each student receiving a medication.
- 7. Authorized, unlicensed personnel administering medications shall be under the supervision of the school nurse.
- 8. The school nurse shall supervise the training of the designees consistent with the Department of Public Health's requirements in CMR 210.07 of the Regulations Governing the Administration of Prescription Medications in Public and Private Schools.
- 9. All medication must be in a pharmacy or manufacturer labeled container.
- 10. No more than a 30 school day supply of the medication for a student shall be stored at school.
- 11. The school district shall comply with the Department of Public Health's reporting requirements for medication administration in the schools.
- 12. Consistent with Massachusetts General Law, Section 54B Chapter 71, students with cystic fibrosis may self-administer enzyme supplements. Notwithstanding any general or special law or regulation to the contrary, the school district shall permit students with cystic fibrosis to possess and administer prescription enzyme supplements in accordance with department of public health regulations concerning students' self-administration of prescription medications. There shall be a proper medication order from a licensed provider and written authorization by the parent or guardian for self-administration of enzyme supplements on file in the nurse's office.
- 13. Consistent with Massachusetts General Law, Section 54B Chapter 71, students with diabetes may self-administer a glucose monitoring test and insulin delivery system. Notwithstanding any general or special law or regulation to the contrary, a school district shall permit students with diabetes to possess and administer a glucose-monitoring test and insulin delivery system in accordance with department of public health regulations concerning a student's self-administration of a prescription medication. There shall be a proper medication order from a licensed provider and written authorization by the parent or guardian for self-administration of a glucose-monitoring test and insulin delivery system on file in the nurse's office.
- 14. Review and revision of these policies and procedures shall occur as needed but at least every two years.

#### **HOMEWORK**

Philosophic issues involved in homework include:

- Homework should be for the purpose of reinforcing learning as a logical extension of material in class or for providing the student the opportunity to become involved in discovery/ research projects which stimulate the pursuit of knowledge.
- Responsible and regular home study patterns begin in the early grades.
- Students shall be eased into taking responsibility for home study.
- Meaningful home study assignments encourage active learning at home.
- Regular home study projects shall be included to keep parents better informed as to their child's learning style, rate, problems and strengths.
- Teachers shall take the children's development levels and needs into consideration when planning home study.
- Homework assignments will accommodate the skill level of students
- Homework is not to be used as a form of punishment.

Parent's role in improving homework effectiveness includes:

- Cooperating with the school in making homework effective.
- Providing their children with suitable study conditions.
- Encouraging their children but avoiding undue pressure.
- Expressing interest in what their children are doing but not doing their work for them.
- Understanding what the school expects homework to accomplish.

Teacher's role in improving homework effectiveness includes:

- Cooperating with the parents in making homework effective.
- Providing relevant homework activities.
- Communicating with fellow teachers to coordinate assignments.
- Establishing a consistent routine that is clearly understood.
- Insuring students' understanding before assignments are taken home.
- Assessing and otherwise responding to and returning assignments promptly.
- Systematically communicating with students and/or parents regarding the amount, purpose, and objectives of homework.

Homework patterns and procedures:

- Students at all grade levels should have a quiet reading time and/or be read to as part of every evening's routine.
- There will be regular home study at all grade levels.
- Teachers will distribute written descriptions of home study policies and procedures to parents at the beginning of each year or course.
- Instructional support staff will consult regularly with teachers regarding students homework assignments.
- Homework should prepare students for the amount and complexity of homework in the next grade.

#### RESTRAINT OF STUDENTS

The Dennis-Yarmouth Regional School District complies with the DESE restraint regulations, 603 CMR 46.00 et seq. ("Regulations"), to the extent required by law. According to their terms, the Regulations apply not only at school but also at school-sponsored events and activities, whether or not on school property. A brief overview of the Regulations is provided below.

Methods and Conditions for Implementation - School staff may use physical restraint only (1) when non-physical interventions would be ineffective and the student's behavior poses a threat of imminent, serious harm to self and/or others or (2) pursuant to a student's IEP or other written plan developed in accordance with state and federal law and approved by the school and parent or guardian. Physical restraint will be practiced in strict accordance with DESE Regulations and guidelines and Massachusetts General Law. The School Committee will periodically be informed of any changes in physical restraint guidelines or regulations.

Physical restraint may not be used as a means of punishment or as a response to property destruction, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious, physical harm. Prescription medication may be used to control student behavior when approved by a physician and parent/guardian. Time out periods are permitted. Students must be supervised by an adult at all times. Seclusion is prohibited.

The Regulations do not prevent a teacher, employee or agent of the district from using reasonable force to protect students, other persons, or themselves from assault or imminent serious harm or from restraining students as otherwise provided in the Regulations.

Staff Training - All school staff must receive training with respect to the district's restraint policy (i.e., following the Regulations), including receiving information about interventions that may preclude the need for restraint, types of restraint and related safety considerations, and administering physical restraint in accordance with known medical or psychological limitations and/or behavioral intervention plans applicable to an individual student. Additionally, the school must identify specific staff to serve as school-wide resources to assist in ensuring proper administration of physical restraint. These individuals must participate in in-depth training with respect to restraint and implementation of the Regulations. Physical restraint training will be provided at each school on an annual basis.

Reporting Requirements and Follow-Up - Physical restraint may be utilized as appropriate intervention. Anticipated physical restraint must be on a student's IEP (Individual Education Plan) and with full knowledge of the parent/guardian. In all other cases of physical restraint including physical restraint of short duration and especially restraint lasting more than five (5) minutes, or in the case of any injury to the student or staff no matter how minimal, the school staff must report the physical restraint to the principal or designee. The principal/designee must maintain an ongoing record of all such reported instances, which will be made available in accordance with state and federal law and regulations. The principal/designee must also verbally inform the student's parent or guardian of the restraint as soon as possible, and by written report postmarked no later than three school working days following the use of the restraint. The written restraint report must be provided to the parent or guardian in the language in which report cards and other necessary school-related information are customarily provided.

In the event that a physical restraint (1) lasts longer than 20 minutes or (2) results in serious injury to the student or staff member, the school must, within five school working days of the reported restraint, provide a copy of the written report to the DESE along with a copy of the school's record of physical restraints covering the thirty-day period prior to the date of the restraint

For students who require the frequent use of restraint because they present a high risk of frequent, dangerous behaviors, school staff may seek and obtain the parent or guardian's consent to waive reporting requirements for restraints administered to an individual student that do not result in serious injury to the student or staff member or constitute extended restraint (longer than 20 minutes).

Follow-up procedures for restraint include not only the reporting requirements set forth above, but also reviewing the incident with the student, staff and consideration of whether follow-up is appropriate for students who witnessed the incident.

**Complaints** - Complaints and investigations regarding restraint practices should be made orally or in writing to the building principal or the director of special services (Ms. Judith Dion, 296 Station Avenue, South Yarmouth, MA 02664, telephone 508-398-7624).

#### WELLNESS POLICY ~ GENERAL GUIDELINES

Overview/Preamble - The Dennis Yarmouth Regional School District promotes healthy school programs, by supporting wellness, good nutrition and regular physical activity as part of the total learning environment. Central to this policy statement is the belief that success will be achieved from the combined efforts of teachers, administrators, staff, and parents.

The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. Schools

contribute to the basic health of children by facilitating learning, promotion of good nutrition and physical activity. Improved health optimizes student performance and ensures that *no child is left behind*.

**District Health Council** - The school district will create a health council to develop, implement, monitor, review, and, as necessary, revise school nutrition and physical activity policies. The council will also serve as a resource to school sites for implementing those policies. The school health council will consist of a group of individuals who volunteer to represent the school and community. Membership could include parents, students, representatives of the school food authority, members of the school board, school administrators, teachers, health professionals, and members of the public. The council will assist the superintendent (or designee) in the annual evaluation of the wellness activities within the district.

**Nutrition Guidelines** - It is the policy of the school district that all foods and beverages made available on campus during the school day are consistent with School Lunch Program nutrition guidelines.

School meals served through the National School Lunch and Breakfast Programs will:

- be appealing and attractive to children.
- be served in clean and pleasant settings.
- meet, at a minimum, nutrition requirements established by local, state, and federal statutes and regulations.
- offer a variety of fruits and vegetables.
- serve only low-fat (1%) and fat-free milk and nutritionally-equivalent non-dairy alternatives (to be defined by USDA).
- ensure that half of the served grains are whole grain.

Food and beverages sold in vending machines, snack bars, school stores, concession stands, and as school-sponsored fundraising activities or offered at school celebrations should include items that meet the federal, state, and local guidelines.

**Nutrition Education Goals -** The primary goal of nutrition education is to encourage students to make wise food choices and to promote positive nutrition related behaviors.

Health education will be included in all school curriculums and will be consistent with the standards set forth by the Massachusetts Comprehensive Health Curriculum Frameworks, including essential topics on healthy eating. The health teachers will collaborate with food service providers. Health and PE teachers will hold appropriate Massachusetts certification.

Physical Education/Activity Goals - Physical education and activity goals are intended to provide opportunities for students to develop the knowledge and skills necessary for specific physical activities. Students will regularly participate in these actions and understand the short and long-term benefits of a physically active and healthy lifestyle. Physical education will follow a sequential curriculum consist with the Massachusetts Curriculum framework standards and include health-related physical fitness.

- Elementary schools will strive to provide a minimum 150 minutes of physical education and/or physical activity per week.
- P.E. programs will promote community physical activities.
- All playgrounds and physical activity facilities will meet safety standards.
- Each school will prohibit substitution for physical education and recess time.
- All students will be active at least 50% of the physical education class time.
- Physical education activities will be designed to be enjoyable.
- Professional development opportunities related to wellness will

be identified and offered.

- The district will address special health care needs, i.e., Adaptive P.E.
- Teachers will follow physical education safety practices. All elementary school students will receive supervised recess daily.
- Teachers and other school and community personnel will not use physical activity or withholding opportunities for physical activity as punishment.

**Nutrition Education and Promotion** - The Dennis Yarmouth Regional School District aims to teach, encourage, and support healthy eating by students. Schools should provide nutrition education and engage in nutrition promotion that is part of not only health education classes, but also classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects. These efforts include enjoyable, developmentally appropriate, culturally-relevant, participatory activities, such as contests, promotions, taste testing, farm visits, and school gardens.

This educational focus will:

- promote fruits, vegetables, whole grain products, low-fat
- and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices.
- emphasize caloric balance between food intake and energy expenditure (physical activity/exercise).
- link school meal programs, other school foods, and nutritionrelated community services.
- teach media literacy with an emphasis on food marketing.
- include professional development for teachers and other staff.

**Evaluation -** The superintendent (or designee) will oversee the compliance of the district's Wellness Policy. The District Health Council will assist in developing, monitoring, and evaluating the implementation plan. Food Service Coordinator will ensure compliance with the nutrition and food service areas and report them to the superintendent each year.

### **DRUG & ALCOHOL OFFENSES**

It is a violation of the policy of the Dennis-Yarmouth Regional School District for any student to distribute, dispense, possess, use of be under the influence of any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor or unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other controlled substance, as defined in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. & 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15, before, during or after school hours at school or in any other school district location as defined below.

"School district location" means in any school building or any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

Any student who violates the terms of this policy may be suspended or expelled from school, at the discretion of the School Committee. Sanctions against students shall follow prescribed school district administrative regulations and procedures.

#### BULLYING

Bullying of any type has no place in a school setting. The Dennis-Yarmouth Regional School District will endeavor to maintain a learning and working environment free of bullying.

Bullying is defined as the act of one or more individuals intimidating one or more persons through verbal, physical, mental, or written interactions. Bullying can take many forms and can occur in virtually any setting. It can create unnecessary and unwarranted anxiety that will affect attending school, walking in corridors, eating in cafeteria, playing in the school yard or recreation areas, participating in or attending special and extracurricular activities, or riding on the bus to and from school each day.

Examples of bullying include but are not exclusive of:

- Intimidation, either physical or psychological
- Threats of any kind, stated or implied
- Assaults on students, including those that are verbal, physical, psychological, and emotional
- · Attacks on student property

The School Committee expects administrators and supervisors to make clear to students and staff that bullying in the school building, on school grounds, or on the bus or school-sanctioned transportation, or at school-sponsored functions will not be tolerated and will be grounds for disciplinary action up to and including suspension and expulsion for students and termination for employees.

The District will promptly and reasonably investigate allegations of bullying. The Principal, or his/her designee, of each building will be responsible for handling all complaints by students alleging bullying.

The Superintendent will develop administrative guidelines and procedures for the implementation of this policy.

#### **HARASSMENT**

Harassment of students, staff, or any individual will not be tolerated in the Dennis-Yarmouth Regional School District. This policy is in effect while individuals are on school grounds, school district property, or property within the jurisdiction of the school district, school buses, or when engaging in school activities.

Harassment prohibited by the district includes, but is not limited to, harassment on the basis of race, sex, creed, color, national origin, sexual orientation, religion, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion.

Harassment means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb, or trouble students.

Harassment as described above may include, but is not limited to:

- Verbal, physical or written harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, or other matters; and
- Demeaning jokes, stories, or activities.

The district will promptly and reasonably investigate allegations of harassment. The Principal of each building will be responsible for handling all complaints alleging harassment.

Retaliation against an individual because s/he has filed a harassment complaint or has assisted or participated in a harassment investigation or proceeding is also prohibited. An

individual who is found to have retaliated against another in violation of this policy will be subject to disciplinary action up to and including suspension and expulsion.

The superintendent will develop administrative guidelines and procedures for the implementation of this policy.

#### SMOKE FREE SCHOOL POLICY

The Dennis-Yarmouth Regional School District Committee is dedicated to providing a healthy, comfortable and productive environment for staff, students and citizens. The school committee believes that education plays a critical role in establishing life long health habits for its students. A comprehensive health curriculum K-12 emphasizing the dangers of tobacco, drugs and alcohol remains a major goal for the school district. The Dennis-Yarmouth Regional School District Committee also has a strong interest in the health of its employees, and their serving as positive role models for students. Therefore, the committee prohibits smoking and the use of tobacco products in all buildings and on all grounds of the district at all times by all persons as per the requirements of the education reform act of 1993.

<u>Enforcement</u> – The success of this policy depends upon the thoughtfulness, consideration and cooperation of smokers and non-smokers. All individuals share in the responsibility for adhering to and enforcing this policy. Any individual who observes a violation may report it in accordance with the procedures listed below.

<u>Students</u> – Any violation of this policy by students shall be referred to the building principal. Students who violate provisions of this policy will be subject to building student discipline procedures.

<u>Staff</u> – Any violation of this policy by staff shall be referred to the appropriate supervisor. First time violators shall receive an oral warning. Second offenses will result in written warnings by the immediate supervisor with a copy being placed in the personnel file. Further violations will result in referral of the employee to the superintendent of school for implementation of progressive discipline.

<u>Citizens</u> — Citizens who are observed in school buildings or on school grounds shall be asked to refrain from smoking. If the individual fails to comply with this request, his or her violation of policy may be referred to the building principal or other school supervisory personnel responsible for the area or program during which the violation occurred. The supervisor shall make a decision on further action, which may include a directive to leave school property. Repeated violations may result in a recommendation to the superintendent to prohibit the individual from entering school property for a specified period of time. If deemed necessary by the school administration, the local law enforcement agency may be called upon to assist with enforcement of this policy.

#### WEAPONS POLICY

Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including but not limited to, a gun or knife; or a controlled substance as defined in chapter ninety-four C, including but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.

#### SPECIAL EDUCATION DISCIPLINE

All students are expected to meet the requirements for behavior as set forth in this handbook. However, Chapter 71B of the Massachusetts General Laws known as Chapter 766, and the Federal Law, Individuals with Disabilities Act (IDEA 97),

requires that additional provisions be made for students who have been found by an evaluation TEAM to have special needs and whose program is described in an Individualized Education Plan (IEP). The following additional requirements apply to the discipline of special needs students.

- 1. The IEP for every special needs student will indicate whether the student can be expected to meet the regular discipline code or if the student's handicapping condition requires a modification will be described in the IEP.
- 2. The principal (or designee) will notify the Special Education Office of the suspendable offense of a special needs student and a record will be kept of such notices.
- 3. When it is known that the suspension(s) of a special needs student will accumulate to ten (10) days in a school year, a review of the IEP will take place and a Manifestation Determination will be made. In accordance with Section 333 of Chapter 766 Regulations and Individuals with Disabilities Education Act (IDEA 97) Section 1415, the review will determine the appropriateness of the student's placement or program. The TEAM will make
- 4. A finding as to the relationship between the student's misconduct and his/her handicapping condition and either:
  - a. Design a modified program for the student or
- b. Write an amendment to provide for the delivery of special education services during the suspensions and any needed modification of the IEP relative to discipline code expectations.

In addition, the Department of Education will be notified as required by law, and the procedures promulgated by the Department of Education for requesting approval of the alternative plan will be followed.

# REGULATIONS PERTAINING TO STUDENT RECORDS

The state Board of Education has adopted Regulations Pertaining to Student Records. State laws enacted in 1972 and 1974 mandated the development of these regulations, which have the force of law. The regulations apply to all public elementary and secondary schools. (They also apply to all private schools that have state approval to provide special education services under 603 CMR 28, (formerly Chapter 766, the Special Education Act.) They are designed to insure parents' and students' rights of confidentiality, inspection, amendment, and destruction of student records, and to assist school authorities in their responsibilities for the maintenance of student records.

The school district permits parents to inspect and review any education record pertaining to their student, which is collected, maintained, or used by the school district. Such review will be granted within two consecutive workdays of the request, unless a longer period of time is agreed upon before any meeting regarding an individualized education program or hearing relating to the identification, evaluation, or placement of the child or the provision of FAPE to a student. 300.562(a).

The right to inspect and review education records includes:

- The right to a response from the school district to reasonable requests for explanations and interpretations of the records. 300.562(b) (1)
- The right to request that the agency provide copies of the records containing the information if failure to provide these
- copies would effectively prevent the parent from exercising the right to inspect and review the records. 300.562(b) (2)
- The right to have a representative of the parent review and inspect the records. 300.562(b) (3)
- A school district presumes that the parent has authority to inspect and review records relating to his or her child unless the school district has been advised that the parent does not have the authority under applicable state law governing such matters

such as: guardianship, separation, and divorce.

The regulations apply to all information kept by a school committee on a student in a manner that he or she may be individually identified. The regulations divide the record into two sections: the transcript and the temporary record. The transcript includes only the minimum information necessary to reflect the student's educational progress. This information includes name, address, course titles, grades, credits, and grade level completed. The transcript is kept by the school system without a time limit, but it will be retained for at least sixty years after the student leaves the system. The temporary record contains the majority of the information maintained by the school about the student. This may include such things as standardized test results, class rank, school-sponsored extracurricular activities, evaluations and comments by teachers, counselors, and other persons, as well other similar information. Nothing is destroyed without first offering the parent and/or student the materials in the record.

# GRIEVANCE PROCEDURE ~ EMPLOYEES & STUDENTS

- 1. Any employee or student of the Dennis-Yarmouth Regional School District who believes he/she has been discriminated against, denied a benefit, or excluded from participation in any educational program or activity in violation of this policy may file a written complaint with he compliance administrator designated in the policy statement on the reverse of this document.
- 2. The compliance administrator shall cause a review of the written complaint to be conducted and a written response mailed to the complainant within ten (10) working days after receipt of the written complaint.
- 3. A copy of the written complaint and the compliance administrator's response shall be provided to the Superintendent of Schools.
- 4. If the complainant is not satisfied with such response, he/she may submit a written appeal to the Superintendent of Schools for action by the Dennis-Yarmouth Regional School District School Committee. The complainant's written appeal shall state the nature of the disagreement, with the compliance administrator's response, and his/her reasons underlying such disagreement.
- 5. The School Committee shall consider the appeal at its regularly scheduled meeting within thirty (30) days following receipt of the written appeal.
- 6. The Chairperson of the School Committee shall permit the complainant to address the Committee in public or closed session, as appropriate and lawful, concerning his/her complaint.
- 7. Any employee or student of the Dennis-Yarmouth Regional School District who believes he/she has been discriminated against, denied a benefit, or excluded from participation in any educational program or activity in violation of this policy may file a written complaint with he compliance administrator designated in the policy statement on the reverse of this document.
- 8. The compliance administrator shall cause a review of the written complaint to be conducted and a written response mailed to the complainant within ten (10) working days after receipt of the written complaint.
- 9. A copy of the written complaint and the compliance administrator's response shall be provided to the Superintendent of Schools.
- 10. If the complainant is not satisfied with such response, he/she may submit a written appeal to the Superintendent of Schools for action by the Dennis-Yarmouth Regional School District School Committee. The complainant's written appeal shall state the nature of the disagreement, with the compliance administrator's response, and his/her reasons underlying such disagreement.
- 11. The School Committee shall consider the appeal at its regularly scheduled meeting within thirty (30) days following receipt of the written appeal.

- 12. The Chairperson of the School Committee shall permit the complainant to address the Committee in public or closed session, as appropriate and lawful, concerning his/her complaint.
- 13. The School Committee shall provide the complainant with its written decision in the matter as expeditiously as possible following completion of the hearing.
- 14. If the complainant is not satisfied with the written decision of the School Committee, he/she may file a written appeal with the Office of Civil Rights, so designated in the policy statement on the reverse of this document.
- 15. Nothing stated in this Grievance Procedure should preclude any employee or student from filing a written complaint directly with the Office of Civil Rights, so designated in the policy statement on the reverse of this document.
- 16. This Grievance Procedure may not be used by an employee if he/she has filed for the same grievance under the pertinent section of the contact between his/her group and the Dennis-Yarmouth Regional School District Committee.

# EXCERPTS FROM THE EDUCATION REFORM ACT OF 1993 MGL Ch. 71, 37H - Notwithstanding any

general or special law to the contrary, all student handbooks shall contain the following provisions:

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

MGL Ch. 71, 37H 1/2: Notwithstanding the provisions of section eighty-four and sections sixteen and seventeen of chapter seventy-six:

1)Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school

in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of 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.

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 of guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his 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.

School Parent-Student	Handbook and ag	gree or do not ag	gree to the request of	the publication waiver.
Thank you.				
Student Name			Grade	Homeroom
Parent Signature				
Student Signature				
Contact Numbers: Pho	one		Cell phone	
Email Address:				
WAIVER FOR PUBL	ISHING STUD	ENT NAME ar	nd RECOGNITION	
By signing this waive	er I give permiss	sion to Nathani	el H. Wixon Middle	School to release my
child's name and/or ph	otograph for loca	l publication (so	chool yearbook, scho	ol bulletin board, local
newspaper/media) in r	ecognition or par	rticipation in th	ne school's academic	e or co-curricular pro-
grams.				
Student's Name:				
I give permission (school yearboo	n for my child's r k, school bulletin	-	<b>O</b> 1	ed for local publication
I DO NOT want	my child's name	e or photograph	to be released for pul	blication
Parent/Guardian Signat	ure:			
Date				

Please sign and return this entire page to your child's homeroom teacher by Wed., Sept.14, 2011 to verify that you and your child have reviewed the 2011-2012 Nathaniel H. Wixon Middle

# NATHANIEL H. WIXON MIDDLE SCHOOL CALENDAR 2011-2012

Opening Day Teachers	Tuesday, Sept. 1, 2011						
Teacher Professional Day	Tuesday, Sept. 6, 2011						
Opening Day for Students	Wednesday, Sept. 7, 2011						
Open House - All Grades	Wednesday, Oct. 5, 2011						
No School: Teacher Professional Day	Friday, Oct. 7, 2011						
No School: Columbus Day	Monday, Oct. 10, 2011						
No School: Veterans' Day	Friday, Nov. 11, 2011						
Parent/Teacher Conference Days-all grades Early Release	Monday. Nov. 21, 2011 *						
Parent/Teacher Conference Days-all grades Early Release	Tuesday, Nov. 22, 2011 *						
*Early Release 11:15 AM both days							
Thanksgiving Break	Wednesday, Nov. 23, 2011						
Thanksgiving Break	Thursday, Nov. 24, 2011						
Thanksgiving Break	Friday, Nov. 25, 2011						
No School: Holiday Recess Begins	Friday, Dec. 23, 2011						
School Re-opens	Tuesday, Jan. 3, 2012						
No School: All Cape Teacher Professional Day	Friday, Jan. 13, 2012						
No School: Martin Luther King, Jr. Day	Monday, Jan. 16, 2012						
No School: Teacher Professional Day	Friday, Feb. 17, 2012						
No School: President's Day—Winter Vacation Begins	Monday, Feb. 20, 2012						
School Re-opens	Monday, Feb. 27, 2012						
Parent/Teacher Conference Days-all grades Early Release	Wed., March 7, 2012 *						
Parent/Teacher Conference Days-all grades Early Release	Thursday, March 8, 2012 *						
* Early Release 11:15 AM both days							
No School ~ In observance of Good Friday	Friday, April 6, 2012						
No School ~ Patriot's Day ~ Spring Vacation Begins	Monday, April 16, 2012						
School Re-opens	Monday, April 23, 2012						
No School: Memorial Day	Monday, May 28, 2012						
Last Day of School ~ Half-day for students ~ Release at 11:15	Friday, June 22, 2012 *						
*School will be extended one day for each snow day.							

### National Seashore Dates ~ Grade 5

Mrs. Fournier ~ Oct. 17-21, 2011 Mrs. Quilty ~ Dec. 12-16, 2011 Mrs. Sullivan ~ March 5-9, 2012 Mrs. Eldredge ~ April 23-27, 2012

Term Dates Report Card Dates

Term I:  $9/7 \sim 12/2 = 57$  days Watch Wixon Waves Term 2:  $12/5 \sim 3/23 = 65$  days Watch Wixon Waves Term 3:  $3/26 \sim 6/22 = 58$  days Watch Wixon Waves

### MCAS DATE WINDOW FOR TESTING

ELA - March 22 - April 4, 2012 and MATHEMATICS - May 10 - May 24, 2012