



MATTACHEESE MIDDLE SCHOOL

**400 Higgins Crowell Road
West Yarmouth, MA 02673-2512
(508) 778-7979**

2017-2018 Student Handbook

SUPERINTENDENT OF SCHOOLS

Carol Woodbury

MATTACHEESE ADMINISTRATION

Ann Knell, Principal
Ken Girouard, Assistant Principal
Kate Salas, Assistant Principal

Mrs. Freeman – Main Office Secretary
Mrs. Anagnostakos – Main Office Secretary
Mrs. Shea - Main Office Secretary

SCHOOL DISTRICT WEB SITE

<http://www.dy-regional.k12.ma.us/>

**PRINCIPAL'S BLOG: Mattacheese Middle School Principal's Blog
or <https://mattacheese.wordpress.com>**

FACEBOOK: www.facebook.com/MattacheeseMiddleSchool

TWITTER: @MattacheeseMS

STUDENT SCHOOL HOURS

Mattacheese Middle School 8:25 AM - 2:40 PM

Please remember that staff are not on duty until 8:15 a.m. As such, only students who participate in Extended Day services may enter the building prior to 8:15 am.

MATTACHEESE MIDDLE SCHOOL CALENDAR 2017-2018

First Student Day/First Day Kindergarten	September 6
Open House	September 7
Constitution Day	September 18
All Cape Professional Day – No School	October 6
Columbus Day	October 9
Veteran’s Day – Observance Day, No School	November 10
Thanksgiving Break – No School	November 22-24
Holiday Recess Begins – No School	December 25 - January 1
School Resumes	January 2
ACCESS for ELLs Test Sessions	January 4 – February 7
Martin Luther King, Jr. Day – No School	January 15
Presidents’ Day – Winter Vacation Begins – No School	February 19-23
School Resumes	February 27
Pi Day	March 14
Good Friday	March 30
MCAS ELA Test Sessions	April 2 – May 4
MCAS Mathematics Test Sessions	April 3 – May 25
Kindergarten Registration	April 4
Patriots’ Day – Spring Vacation Begins – No School	April 16-20
School Resumes	April 23
Law Day	May 1
Memorial Day	May 28
DYRHS Graduation	June 9
Early Release Day –Last Day of School	June 26*

**School will be extended one day for each snow day. This date includes 5 snow days.*

Dennis-Yarmouth Regional School District Phone Numbers

Administration Office	508-398-7600
Dennis-Yarmouth Regional High School	508-398-7630
Early Education Program	508-778-7988
Ezra H. Baker Elementary School	508-398-7690
Nathaniel H. Wixon Middle School	508-398-7695
Marguerite E. Small Elementary School	508-778-7975
Mattacheese Middle School	508-778-7979
Station Avenue Elementary School	508-760-5600

TERM DATES

First Trimester	September 6, 2017 – December 1, 2017
Second Trimester	December 4, 2018 – March 16, 2018
Third Trimester	March 19, 2018 – Last Day

2017-2018 STUDENT HANDBOOK

The school and administration reserve the right to establish fair and reasonable rules and regulations for circumstances that may require actions that are not covered in this handbook. In all cases, rules, regulations and possible consequences shall be as consistent as possible with previously established rules, regulations and consequences for similar incidents. Matters omitted from this handbook should not be interpreted as a limitation to the scope of the school's responsibility and, therefore, the school's authority in dealing with any type of infraction that may not be in the best interest of safety and welfare of our students.

These rules and policies apply to any student who is on school property, who is in attendance at school or on the bus, at any school sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school, students and staff.

All students are responsible for adhering to the current rules and regulations set forth by the state of Massachusetts.

MISSION STATEMENT

Empowering Each Student to Achieve Excellence with Integrity in a Changing World

VISION STATEMENT

Mattacheese Middle School strives to prepare students to become lifelong learners and future contributing citizens in our communities who collaborate respectfully, responsibly, and resourcefully.

MESSAGE FROM ADMINISTRATION

Dear Parents and Students:

Welcome to Mattacheese Middle School. The Middle School has been tailored to meet the needs of our students by providing a safe and supportive learning environment to foster student growth both academically and socially.

It is the responsibility of both parents and students to read through this handbook and understand the rules and expectations of the school. By understanding and following these policies in conjunction with a good positive attitude and will to learn, you will ensure a productive school year.

Have a great year,

Mrs. Knell
Principal

STUDENT RIGHTS AND RESPONSIBILITIES

- To meet all your academic obligations to the very best of your abilities
- To be treated with respect by all members of the school
- To treat all members of the school community, both pupils and staff, with respect
- To be personally safe
- To help make the school a safe environment for all students
- To do your school work in clean surroundings and to help keep the school a clean place for everyone
- To express yourself in a manner that will not cause disruption, disturbance, or embarrassment to others
- To know and understand individual classroom and school-wide discipline policies and to avoid behaviors which would be violations of these behavioral expectations

PARENT RIGHTS AND RESPONSIBILITIES

- To treat all members of the school community, both pupils and staff, with respect
- To be treated with respect by all members of the school community
- To help make the school a safe environment for all students
- To expect an appropriate education for their child
- To express their opinion
- To inspect all portions of their child's records
- To expect fair application of all school-wide policies
- To actively participate in their child's education

STUDENT LEARNING AND EXPECTATIONS

SCHOOL HOURS/DROP-OFF AND PICK UP

The school day begins at 8:25 am and dismissal is at 2:40 pm. Your child should not arrive prior to 8:15 am, when buses arrive and supervision begins. If your child arrives prior to 8:15 am on a consistent basis s/he will be required to register for our early morning extended day program and will be charged a fee. Before school, students are not allowed to use school facilities for playing sports or other activities. At the end of the school day, buses depart at 2:50 pm. Students being picked up must wait at the doors outside the auditorium. Please arrange for your child to be picked up promptly after school, within 10 minutes of dismissal.

Student safety is our number one concern. When dropping off or picking up a student, take special care in our very busy traffic loop and parking area. To remain on school property after school hours, students must be involved in a school-sponsored activity with adult supervision. Late buses are available on Monday, Tuesday and Thursday for students who are staying after school with a teacher for make-up, extra help, after school activities or for detention. Any student who is taking the late bus home must have a pass from the teacher who was supervising them and must be in the main lobby at 3:40 pm. The late buses depart the middle school at approximately 3:50 pm.

Any student that is being picked up by a parent after athletics, extra help, detention or a co-curricular program where the parent is 30 minutes late for pick-up may find their student in the lobby of the Yarmouth Police Station. The student may be subject to social probation.

PARENTAL CONCERNS/CHAIN OF COMMAND

From time to time, parents may wish to bring concerns to the attention of appropriate school officials. To assist parents in this regard, the following general guidelines may be helpful:

- The parent should first raise any concern regarding a school-related matter with the staff member most directly involved. Email addresses are available at Dennis-Yarmouth Regional School District. Click Schools on the left of the screen (Mattacheese Middle School) click teacher name to leave a message.
- If the matter remains unresolved, the parent should contact the building administration. Building administrators have authority to make final judgments regarding student discipline and other building policy matters.
- If the parent continues to feel the problem is not resolved, the parent may wish to contact the Office of the Superintendent for guidance.

We request that parents use the progressive steps outlined above as the teacher or other staff member most directly involved can address most problems satisfactorily. Starting "at the top" inevitably results in no decision and the matter being remanded to the staff member most directly involved.

Parents and school personnel are expected to show each other respect in all communications and to listen to the other's viewpoints. Respectful and reasoned communication between the parents and school personnel is helpful in obtaining satisfactory resolution of concerns

ATTENDANCE

LATE ARRIVAL (TARDY)

Tardy is defined as **not being in your advisory classroom** by the 8:25 am bell. Students who arrive at advisory after this time - even if they have been in the building, are still considered late to school. Tardy students must sign in at the Main Office for a tardy slip. If a parent knows their child will be tardy, a call should be placed to the school Absence Line with a message noting the day and the approximate time the student will arrive at school. Students are responsible for reporting to all assigned classes on time and supplying a valid excuse for any absence or tardiness. Students with excessive tardiness will be referred to the school social worker. If a student arrives to school after 11:33 am, the student is considered absent for the school day. The same is true if a student is dismissed from school prior to 11:33 am.

ABSENCES

The administration of the Mattacheese Middle School believes 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. To report such absence, please call:

508-778-7984

In addition, when the child returns to school after an absence of one day or more, he or she must present a note signed by a parent or guardian which explains the reason for the absence. Excessive absences will result in referral to the school attendance officer, Mr. Gunning. Work missed due to an absence must be made up.

PARTICIPATION IN ATHLETICS/CO-CURRICULARS

A student must attend school for at least one-half day (arrive prior to 11:33 am) to participate in or attend any co-curricular activities. If the student is absent on the last day of the week, he/she is ineligible for any co-curricular activity on the following day. This rule may be waived in individual cases by the Principal if in his/her judgment the absences were for good reason and not to avoid student responsibility.

DISMISSAL PROCEDURE - After School Activities

After School Activities (ASA) occur on Mondays, Tuesdays and Thursdays. At the 3:50 pm bell, instructors will release all students to the Main Office lobby for dismissal. After School Activities (ASA) last one hour (2:50 pm-3:50 pm). Students may be picked up by a parent at the auditorium; all others will be dismissed once the buses have arrived and will also exit from the main office.

EXCUSED/UNEXCUSED ABSENCES

State law mandates school attendance: "The Superintendent, or teachers, in so far as authorized by him or the school committee, may excuse absences not exceeding seven sessions or 14 half-day sessions in any six month period." Students may be excused from school in cases of illness, death in the family, or other sufficient reasons as defined by the school administration. Absences for any other reason, such as vacation, even with parent consent, will be considered unexcused. Accumulation of more than 30 absences may result in student retention. The following circumstances qualify as "excused" absences:

- Observance of religious holidays
- Up to five (5) days due to death of a family member
- Dismissal due to school-sponsored activities approved by the principal
- Absences because of judicial obligations

Absences for those reasons listed above will be noted as excused when proper documentation has been received. This documentation must be submitted no later than 15 school days after the absence. Illness will only be excused with a note from a doctor.

TARDINESS, CUTTING CLASS AND TRUENCY

State law mandates school attendance. Every student, parent or guardian is expected to be in compliance with the law.

- Students are responsible for reporting to all assigned classes on time and supplying a valid excuse for any absence or tardiness. Excessive tardiness will require disciplinary action.
- Cutting class or skipping school is a serious offense. Any student who is absent from an assigned class or other activity without permission will be subject to disciplinary action.

VACATIONS

Vacations taken outside of regular school holidays are unexcused absences and are not encouraged. Inform the school office as well as your child's teachers of any vacation plans you may have outside of regular school holidays. Please note it is not the teachers' responsibility to provide work prior to an unexcused absence.

DISMISSALS

Parents are discouraged from requesting early dismissal except for emergencies. If you need to have a child dismissed early, send a note in the morning to inform the school. Parents should arrive at the school 5-10 minutes ahead of dismissal (with an ID) to pick up their child. Upon arrival, report to the office and the secretary will call your child out of class as you sign your child out. Students will not be called out of class prior to the parent's arrival. If your child will be returning to school after an appointment, the child **must** sign back into the office. It is not necessary for the parent to come in to the school with the child.

EMERGENCY DELAYS/SCHOOL CLOSINGS

The Superintendent may delay the opening or close of schools in the event of hazardous weather or other emergencies that threaten the health or safety of students and personnel. Students, parents and staff will be informed early in each school year of notification procedures, including calls made to every household via our parent notification system. When schools are closed, all other activities, including athletic events, will be canceled. In the event school is cancelled any given day, broadcasts will be made by the following:

CONNECT CALLS

The Dennis-Yarmouth School District and Mattacheese Middle School uses Connect calls to deliver timely messages to the homes of our students. In the event of an emergency school closing or a delayed school opening, a Connect message is sent. In order to receive these notifications, you are asked to sign the Connect form requesting the contact.

The top priority of the Dennis-Yarmouth School District is your child's safety and security. Our mass notification service will allow us to send a voice and/or email message to all our families on each of 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 Connect 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. What you need to know about receiving calls sent through Connect:

- 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 the message.
- Connect 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.
- Connect 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.

CONTACTING CHILDREN DURING SCHOOL HOURS

We ask that parents and students make plans for the entire day before the child leaves for school. In the event a parent needs to get a message to their child, please call the Main Office and the message will be delivered to your student.

508-778-7979

Please do not call or text your child's cell phone during school hours. Student phones are expected to be turned off throughout the day unless permission is granted by administration.

CONTACT INFORMATION

The ability to communicate is only as successful as the contact information we have for our families. Please make certain we have the most up to date home address, mailing address, direct dial numbers and e-mail addresses (if desired). If this information changes please let the school office know immediately.

SOCIAL MEDIA

Mattacheese has a Principal's Blog, Facebook page and Twitter feed to assist in sharing information with stakeholders.

WEBSITE

The Mattacheese Middle School website can be found as a link through the district website or at:

<http://dy-regional.k12.ma.us/mattacheese-middle-school>.
Principal's Blog @ Mattacheese Middle School Principal's Blog
Facebook: www.facebook.com/MattacheeseMiddleSchool
Twitter: @MattacheeseMiddleSchool

SCHOOL VISITS

All visitors to Mattacheese must enter the building through the front door. Exterior doors are locked at all times. Visitors will be buzzed into the building. Anyone who is coming to the Main Office only will not have to use an ID. All other visitors must show a photo ID to sign-in at the Main Office. A visitor's identification badge will be provided and must be worn and visible while in the building. No person may enter any classroom without the consent of the Principal.

CONTACTING STAFF

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. **The date for the first Open House is Thursday, September 7, 2017.** 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 508-778-7979 or emailing the teacher. Staff email addresses can be found on the district website. In general, it's most EFFECTIVE TO CONTACT STAFF VIA E-MAIL. If you call the Main Office, messages for staff are put to voicemail.

SCHOOL COUNCIL

A school council is a representative, school building-based committee composed of the principal, parents, teachers, and community members. The mission of the school council is to share ideas and resources and to shape the direction the school will take to strengthen teaching and learning. When openings exist, elections are held in the fall. Council meetings are held monthly and are open to all parents/guardians of MMS students. Meeting date and times are available at the school and also posted at the Superintendent's office.

HEALTH SERVICES

MEDICATION ADMINISTRATION

Prescription medication administered at school must be delivered to the health office by a parent or guardian in a pharmacy-labeled container. It will be stored in a locked cabinet. These medications require a written medication order by the prescribing physician and written parent's permission. Do not send medication to school with your child. Asthma

inhalers and EPI-pens may be carried by your child with the authorization and approval of the prescribing physician and school nurse. Please insure that prescription labels with the child's name are attached to the inhaler or EPI-pen. **Students are not to carry any form of medication unless authorized by Nurse Merrill.** Over-the-counter medications such (Tylenol, Ibuprofen) may be administered to your child as needed when the completed permission form is on file with the nurse.

PHYSICAL EXAMINATIONS

Massachusetts State Law requires **all students entering Grade 7** to have had a recent physical examination and supply documentation to the Health Office. All students are encouraged to have annual physical exams with their private physician and to submit a copy of exam records to the Health.

IMMUNIZATIONS

Up-to-date immunization records are required for all students unless there is a written medical or religious exemption on file. Families of students in Grade 6 will receive multiple written notices regarding the state-mandated immunization requirements for entrance to Grade 7.

HEALTH SCREENINGS AND RESOURCES

Other health promotion programs available through the Health Office include vision, hearing and scoliosis screening. The nurse is also available to assist parents with community resources pertaining to health care and insurance.

ALLERGIES

MMS makes specific accommodations to protect students with life-threatening food allergies. We appreciate your cooperation in creating a healthy and safe learning environment for all children.

We recommend that students with life-threatening allergies have an "Allergy Action Plan" formulated in consultation with their MD, the school nurse and parent(s). Allergic students are to keep a dose of their prescribed epi-pen at school and are allowed to carry their own epi- pens with proper documentation and medical orders. A table is designated in the cafeteria for students in need of a nut-free eating area. Hand wipes are provided in the cafeteria for **all** students who eat nut products; proper hand washing is essential to health and good hygiene.

As many students, staff and faculty members suffer from allergies, it is advisable that perfumes, colognes, fragrant lotions, body sprays or balloons should not be brought to school.

PHYSICAL EDUCATION EXCUSAL POLICY

All students are expected to participate in Physical Education classes. If a situation exists where a student needs to be excused from participation, the following procedures apply:

1. One or two day excusals - A parental/guardian note must be given to the Physical Education teacher.
2. Three to five day excusals - A parental/guardian note must be submitted to the school nurse.
3. Six or more excusals - A doctor's note must be submitted to the school nurse.

ACADEMICS

Mattacheese Middle School offers English language arts, math, social studies and science. Related arts include physical education, health, art, technology, foreign language and general music. Some students will be scheduled for reading and additional math classes.

ACADEMIC HONESTY AND INTEGRITY

Students are held to the highest standards of honesty and integrity in their academic work and in the dealings with teachers and fellow students. Cheating, plagiarizing, forging or misrepresenting parent or school communications are prohibited. These offences may result in loss of credit and/or disciplinary action.

HOMEWORK

Homework assignments vary with individual teachers. This handbook provides a calendar on 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.
- 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 (each teacher offers extra help after school weekly).
- Providing active support whenever appropriate, such as conducting oral quizzes in spelling and vocabulary or asking questions about potential test material.

GRADING AND REPORT CARDS

Report Cards will be distributed at the end of each trimester. Mid-term performance reports are distributed at the mid-point of the marking period. These reports are used to help the student and parents gauge their child's progress in relationship to his or her individual ability. If there are any questions or concerns about your child's report card or progress report, contact the child's teacher or team. A variety of data is used during the term to factor a student's grade. Tests, quizzes, homework, classroom work, projects, participation, or any other information that provides evidence of student performance is utilized. The report cards will also include conduct and effort comments that have been chosen from an extensive list of possible comments. These comments are intended to give parents a more comprehensive assessment of their child's work and work habits. The grading is as follows:

Teachers use an alpha grading scale ranging from "A" to "F".

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 59 and below

HONOR ROLL

The achievement of being placed on the school's Honor Roll reflects the student's total contribution to the school's environment. A student placed on the High Honor or Honor Roll serves as a role model for other students. The following are Honor Roll standards at MMS:

High Honors: Students must achieve a grade of A- or better in all subjects.

Honors: Students must achieve grades of B- or higher in all subjects

PROMOTION POLICY

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, approved by the Principal and the 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 a 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 such notification and work with the child and the teacher to improve the student's performance.

BOOKS AND SCHOOL-ISSUED MATERIAL

- Lost textbooks/library/resource books and iPads must be paid for in full.
- iPads, books and other school-issued materials are checked prior to distribution and collection. Students are responsible for any damage done while in their possession.
- Combination locks are provided to each student. Ten dollars will be charged for any damaged or lost lock.

STUDENT ACTIVITIES

CO-CURRICULARS

All students are encouraged to participate in after school clubs, intramural activities and athletics. After school activities will be listed at the start of each trimester.

A student must attend school for at least one-half day to participate in or attend any co-curricular activities. If the student is absent on the last day of the week, she/he is ineligible for any co-curricular activity on the following day. This rule may be waived prior to the event in individual cases by the Principal if in her/his judgment the absences were for good reason and not to avoid student responsibility.

ATHLETICS

Middle school students who participate on teams at MMS are subject to the MMS and DYRHS rules governing athletes and also the rules of the MIAA. These rules are available on the MIAA website: www.miaa.net.

ATHLETIC INELIGIBILITY

If a student has more than one F on their report card or performance report he or she is ineligible for any sport until the next marking period. If the student brings the grade(s) up to passing in the next marking period he/she may participate in a sport. Last term ineligibility carries over to the next school year. A student who is ineligible after the last term is ineligible at the start of the next academic year. They will become eligible if they are not in danger of failing at the time of the first performance report.

DANCE RULES AND REGULATIONS

1. Only current Mattacheese Middle School students may attend.
2. Absent or suspended students may not attend the dance.
3. Money will be refunded to students who are prohibited from attending the dance.
4. Students may not leave the building until the conclusion of the dance or by permission of an administrator.
5. Dances are held from 7:00 p.m. to 9:00 pm
 - Doors will open at 6:50 pm
 - At 9:00 p.m., 6th grade students may be picked up at the bus loop and 7th grade students may be picked up at the auditorium doors.
 - The dance ends at 9:00 p., students who have not been picked up by 9:30 p.m. will escorted to the lobby of the Yarmouth Police Department for pick-up.
6. All general school rules apply.

ATTENDANCE AT ATHLETIC CONTESTS & SCHOOL FUNCTIONS

Attendance at all athletic contests, home and away, and school functions is encouraged. Students are reminded that they represent Mattacheese Middle School at these events and should act accordingly. In addition to existing school policies regarding spectator behavior, the following regulations are in effect for all home events:

1. All spectators are to remain seated during the event.
2. Students will not be allowed to leave the building and re-enter.
3. The gym and parking lot areas are to be vacated as soon as possible following the conclusion of the event.
4. Students are subject to all existing school policies concerning behavior and discipline.
5. Students must remain in a classroom until the event starts.

STUDENT STUPPORT SERVICES

ASSISTANT PRINCIPAL, Mr. Girouard, Dr. Salas

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 as well as supervisory duties of staff and observation and evaluations.

SCHOOL COUNSELORS, Ms. Haugh, Mr. Steele

The school counselors provide support and guidance to students in their academic planning, college and career readiness and the cultivation of personal and social skills. The school counselors works collaboratively with the faculty, administration and outside agencies in order to establish best practices for the student population.

SCHOOL PSYCHOLOGIST, Mr. Beach

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, Mr. Gunning

The school social workers provide 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. The social workers also run special groups during lunch time or other mutually acceptable times during the school day for students who are experiencing stress in their lives.

SPECIAL EDUCATION CASE MANAGER, Ms. Carpenter

The special education case manager and the special education teachers prepare and then oversee the implementation of individualized education plans for those students meeting state and federal criteria for having a learning disability in a particular academic area. Parents or staff having concerns about the learning progress of a child may express their concerns to the SPED Case Manager, Ms. Carpenter, and/or the principal.

SCHOOL RESOURCE OFFICERS, Officer Brewer, Officer McCaffrey

The Dennis and Yarmouth Police Departments each have a School Resource Officer, who are also members 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 Sheriff's 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.

SPEECH/LANGUAGE THERAPIST, Ms. Shea

The speech/language therapist provides evaluation and small group therapy sessions for students with significant speech and/or language disabilities. Referrals for speech/language services are made through the Sped Case Manager.

ENGLISH LANGUAGE LEARNERS: ELL PROGRAM, Ms. Doherty, Ms. Mead

The Dennis-Yarmouth Regional Schools 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. All limited English proficient students 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.

SPECIAL EDUCATION SERVICES

Everyone is capable of learning. Given the many variables that impact learning, it is not surprising that some students may experience difficulty at some point. There are many ways in which students can receive assistance. In accordance with federal and state laws, the DYRS provides Special Education (MA c.71B or "Chapter 766 and IDEA") services. To be eligible under these laws, a student must have a disability that interferes with progress in school. In addition, the student requires specialized instruction in order to make progress in school. An educational team, which includes parents, makes decisions about eligibility and programming. An individual educational plan (called an IEP) that may

recommend services and accommodations is drafted as a result of this team meeting. Parents seeking more information about Special Education can contact their child's guidance counselor or a Team Chairperson.

Special Education faculty members, in conjunction with teaching assistants, deliver academic services in a variety of settings to meet students' unique needs:

- Supported instruction within the general education classroom (Inclusion Model – Co-taught Model)
- Small group instruction in a separate setting (Basic Skills and Additional Individual Support)
- Self-contained academic programs

Our Inclusion program allows students to demonstrate understanding of the general curriculum in the least restrictive environment, while promoting self-esteem and peer acceptance of diverse learning styles. Individual modifications, accommodations and specialized instruction within the classroom afford students the chance to maximize their academic potential. Consultations with the special education team chair, school psychologist, guidance counselor, physical therapist, occupational therapist, classroom teachers and parents occur on a regular basis.

DISCIPLINE GUIDELINES – STUDENTS WITH DISABILITIES

Although all students are expected to meet requirements of the Student Discipline Code as set forth in this handbook, if the team has determined that a student cannot be expected to meet this Code, it shall be documented in the student's Individualized Education Program (IEP), or 504 Plan. All alternative approaches to the Code must be listed in the student's IEP or a 504 Plan. A student may be disciplined and/or suspended in the same manner as a non-eligible student for any period, if it does not exceed ten (10) cumulative days in the school year. Before a suspension of a special education student that goes beyond these ten (10) cumulative days, a Manifestation Determination shall be made at a team meeting; a Functional Behavioral Assessment may be completed as well by a Student Service staff person. If all the process requirements set forth for the Manifestation Determination have been met, then the team has one of two choices to make based on the answers to the following questions are: (a) "Was the conduct in question caused by, or did it have a direct and substantial relationship to the student's disability?" and (b) "Was the conduct in question the direct result of the school's failure to implement the student's IEP?" The team may determine that the conduct was not a manifestation of the student's disability, and the student may be disciplined in the same manner as a non-eligible special education student, such as being excluded for more than ten (10) days. In cases involving removals for behavior not found to be a manifestation of the student's disability, the IEP team shall also establish how the special education services will be provided when the student is excluded. If the IEP team determines that the behavior creating the need for exclusion is a manifestation of the student's disability, the team must take immediate steps to remedy those deficiencies in the student's IEP or placement, and/or in their implementations in order to better address the behaviors and prevent them from recurring. The above rights also apply to students who have 504 Plans and whose behavior may be a manifestation of their disability.

Whether or not the student's conduct/behavior is a manifestation of the disability, the student may be placed in an intermediate alternative educational setting. If there is documentation of carrying or possessing a weapon at school, on school premises, or at a school function, of knowingly possessing, using, selling, or soliciting the sale of a controlled substance while at school, on school premises, or at a school function; or inflicting serious bodily injury upon another person while at school, on school premises, or at a school function. The above procedures also apply to students who have been referred for special education services, even if it has not been determined if the student is eligible for special education services at the time of the infraction of the Code. If it is deemed that the school knew, or should have known, that the student was in need of special education services at the time of misconduct under consideration, then the same protections may apply to those students. All appeals about discipline cases can be made directly to the Bureau of Special Education Appeals. Contact information is as follows:

Bureau of Special Education Appeals, Mass Dept. of Elementary and Secondary Education
350 Main Street, Malden, MA02148, 781-338-6400

504 PLANS

Students who have an identified disability that limits a major life activity (i.e., walking, learning, etc.) and who do not qualify for special education services under IDEA may qualify for a 504 plan. Section 504 of the Rehabilitation Act of 1973 is a broad Civil Rights law that protects the rights of individuals in programs that receive federal funds. 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 classroom accommodations that will give him/her the chance to participate in the class to the same extent that non-disabled students participate. Under this regulation, if a student is eligible, a team of educators within the building develops a Section 504 Plan that will recommend services and/or accommodations. Parents seeking more information about eligibility under Section 504 can contact the guidance department at the school.

SCHOOL ACCIDENT INSURANCE

The D-Y 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 and physical education classes. Complete information about the insurance plan will be distributed during the first week of school.

EXTRA HELP

Extra help will be available after school for students needing additional assistance or help with assignments, completing missed homework or tests due to absences, or for receiving remedial assistance. Teachers will designate one day a week on which they are available for extra help. Students may be requested by teachers to stay for extra help if they determine that the student is in need of such assistance.

SCHOOL CONDUCT AND DISCIPLINE CODE

THE DOLPHIN WAY

Be Respectful
Be Responsible
Be Resourceful

PBIS (Positive Behavioral Interventions and Supports) is a systems approach to preventing and responding to classroom and school discipline issues. The PBIS Team develops school-wide systems that help staff to teach and promote positive, appropriate behavior in all students. The focus of PBIS is to encourage positive behaviors. By increasing and focusing on positive behaviors, PBIS creates and maintains a safe learning environment where teachers can teach and students can learn. Students are acknowledged for good behaviors. Our focus is on being *respectful, responsible and resourceful*.

Being *respectful* is when you put yourself in someone else's shoes and behave in a way that shows you care. Being *respectful* means showing that you value other people's perspectives, time, and space. Being *responsible* is when you are taking care of something or someone, and being trusted to do what is right. Being *resourceful* is when you realize that learning is not something that just happens to you. *Resourcefulness* is being capable to overcome problems and/or to make do with what is available to create solutions.

3 “R” ACKNOWLEDGEMENT SYSTEM

The “Shout Out” system is designed to acknowledge our students for being **Respectful, Responsible and Resourceful**. Students who demonstrate these expectations are recognized by their teachers. Their name is read during the morning announcements and their advisor receives a copy of the “shout out” to hang up in the classroom. Students can be acknowledged multiple times during the school year!

DISCIPLINARY PROCEDURES

Communication among all members of the MMS community is essential in implementing the Code of Conduct, keeping our school safe for all students, and helping students assume their responsibilities as MMS citizens. All students and parents are encouraged to bring any violations of rules and regulations to the attention of a teacher, counselor or administration. In addition, all school staff is obligated to report violations of rules and regulations to the school administration. Teachers and administrators will contact specific students and parents/guardians when school expectations and standards of conduct are not being maintained.

Any student involved in a disciplinary action is entitled to due process. This is to express their position on the incident leading to disciplinary action and an explanation for any actions taken. Appeals of decisions made by the school administration in accordance with this Code of Conduct can be made to the Superintendent.

CONDUCT STANDARDS AND GOALS

We set a clearly-defined standard of respectful behavior within Mattacheese Middle School community that promotes a safe and productive learning and teaching environment. All members of our community have the responsibility to conduct themselves in a way that demonstrates respect for all individuals, their rights and their property. We are committed to the following objectives:

- To promote mutual respect among students, faculty, administration and parents through the display of appropriate language, attitude and physical behavior.
- To maintain a safe and secure learning environment where all students have the opportunity to reach their potential.
- To promote each student's self-knowledge, self-discipline and self-reliance.
- To recognize and value individual differences.
- To recognize that the management of student behavior is the collective responsibility of students, staff/faculty, administrators and parents.
- To maintain open lines of communication between school and home in a positive and consistent manner while recognizing the individual needs of students.

ROLE OF THE STUDENT

Every student has the right to learn in a safe environment. Every student is responsible for knowing, understanding and abiding by the school rules. All rules and regulations apply within the building, on school property and in school vehicles. Rules are in effect during all curricular, extra-curricular and special activities sponsored by the school both on and off school property.

ROLE OF THE FACULTY/STAFF

Educators must set and communicate clear expectations for student behavior and model these expectations. The establishment of class rules and management of classroom behavior is the responsibility of each teacher. Individual teachers may vary in their approaches to teaching and discipline. Nevertheless, every faculty/staff member is responsible for knowing the significance of the MMS Code of Conduct, and enforcing it consistently throughout the school year.

ROLE OF ADMINISTRATION

The administration interprets the disciplinary code and applies it in a manner consistent with its goals and intent. The administration is responsible for explaining the nature of their decisions and for allowing students and parents the opportunity for due process. They cooperate with police and fire departments in investigation of possible violations of state laws and town ordinances. The school, at its discretion, may randomly employ trained canines to assist in a search of the building, classrooms and school grounds for illegal substances to ensure safety and order in school.

ROLE OF THE PARENT/GUARDIAN

Parents/guardians have the right to know their children are safe in school. Parents/guardians should be familiar with the MMS Code of Conduct and share the responsibility for helping students meet our academic and behavioral standards.

RESPECTFUL BEHAVIOR TOWARDS PEERS AND ADULTS

- Students must be respectful of each other and of all adults in the building.
- Rudeness, disrespect, and discourteous behavior are intolerable regardless of the particulars of the situation.
- A student who is insolent or insubordinate in refusing to obey reasonable requests made by a teacher or staff member is subject to firm disciplinary action including suspension from school. When doubt exists as to the reasonableness of a request, students are encouraged to consult with an administrator after compliance with the request.

CLASSROOM BEHAVIOR CODE

- Students should enter the room in an orderly manner and be in their seats, quiet and ready to work prior to the tardy bell.
- Students will be prepared for class and responsible for taking the required books, supplies, assignment papers, etc. to each of their classes.
- Students are to show good manners, courtesy and respect for all school personnel and other students.
- Throwing and/or shooting any objects and unnecessary interruption of class are not allowed.
- Students are not to mark or write on or deface school property.
- Students must be granted permission from the teacher and issued a signed pass before leaving the classroom during the class period.
- Students are to be dismissed by the teacher in an orderly manner and are not dismissed by the bell.
- Students are to be attentive and good listeners. They should remain in their seats, attempt assignments, and work with a minimum of visiting, talking or disturbing of other students.
- Students should raise their hands for recognition and permission to speak.
- Students are to know and obey the class standards, procedures and rules as determined by each particular teacher, as they relate to sharpening pencils, getting drinks of water, collection and distribution of papers, books, etc.

CARE OF BUILDING AND PROPERTY

Everyone at MMS should take pride in the appearance of our school. Theft and vandalism of school property are extremely serious, not only violations of our school's Code of Conduct, but against the law. Students found stealing, damaging or defacing school or personal property will be subject to disciplinary action including suspension and held responsible for the costs of repairs or replacement. Each case will be handled on an individual basis. All incidents can be reported to the Police Department.

PROGRESSIVE DISCIPLINE

1. Warning

If an administrative/staff verbal or written warning is given, this indicates that student behavior is inappropriate and that continuation of this behavior may result in serious consequences.

2. Teacher Detention

Every effort is made to help students adhere to the academic and behavioral expectations. Many matters can be effectively resolved with verbal warnings. However, if behaviors persist or rules are broken, teacher detentions will be assigned. Students will have 24 hour notice and will report to the assigning teacher's classroom at 2:40, unless otherwise specified.

3. Classroom Removal/Administrative Action

Unacceptable classroom behavior will be handled in a variety of ways including verbal warnings, conferences, detention and referral to the office for discipline.

4. Office Detention/Lunch Detention

Office detentions are assigned by administrators for not following classroom or school rules. Detentions take priority over all other activities. Office detentions are scheduled on Monday, Tuesdays and Thursdays from 2:40-3:45. Students who are tardy reporting to detention will receive an additional detention.

5. Suspension

In order to ensure the safety, rights and security of the total school population, an administrator has the right given by state statutes, local ordinances, and school policies, to suspend a student at any time for serious offenses. Suspended students are ineligible to participate in any school-sponsored activities until re-admitted from the suspension. An administrator will determine if a student who has been suspended is eligible to participate in field trips.

CODE OF CONDUCT

All students are reminded of their responsibility to treat one another respectfully. All must be aware and respectful of each other's rights. If a teacher is unable to correct student misbehavior with the help of parents, and counselors, the teacher shall refer the student to the assistant principal. The Code of Conduct will be administered by the assistant principal.

These rules and regulations may be supplemented by teachers' rules for individual classes. The academic success and the safety of students are contingent upon students maintaining appropriate and responsible behavior.

The code of Conduct is based on a system of progressive discipline. This means that an administrator has the discretion to significantly increase penalties in the cases beyond the first offense. 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. The Code of Conduct has been divided into five groups. Each group contains a range of consequences for the infractions as follows but is not limited as such. The principal may increase or decrease the consequences, assigned by the assistant principal. NOTE: A student absent from school on the day of a scheduled office detention or in-school suspension must serve the detention on the day they return to school.

GROUP I – Office Detentions(s)

1. Tardy to School
2. No Hall pass
3. Skipping teacher detention
4. Use of electronic devices without permission
5. Not following school policy
6. Public display of affection

7. Dismissed without proper protocol
8. Tardy to class
9. Inappropriate clothing
10. Disruptive or disrespectful behavior
11. Other behaviors requiring disciplinary action (to be specified on the referral form)

GROUP II - Consequences of office detention(s) or possible In-School Suspension

1. Repeat violation of Group I offenses
2. Excessive tardiness
3. Unauthorized area
4. Skipping school
5. Skipping office detention
6. Leaving school
7. Forging notes/signatures
8. Disruptive behavior
9. Disrespect/insolence
10. Inappropriate language
11. Skipping class
12. Multiple class or teacher detention cuts
13. Truancy - Unauthorized absence for students under 16 years old.
14. Cheating/plagiarism: Immediate disciplinary action will be imposed on any student discovered cheating during a quiz, test or final exam. Cheating also consists of copying another student's written work or of giving another student your work. Plagiarism is another form of cheating and occurs when you submit someone's ideas or writings as if they were your own. In the case of an assignment whose grade consists of multiple components, no credit will be given for the component(s) where plagiarism occurs. There will be no possibility of make-up for an assignment that has been found to contain plagiarism.
 - Any student guilty of cheating or plagiarism will receive an automatic grade of zero for that assignment, without recourse to a make-up grade.
 - The teacher will notify the student's parents of a cheating or plagiarism incident.
 - The student will be referred to the main office.
15. Disrupting of Office Detention
16. Violation of the internet policy
17. Other behaviors requiring disciplinary action. (To be specified on the referral form)

GROUP III – Consequences of In-School Suspension(s) or Out of School Suspension(s): Up to three days to be determined by the severity of the offense.

1. Repeat violation of Group II Offense
2. Insubordination
3. Disrespect/insolence in the extreme
4. Misuse of property
5. Dangerous/reckless behavior.
6. Repeated violations of school policies.
7. Excessive disruptive behavior
8. Accessory to or inciting a physical conflict
9. Violation of the internet policy second offense (Plus loss of computer privileges)
10. Other behaviors requiring disciplinary action. (To be specified on referral)

GROUP IV – Consequences of In School Suspension(s) or Out of School Suspension(s): Up to five days determined by the severity of the offense.

1. Repeat violations of Group III offense.
2. Verbal assault/intimidation
3. Fighting/physical conflict
4. Vandalism
5. Stealing or possession of stolen property
7. Sexual Harassment (see section on Sexual Harassment)
8. Harassment (see section on Harassment)

9. Possession of drug-related materials and/or paraphernalia
10. Internet Policy
11. Other behaviors requiring disciplinary action. (To be specified on referral)

GROUP V - Consequences of five to ten days of Out of School Suspension: Number of days to be determined by the severity of the offense.

1. Repeat violation of Group IV offense.
2. Drug or Alcohol Violations - refer to the district’s Drug and Alcohol Policy.
3. Weapons violations (including fireworks) - refer to the district’s Weapons Policy.
4. Willful Acts against the School – serious acts of disruption or harm directed toward the school and persons.
5. Violation of the Safe School Act of 1994 - (see section on Safe School Act)
6. Violation of Provisions in the Education Reform Act of 1993 - (see district’s Weapons Policy, and Education Reform Act of 1993)
7. Violation of School Safety Policy - (see section on School Safety Policy)
8. Other Egregious behaviors requiring disciplinary action. (To be specified on referral form)

Students who are suspended may not come on to school property during their suspension, except for purposes of hearings or counseling. When a student presents an immediate threat to staff, students, himself/herself or clearly endangers the school environment, the suspension will be effective immediately. If a student is suspended, the office will attempt to notify the parents by telephone. A disciplinary form will be issued to inform the parents of the reason for the suspension and the length of the suspension.

A parent conference will be necessary to re-admit the student to the school after the suspension. The parent must call to set up an appointment for the re-entry. The student will not be admitted to class without this re-entry meeting. In addition, the student will not be admitted to class if the administrator determines at this re-entry meeting that the student is not ready to attend school and follow school rules.

It is a serious matter to interfere with the educational process by being disruptive in class or by creating disturbances in and around school.

Schoolwide Expectations

		HALLWAYS	CAFETERIA	BUS	CLASSROOM	BATHROOM	AUDITORIUM
BE RESPECTFUL	Appropriate language Be aware of personal space, Be on task	Walking Appropriate volume Stay to the right	Be courteous of others’ and their lunch include others, appropriate volume	Stay in your own seat Use appropriate volume Use appropriate language	Be on task Listen to teacher (s) and peers	Knock on the door Use a quiet voice	Enter and exit quietly Pay attention to the presenter or event
BE RESPONSIBLE	Be prepared, Be on time, Be safe	Keep it clean Keep personal space	Be in your seat Be neat Throw away your trash	Be in control of your own behavior	Participate Be prepared	Report any problems Go straight to the bathroom and straight back to class	Sit where teacher or administrator instructs you to sit
BE RESOURCEFUL	Advocate for self and others Have a growth mindset	Arrive to class on time Find alternative routes to be prompt and present	Use lunch time wisely Ask for help if you need a lunch	Report damage Pick a seat to maintain positive behavior	Advocate for your learning needs Use work time wisely Utilize additional help	Use the bathroom during lunch Follow classroom procedures for using the bathroom during class	Use the bathroom before coming to the auditorium Stay with your class when entering & exiting Ask for a seat near an on-task peer

CORRIDOR PASSES

Students are not to be in the corridor after classes begin without a corridor pass giving the date, exact time, destination, and the signature of the teacher issuing the pass. Students should present their passes to any teacher or administrator they meet in the hall without being asked. Failure to do so will result in disciplinary consequences.

LOCKERS

School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Lockers should not be written on, damaged, or used to house obscene or illegal items. Students are expected to use their assigned lockers for the duration of the school year. The school will not be held responsible for missing property and will not investigate missing items stolen from a locker. Money or valuable property should not be kept in lockers and never share locker combinations with others. Lockers that are not functioning properly need to be reported to the office staff/custodian. School officials may periodically inspect student lockers. Note: The replacement cost for a lock is \$10.

BACKPACKS/BOOK BAGS

Backpacks or book bags are to be left in lockers during the course of the school day. Backpacks are not to be carried to and from class. Students whose last period class is in E wing may carry their backpack with them to 7th period. Students will have the opportunity to access their book bags and other books during scheduled locker breaks throughout the day.

PERSONAL PROPERTY RESPONSIBILITY

Students are solely responsible for their personal property including book bags, clothing, electronic devices and musical instruments. Small personal belongings of value should be kept in your locker and not in your desk. Large items should be left in classrooms or other areas designated by the teacher or staff member. Personal property should NEVER be left unattended or in rooms where there is no adult present.

POSSESSION OF ELECTRONIC DEVICES

Students who choose to bring electronic devices to school must remember to turn them off when they enter the school building in the morning. Possessing these devices is permissible as long as the device is not used. In addition, headphones and ear buds should not be visible. However, it is recommended that these items be placed in the student's locker prior to first period and remains there until the conclusion of the school day. If a student uses the device, it will be confiscated and will be returned to the student no earlier than 2:35pm that school day. Repeated violations will result in disciplinary consequences. Please remember that MMS is not responsible for lost, damaged or missing property.

LOST AND FOUND

Lost and found items can be located in the hallway outside the cafeteria or in the main office. Students who find articles not belonging to them are asked to bring them to the office to be claimed by the owner. Students are encouraged to label all personal items for easy identification. Unclaimed items are periodically donated to charity. Since 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 deposit the money at the office in the morning and pick it up at the end of the day.

STUDENT CONDUCT ON SCHOOL BUSES

Safety and security are the primary concerns of MMS, this includes school bus safety. The school reserves the right to take whatever action is necessary to maintain a high level of safety. The courts have held that the right of a student to transportation is a qualified right, dependent on appropriate behavior. In those cases where a student seriously or repeatedly misbehaves, the assistant principal or principal will notify the student's parents. Such behavior may result in temporary removal from the bus for that student. If a student's behavior seriously endangers other students and/or the driver, the student is subject to immediate and possibly permanent removal from the bus as well as disciplinary action outlined in this handbook.

DRESS CODE

We expect students to take pride in their personal appearance and come to school well groomed; wearing clothing that is in good taste. Clothing must be appropriate so that there will be no interference with the educational process. Because of their revealing, provocative or disrespectful nature, certain clothing items invariably cause distractions when worn in school. The appropriateness of clothing may, at times, be a question to students. The Assistant Principal or Principal will make the final decision in this matter. Children should not come to school in the following:

- Dress must not interfere with the educational process or the rights of others.
- Hats and other head gear will not be worn in school.

- Winter jackets will not be worn to classes during the school day.
- Drawings or words related to alcohol, tobacco, or drugs, including references to these areas are not permitted.
- Obscene and/or profane language or pictures on clothing or jewelry are not permitted.
- Wallet and similar chains, including some jewelry, spiked or studded accessories, are not permitted.
- All pants/shorts should be “waist appropriate” and not excessively short.
- The following blouses or shirts should not be worn in classrooms during the school day: bare midriff, see-through, bare-back, halter tops, muscle shirts, off-the-shoulder, tube top, and spaghetti string tops.

Should a student be in violation of this dress code, parents will be notified and will be requested to come to school with acceptable clothing replacement. Repeated violations will be subject to disciplinary action. *Note: Hats or hoods are not to be worn or carried during the school day unless otherwise specified (i.e.: Hat Day).*

DRESS AND PROCEDURES FOR PHYSICAL EDUCATION

Students in grades 6 and 7 are expected to change into appropriate physical education attire. This includes shorts, T-shirts, socks and sneakers.

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.

FIELD TRIPS

Field trips are considered an educational experience and a privilege. If a pupil has engaged in repeated or continuous misbehavior, he or she may not be permitted to attend the field trip with the class. This is to ensure the safety of all pupils and to provide a worthwhile learning experience. With the exception of an emergency situation, parents will be notified in advance. Students who do not participate in field trips will attend their assigned academic schedule unless otherwise noted. Parents with financial concerns should contact the building principal or assistant principal.

FUNDRAISING

Selling of fundraising items to students and staff during the school day will not be permitted. In advance, the school administration must clear all fundraising proposals.

CAFETERIA

The cafeteria serves lunches daily unless noted on the school calendar. Students may also bring lunch and eat it in the cafeteria. MMS observes a closed lunch schedule. All students are to remain in the cafeteria during their lunch period, until dismissed by a staff member. Students are expected to pick up around the area in which they eat and take their tray to the designated location. Behavior expectations in the cafeteria during lunch coincide with school behaviors and are subject to disciplinary action. During nice weather, staff will take students outside for “fresh air time” during the last 10 minutes of lunch.

Students must select a seat in the cafeteria and stay in it. Seating is limited to 8 to a table. Permission must be obtained from a cafeteria monitor to leave the cafeteria (bathroom, nurse, office). Students must use conversational voices, appropriate table manners, and utensils. Students are required to clear their trash after lunch. Students are not permitted to leave the cafeteria without permission and a pass.

Grab and go 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 \$1.75 for breakfast and \$3.00 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.

BEVERAGES/SNACKS

All beverages and snacks are to be consumed in the cafeteria, however, water is allowed throughout the day. These items are not to be carried around or consumed in hallways, classrooms or during “fresh air time” unless special permission has been obtained from the principal. Once an item has been opened in the cafeteria, it may not be removed. No opened beverage or food containers are permitted outside of the cafeteria. Note: Soda, caffeinated beverages, such as coffee and iced coffee, caffeinated sports or energy drinks, are not allowed during regular school hours.

GUM AND CANDY

Careless disposal of gum in drinking fountains, furniture and floors presents sanitation and cleaning problems and sometimes costly repair. Gum is especially detrimental to our carpeted floors and computer keyboards. For this reason, gum chewing is not permitted at school and violators of this rule will be subject to disciplinary action.

EMERGENCY DRILLS

Fire Drills/Alarms

When the fire alarm sounds, all students will proceed quickly and orderly out of the classroom and exit the school through the designated exit door. Once outside all students will move to a designated area specified by their teachers. Teachers will take attendance of their class and report any missing student to the Administration. Classes will remain with their teacher and will reenter the building when the all clear signal has been given. Fire drills will be practiced periodically throughout the school year.

Critical Incident/Lock Down

Should there be a situation, such as a medical or safety situation inside or outside the building that may pose a health or safety concern to students and/or staff, a Lockdown procedure for all staff and students will be initiated. The approved verbal signal will be given and staff will guide students to safe areas. Students will remain in the safe areas until the appropriate signal is given. This procedure will be practiced periodically during the school year

Stay in Place

A Stay in Place is utilized when students and staff are to remain in their current location and avoid using hallways and bathrooms. When a Stay in Place is announced, students and staff in the hallways should return to their classroom and teachers should shut the classroom door. Teaching can continue to take place during this designation; however, students are to remain in the classroom until the signal that the stay in place is over.

SCHOOL SEARCHES

Any search and seizure will be conducted solely for the safety and well-being of the students and adults at MMS. The U.S. Supreme Court standard for all searches is as follows:

In order for a principal/assistant principal to conduct a search of a student's person, his or her locker or possessions, there must be a reasonable suspicion that the student has violated the laws of the school concerning stolen property.

Students' lockers, one's personal belongings and vehicles are subject to search if the administration has reasonable suspicion to believe that contraband, illegal material or stolen goods are present

LOITERING

Students are not allowed to remain in the school building after the departure of buses unless they are under the direct supervision of a teacher, coach or other staff member. (Students found to be loitering in the building will be instructed to leave the building and school grounds. Parents may be called to the school to pick up students who continue to loiter.) Loitering or being discovered in an unauthorized area may result in social probation.

PHYSICAL VIOLANCE, FIGHTING AND VERBAL INTIMIDATION

Physical violence, verbal intimidation or threats directed toward any member of the school community are not tolerated. Each instance will be treated as a serious disciplinary offense. Students involved in fighting and other forms of physical violence (regardless of who started the altercation) are subject to suspension along with parental notification. The use of abusive, obscene or profane language and/or gestures will be dealt with as a serious breach of conduct.

SMOKING, DRUGS AND ALCOHOL

The possession and/or use of tobacco products, alcohol or other drugs of any kind in school or on school property are forbidden for health and safety reasons. These offenses are considered serious breaches of student behavior.

- Tobacco use of any kind by any individual, including school personnel, is now illegal in school buildings and on school property in Massachusetts according to the Education Reform Act of 1993.
- Possession of matches, lighters and other paraphernalia is forbidden on school property.

School authorities recognize a distinct difference between the drug user and seller. School administrators will take any action that is in the best interest of the school and students including suspension/expulsion for an indefinite period. If it is determined that a student demonstrates illicit experimentation with drugs, misuse and/or abuse of drugs or dependence on drugs, the parent will be requested to seek medical attention for the student. According to state law, any student determined to be in possession of, selling or using drugs may be suspended from school indefinitely for the protection of the student body. This suspension is in addition to any action that civil authorities may take.

It is realized that some students may have drug-related problems and are in need of assistance. These students are urged to contact their counselor, principal or some appropriate agency for assistance. Any student determined to be in possession of, selling, or using drugs on school property is subject to the following consequences:

1. Indefinite suspension and administrative review.
2. The Dennis or Yarmouth Police Department may be notified.
3. Parent/guardian will be notified.
4. Upon the student's return a counselor will contact the student and assist in the reentry back to school.
5. Further action(s) which are deemed to be in the best interest of the school and/or the student may be taken.

Students or their guests will be barred from any school-sponsored activity if he/she is determined to have used alcohol and/or drugs prior to or during attendance at the event.

BICYCLES, SCOOTERS, SKATEBOARDS, ROLLER BLADES

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 along the white, front fence and should be locked. After securing bicycles at the bicycle racks, students must report to the cafeteria or auditorium. 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 blades are not allowed in the building.

ASSEMBLIES

Assemblies are held throughout the school year and provide opportunities for both entertainment and enrichment. Courteous attention and appropriate applause are expected at all assemblies including concerts, guest speakers, movies, and dramatic presentations. Our assemblies provide the opportunity to come together as a grade or school communities to listen, watch, learn, share and grow.

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 or the driver has requested such permission be withheld.

For safety reasons: skateboards and other large objects such as hockey sticks are not allowed on the buses. Parents should make alternate transportation plans if such items are to be brought to school.

LATE STUDY BUSES

Late study buses will leave the school at approximately 3:50 pm on Monday, Tuesday and Thursday. The late bus will be available to students remaining after school for extra help, make-up work, co-curricular 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 of town. 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. They will leave school at the conclusion of practice at approximately 5:00 pm. 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.)*

DISTRICT POLICIES

DENNIS-YARMOUTH REGIONAL SCHOOL DISTRICT

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, gender identity, 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, national origin, sex, sexual orientation, gender identity, religion, disability, gender identity, or age. 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.

Shorts, skirts, and dress lengths must be appropriate.

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 prescriber 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 and hand delivered by a parent or authorized adult.
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 prescriber 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 prescriber 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 DOE 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 DOE 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 DOE 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. Physical Education 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 Physical Education

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 nutrition-related 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 AND ALCOHOL OFFENSES

It is a violation of the policy of the Dennis-Yarmouth Regional School District for any student to distribute, dispense, possess, use or 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 lifelong 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.

Enforcement – 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.

Students – 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.

Staff – 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.

Citizens – 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 suspensions 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 AND 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 the 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 the 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.
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.
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 contract 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:

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 or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his 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.