

**HOPKINTON  
MIDDLE SCHOOL**

**Student Handbook  
2009- 2010**

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**This School Agenda belongs to:**

Name \_\_\_\_\_

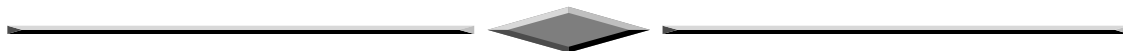
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State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Homeroom Teacher \_\_\_\_\_



# Hopkinton Middle School Student Handbook 2009- 2010

## ***MESSAGE FROM THE PRINCIPAL***

*Dear Students and Parents:*

*Welcome to Hopkinton Middle School.*

*The middle years are a challenge for all students. This is the time in the life of an adolescent that consists of emerging values, social decisions, new experiences, and the beginning of an academic foundation that will determine their futures. The Student Handbook is a guide and a tool to help students make meaningful decisions and to learn in an environment that is safe. The policies and expectations focus upon the physical, emotional, and social growth of middle level students.*

*The Student Handbook is also a cooperative endeavor between school and home. As such, it outlines the essential rules necessary to facilitate a quality education for each student. It is sincerely hoped that the Student Handbook will be shared by students and parents alike.*

*Parents or guardians are encouraged to contact the Hopkinton Middle School if they feel a need for assistance.*

*Sincerely,*

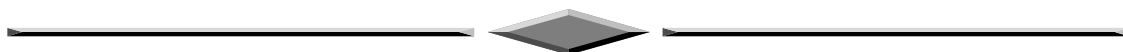
*William B. Lynch  
Principal*

## ***MISSION STATEMENT***

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

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

**We celebrate diversity, creativity, respect, and responsibility.**



## ***MOST COMMONLY ASKED QUESTIONS***

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

### **WHAT IF I NEED TO CONTACT MY PARENTS?**

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

### **WHAT IF I GET SICK OR INJURED DURING SCHOOL TIME?**

Students should ask a teacher for permission to see the school nurse immediately. The nurse will decide if there is need to leave school or to seek further medical attention. In these cases, parents will be notified. The nurse will arrange to have a student picked up from school if it is necessary for the student to go home.

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

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

### **WHAT IF I BRING AN ELECTRONIC DEVICE TO SCHOOL?**

MP3 players or other electronic devices are not permitted during the school day. If these devices are used while traveling to and from school, they should be secured in lockers during the day. If used during the school day, they will be taken and forwarded to the Office. Pagers and laser pointers are prohibited at the Middle School. Violations may result in appropriate action being taken by the Assistant Principal or the Principal as described in the General School Discipline section of this Handbook. The school is not responsible for any electronic device lost or stolen.

### **WHAT IF I FORGET MY HOMEWORK, A PROJECT OR MY LUNCH?**

Parents must drop off homework, projects, lunches, or e-mail/fax messages, etc. **before** 10:30 a.m. An all-call will be made at this time only in order to keep classroom disruptions to a minimum. Announcements after 1:45 p.m. **cannot** be made when the Pre-school is still in session, except in case of an emergency.

### **WHAT IF I NEED TO BE DISMISSED FROM SCHOOL?**

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

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

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

### **WHAT IF I AM ASSIGNED A DETENTION OR COMMUNITY SERVICE?**

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

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

**Student lunches are \$2.50 for regular and \$2.75 for premium.** Although students are not allowed to charge lunches in the Cafeteria, except in an emergency, they can prepay for their lunches. A check should be made payable to Hopkinton School Lunch for any amount. When the student buys lunch, which includes milk, the cost of the lunch will be deducted from that total. Snacks, ice cream, and drinks may not be purchased utilizing these funds. The student must have cash for those items. When the funds are running low (usually at the \$10.00 level), the cafeteria staff will notify the student, should he/she want to replenish the funds.

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

When a student is absent from school, he or she may **not** attend any school function. These include, but are not limited to, dances, theater productions, field trips, concerts, athletic events, etc., on that day or evening.

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

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

### **WHAT IF I WANT TO BRING MY SKATEBOARD TO SCHOOL?**

Students may bring skateboards to school. However, upon arriving to school, students **must** store skateboards in their

lockers. Skateboarding is strictly prohibited on school grounds, and violations will result in appropriate action by HMS staff.

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

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

### **WHERE DO I GO IF I LOSE SOMETHING?**

There is a "lost and found" area in both the boys' and girls' locker rooms. Please see a physical education teacher for assistance. There is also a "lost and found" area behind the counter in the Main Office where students may check for missing items. The school is not responsible for lost items.

## ***GENERAL POLICIES***

### **ABSENCE FROM SCHOOL**

If students are going to be absent from school, a parent **must call** the school at 508-497-9809 before 7:30 AM and leave the details of the absence on the voice mail system for the school nurse. If absent and a parent has not called the school, the nurse or the office will contact the parent at home or at work.

### **ATHLETIC ELIGIBILITY**

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

1. Students must be passing all subjects. Eligibility for fall sports is based on the Term 4 grades from the previous year.
2. Students must have a 3 or above mark in conduct in all subjects. No 4's or unacceptable marks will be allowed. Students who receive a 4 in conduct will not be eligible to play a sport during the season.
3. Students absent from school on the day of a game (or the day preceding a Saturday game) are not eligible

to play. Students must be in school a minimum of four periods to be considered present.

4. If a player is disqualified from two games for misconduct, the player will not be allowed to play sports for the rest of the season.
5. Rules regarding practice hours, training regulations, etc., are at the discretion of the coaches, with the prior approval of the Principal or Athletic Director.
6. Students involved with drugs and/or alcohol at any time, while a member of a school team, will be suspended from athletics for the remainder of the season.
7. Students may be excluded from participation in athletics for violations of the disciplinary code.
8. All students must pass a physical examination within one year before participating in any sport.

### **ATTENDANCE**

Attendance at school is mandated by state regulations. The Commonwealth of Massachusetts requires the school to produce attendance records for the year.

- ◆ Ten (10) absences per half year, without medical documentation, will result in a letter sent to parents as well as to the student's Guidance file.
- ◆ Twenty (20) absences per year, without medical documentation, will result in a conference with a parent and the potential of repeating the school year.

As well as being regulated by the state, absence from school is a disruption to a student's educational program. Students are expected to make up all work missed during their absence. A student who is absent from school due to a family vacation taken during the school year is a

concern. It is important for students to receive continuous instruction. It is extremely difficult to replicate what goes on in the classroom. Every day that is missed sets a student back and can create added pressure on the student. The school calendar is published far in advance of the school year (April of the previous year) to help parents plan trips so they can coordinate with school vacations. Parents are urged to comply with the school calendar, and, since assignments are based upon material that has been previously taught, work must be made up after the student's return to school. **Assignments cannot be sent home in advance.** Parental cooperation in this matter is greatly appreciated. When a student is absent from school, he or she may not attend any school function. These include, but are not limited to, dances, theater productions, field trips, athletic events, etc., on that day or evening.

### **SCHOOL TARDINESS AND ABSENTEEISM**

Hopkinton Middle School monitors student tardiness and absenteeism. Any student not in homeroom by 7:30 a.m. is tardy. That student must report to the Main Office for a tardy slip to be given to the teacher.

By law, students may have seven full-day excused absences or fourteen half-day excused absences in a period of six months. Anything above that can and will be investigated. Each marking period, tardiness will be monitored and office/school detentions may be assigned at the discretion of the Administrative Team.

### **BACKPACKS/BOOK BAGS**

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

### **STUDENT CONDUCT ON SCHOOL BUSES**

(Excerpted from S.C. Policy EEA; complete policy can be found at [www.hopkinton.ma.us/](http://www.hopkinton.ma.us/).)

School bus safety is a primary concern of the Hopkinton Public Schools and we reserve 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, that student is subject to immediate and possibly permanent removal from the bus. Disciplinary action is detailed elsewhere in this handbook.

The following conduct is strictly prohibited:

Smoking or use of tobacco (also see School Committee Policy *ADC*)  
Lighting of matches or any device  
Extending any body part out of a window  
Standing or moving when bus is moving  
Throwing any object within the bus or out a window  
Interfering with anyone passing to or from a seat  
Eating of any food  
Profanity  
Bullying  
Possession of any illegal or dangerous or drug or weapon (Also see S.C. Policy *JICI*)  
Talking or shouting in a manner that is disruptive to the bus driver or other students  
Behavior of any kind that is disruptive to the bus driver or to students on the bus  
Any student conduct prohibited in the Student Handbook or Student Code of Conduct.

Failure to comply with the above regulations will result in disciplinary actions as detailed in each school's Student Handbook or Student Code of Conduct and may include temporary or permanent loss of bus privilege, suspension from school, or other disciplinary action as appropriate to the offense.

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

The driver is in complete charge of the bus and the students while in route to and from school. All passengers must follow the instructions issued by the driver for loading, unloading and personal conduct.

### ***Safety Guidelines***

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

1. Except for bus switches expressly permitted under this policy, students must ride in the assigned buses; loading and departing at designated stops only.
2. Students are expected to be on time at designated bus stops (at least five (5) minutes before).
3. Students must stay off the road at all times while waiting for the bus. Students should conduct themselves in a safe manner while waiting.
4. Once, the bus arrives at the bus stop, Students may not cross the street until signaled to do so by the driver. The driver will not signal students to move from the bus stop until after the red lights are flashing and the driver has verified that the traffic has stopped.
5. Passengers leaving buses must cross in front of the bus under the direction of the driver who is able to see traffic in both directions while passengers

cannot. The bus shall not move until all passengers are safely on their side of the street.

6. Bulky objects carried onto the bus are to be stored as directed by the driver.
7. USE OF EMERGENCY DOORS IS PROHIBITED UNLESS THERE IS AN EMERGENCY SITUATION.
8. Students will be held liable for any damage resulting from defacing or causing destruction of school buses.

## CAFETERIA

The lunch period allows students the opportunity to socialize and enjoy time with their classmates. To ensure that this time is beneficial to all students, the following guidelines have been established:

Inside the Cafeteria, students should

- A. Choose and remain at that table throughout the period.
- B. Assume responsibility for the table at which the student is seated.
- C. Request permission of a supervisor to use the lavatory or telephone.
- D. Form a single line to buy food. Do not cut in line.
- E. Clear the table and surrounding floor area of trays and waste materials and dispose of them in the barrels provided. A broom, dustpan, brush, and damp cloths are available to clean a table and/or floor area when necessary.

Dismissal from tables:

- A. The cleanliness and upkeep of each table is the responsibility of the entire group sitting at the table.
- B. A supervisor will dismiss the table as a group.
- C. All food and beverages except water must be disposed of before leaving the Cafeteria.

## COMMUNICATIONS

Open and respectful communication is one of the primary goals at the Middle School. Students and parents are encouraged to keep in close communication with teachers. Conferences are one of the many ways of keeping in touch with teachers. Students and parents may schedule a conference with a teacher at a mutually agreed upon time. Parents should always schedule a meeting. Parents, students, and teachers are encouraged to continue communication through e-mail, progress reports, report cards, and voice mail. Parents should understand that the availability of technology could increase the volume of communication to which school staff is asked to respond.

The Hopkinton School Committee policy, *School-Related Problems and Concerns*, addresses communication with school staff when there is a concern or issue. See <http://www.hopkinton.k12.ma.us/schoolcommittee/policies/K/KE.pdf> and **PARENTAL CONCERNS** on page 11 of this handbook.

## COURTESY CODE

Hopkinton Middle School students are expected to conduct themselves at all times in a manner that will bring credit to and reflect positively upon themselves and their school. Rules of common courtesy are to be exercised with other students, school personnel, substitute teachers, and visitors to the school. Special note is made of the need for courtesy at school-sponsored activities such as field trips, assemblies, athletic events, and theatrical performances. Respect for the feelings of a student's classmates must be a top priority. Violations of the Courtesy Code will result in appropriate action taken by the Assistant Principal or the Principal as described in the General School Discipline section of this Handbook. Additionally, students may also be excluded from future extra-curricular activities if their behavior has presented a problem at previous events.

## DANCES

Student Council sponsors evening events each year for 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students. Dances, however, are for 7<sup>th</sup> and 8<sup>th</sup> grade students only. Dances begin at 6:30 PM and end at 9:00 PM. Students who attend dances or other school sponsored events must observe the following rules:

1. Students will be allowed into the building at 6:30 PM. Students should not arrive prior to that time. Students will not be admitted after 7:00 PM unless accompanied by a parent into the building.
2. Dances are for Hopkinton Middle School students only.
3. Clothing should be neat, clean, and follow the Dress Code as described in the General Policy Section of this Handbook.
4. Students are responsible for their behavior, and this includes how they dance. Inappropriate dancing and contact will not be tolerated.
5. Students must remain until the conclusion of the dance at 9:00 PM unless a parent comes to the dance and picks the student up.
6. Students should arrange for transportation home without the need to use a school telephone.
7. Students must be present in school for 4 periods or more on the day of a dance.

## DISMISSAL

If a student needs to be dismissed early from school, a note explaining the reason for dismissal **must** be brought to the homeroom teacher at the beginning of the day.

Students' names will then be listed on the daily attendance, and students will report to the office at their dismissal time. **Students will not be called from classes for dismissal.** Only in emergency situations will dismissals be allowed by way of the telephone.

## DRESS CODE

Students are expected to arrive at school daily dressed in a fashion that is appropriate for a school setting. See-through clothing, tops that expose the mid-section, swimwear, sunglasses, and hats are not permitted. Dress that is intended for outside, such as outdoor coats and parkas/hoods may not be worn during the day. Clothing that displays language or pictures that are considered vulgar, rude, offensive, or deemed inappropriate, is not permitted. Clothing that promotes tobacco, drug, or alcohol use, as well as sexually suggestive clothing, is not appropriate school wear. The appropriateness of clothing may, at times, be a question to students. The Assistant Principal or the Principal will make the final decision in this matter.

Dress code offenses will be handled by the following procedure:

1<sup>st</sup> Offense: The student will be required to change into something more appropriate.

2<sup>nd</sup> Offense: A detention will be assigned to the student by administration. Parents will be notified of the offense and the detention. The student will be required to change into something more appropriate.

3<sup>rd</sup> Offense: A detention will be assigned to the student by administration. Parents will be notified of the offense and the detention. The student will be required to change into something more appropriate. Parents and the student will be required to meet with administration and guidance.

## EMERGENCY INFORMATION

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

## GUIDANCE

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

**Peer Mediation:** Peer mediation, a program available to all middle school students, involves students helping each other solve conflicts. Mediation is a process involving communication, where individuals with a problem work together with the assistance of a neutral peer mediator. It is a program in which students volunteer to participate.

One of the goals of mediation is to empower students to peacefully resolve their own problems through improved communication, understanding of differences, and critical thinking. Students may seek mediation themselves, or someone else may refer them for mediation. Peer mediators participate in an extensive training program, which stresses reflective listening, appropriate confidentiality, and the importance of being non-judgmental in guiding the students in conflict to a resolution. Peer mediation teaches students life-long skills that will enable them to resolve differences in a healthy and peaceful manner.

## GUM CHEWING

Careless disposal of gum products in drinking fountains, on furniture, and on floors has presented sanitation and cleaning problems, as well as costly repairs, and is not acceptable. Therefore, gum chewing is **not permitted** at any time.

## HOMEROOM

School begins at 7:25 AM with a homeroom period, during which attendance is taken and opening exercises are conducted. Students are to report to homeroom prepared for the first two academic periods. There are no locker breaks prior to the third period. Students arriving earlier than 7:20 AM should report to the following areas: Grade 8 to the lobby outside Brown Gym; Grade 7 to the cafeteria; and Grade 6 to Doyle Gym. Immediately upon arriving to school, students must store skateboards in their lockers. Skateboarding is strictly prohibited on school grounds, and violations will result in appropriate action.

## HOMEWORK

Homework is valued by teachers and is part of a student's academic grade. Homework is an important component of the academic program and the learning process. Students are required to use the agenda book provided by the school. Students are responsible to make up any missed homework as directed by the individual classroom teacher. Teacher blogs may be checked for assignments. These blogs are not intended to be a replacement for the Student Agenda Book as it may not be 100% reliable due to server problems and/or teacher absences.

## HONOR CODE

Honesty with oneself and others is one of the most precious qualities a person can possess. It is the goal of Hopkinton Middle School to assist in the development of this trait in all of its students. Dishonest acts such as lying, stealing, cheating, forgery, or plagiarism (copying of anyone's work including from books, articles, or the Internet) are never acceptable. Such acts will result in parent notification and appropriate consequences. The Assistant Principal or the Principal, as described in the General School Discipline section of this Handbook, may assess major violations. Students are expected to prepare themselves honestly for tests, homework, research papers, etc. No credit will be given for work obtained through cheating. A student aiding another in cheating will be treated in a similar manner.

## **INTERNET USE**

Students are responsible for proper behavior on school computer networks just as they are in a classroom or a school hallway. Communications on computer networks are often public in nature. General school rules for behavior and communications apply. Network access is provided for students and staff to conduct research and to communicate with others. Access to network services will be provided to students who agree to act in a considerate and responsible manner. It is the policy of the Hopkinton Public School System to maintain an environment that promotes ethical and responsible conduct in all network activities by staff and students. It shall therefore be a violation of this policy for any employee or student to engage in any computer activity that does not conform to the established purpose and general rules and policies of the Hopkinton Public School System. These rules include but are not limited to:

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

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

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

Students must learn proper codes of conduct in electronic communication. Giving out personal information is inappropriate. Giving out personal information about another person including home address or phone number is strictly prohibited.

Students must notify a parent/guardian, a teacher, or a school administrator immediately if any individual is trying to contact them for illicit or suspicious activities.

Internet use is governed by Hopkinton School Committee policy, school rules and codes of conduct and applicable law and regulation. For further information, see School Committee policy IJNDB [www.hopkinton.k12.ma.us/schoolcommittee/policies.html](http://www.hopkinton.k12.ma.us/schoolcommittee/policies.html) or obtain a copy of this policy and additional information regarding use of computers in school from the Principal.

Parents and students are strongly urged to review the complete School Committee on Acceptable Internet Use.

## **MISUSE OF COMPUTER TECHNOLOGY**

The following are considered theft or vandalism:

1. Unauthorized use of or entry into the computer networks. Includes giving out your login name and password or using another student's login name and password.
2. Purposeful transfer of a computer virus to any school disk or computer.

3. Unauthorized use of any computer system in the building including loading or removal of software and/or tampering with computer files.
4. Unauthorized use of any telecommunication device in the building.
5. Unauthorized removal of any computer equipment.

A student's commission of any of these acts shall be deemed a major violation and he/she shall be subject to the appropriate action taken as described in the General School Discipline section of this Handbook. The Principal will contact the Hopkinton Police Department if a student's action is beyond the scope of the behavior guidelines.

### **LATE BUS**

Late buses leave the front of the High School each day, Monday through Friday, at approximately 3:45 PM. Each bus travels to opposite sides of town, dropping students within walking distance of their homes. Students who have stayed for an after-school activity, club, or extra help should make arrangements to be picked up by 3:00 p.m. at the water tower/gymnasium entrance of the school. If a student cannot be picked up at that time, he/she must report to the Homework Club, which runs from 2:00-3:45 p.m. on Tuesdays, Wednesdays, and Thursdays each week. Students cannot just "hang out" to wait for the late bus, they must be in a supervised setting at the school. Students may not leave the school property and return to take the late bus. Students must sign up daily for the late bus.

### **LIBRARY MEDIA CENTER**

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

### **LOCKERS**

Students are assigned lockers at the beginning of the school year. For security, lockers should be locked at all times. Students should not share their locker combination with anyone. Students are not to change lockers or remove any article from another student's locker. Each student is responsible for maintaining a neat and clean locker for the entire school year. Nothing is to be affixed to the outside of the locker. No locker is to be written on or defaced in any manner. Any violation of these locker rules may be subject to disciplinary action taken by the Assistant Principal or the Principal as described in the General Discipline section of this Handbook. Lockers are the property of the school and therefore subject to search.

### **MAKE-UP WORK**

Students are responsible for getting make-up work for assignments missed due to absence. Assignments are to be completed and turned in within one day if absent one day, two days if absent two days, etc., or by arrangement with the teacher. Parents may contact the school. Arrangements may be made for absences due to illness. Schoolnotes.com may also be checked for assignments.

### **NO SCHOOL ANNOUNCEMENTS**

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

### **NURSE**

The school nurse is located in the clinic. Any time medical assistance is necessary, inform a teacher. Parents will be notified of any serious illness or accident. The school nurse cannot dispense medication other than what has been provided by the student's parents. Students may carry epi-pens and inhalers with a signed consent form. Also, the nurse must have notes from the parent and from the student's physician requesting that this medication be dispensed. Students may not carry over-the-counter medications at any time.

### **PARENTAL CONCERNS/CHAIN OF COMMAND**

From time to time, parents may wish to bring problems or 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.
- If the matter remains unresolved, the parent should contact the building principal. Principals 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.
- If the matter still remains unresolved, the parent may wish to bring a policy issue or a broad implementation concern to the attention of the School Committee.

We urge 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. Such respectful and reasoned communication between the parents and school personnel is helpful in obtaining satisfactory resolution of concerns.

The guidelines above are excerpted from the Hopkinton School Committee Policy, *School-Related Problems and Concerns*. You can view the complete policy at <http://www.hopkinton.k12.ma.us/schoolcommittee/policies/K/KE.pdf>

## **PERSONAL PROPERTY AND VALUABLES**

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

## **PHYSICAL EDUCATION**

All students must report to physical education prepared for class. This includes the proper change of clothing, footwear, and if necessary, mouth guard. If a student is injured and unable to participate, the student will be excused only if authorization from the parent is provided.

Students who arrive unprepared, or are unwilling to actively participate in class, will receive a zero for that class and will be required to schedule a make-up class with the teacher. Failure to report for make-up may result in Community Service, detentions and/or suspensions being assigned.

## **PREPARATION FOR CLASS**

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

## **PROMOTION**

Students must attain a passing yearly average (60 or greater) in mathematics, English and two other major academic courses to meet the promotion requirements of the Hopkinton Middle School. Students and/or parents should seek direction from a Middle School guidance counselor as to what options of remediation are available for meeting the promotion requirements. If a student attends summer school, he/she must attain a grade of C- or greater. If a student is to be tutored, he/she must receive no fewer than 20 to 30 hours of tutoring at the

discretion of the Guidance Staff, Assistant Principal, and Principal.

## **SPECIAL EDUCATION**

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 when these difficulties arise. Help at these points from school can come in a variety of forms. Extra assistance can come from the classroom teacher or instructional assistant by direct involvement. Teachers are able to make accommodations within the classroom if they know a student responds best to a particular approach. Additionally, there are a range of learning tools and strategies that can be used to help students within the class. Parents seeking to work with their children at home can consult with the teacher to find additional ways of providing assistance.

For students who are eligible, helping services can be provided under the umbrella of two laws/regulations, which serve as guides for the schools. One of these laws is Section 504 of the American Rehabilitation Act, a Civil Rights law. This law guarantees that students with a physical or mental impairment (or a history of, or being seen as having such impairment) which substantially limits one or more major life activities (i.e., walking, learning) will have access, or equal opportunity, to participate in a public school education. For example, a child with a specific disability or impairment that interferes with the ability to access classroom learning, or the school’s physical environment, may be eligible under Section 504 to receive services or classroom accommodations that will give him/her the opportunity for an equal chance to be part of the school program. With this regulation, if a student is eligible, an Accommodation Plan is developed by a team of educators within the building, and a written plan that may recommend services and/or accommodations is provided. Parents seeking more information about eligibility under Section 504 can contact their child’s guidance counselor.

The other helping program within the public schools is Special Education (MA c.71B or “Chapter 766 and IDEA”). 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.

## Learning Support Team and Curriculum Accommodation Plan

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

Learning Support Team is a name adopted by the school system in February 2002 to represent a process that has changed in order to encompass new Massachusetts laws (Ch. 71, Section 38Q1/2 and Ch. 71, Section 59C). These laws require each school district to identify how it will make regular education accommodations and resources available to students with diverse learning needs who do not qualify for services or accommodations under special education law or Section 504 of the Rehabilitation Act of 1973. Similar processes have existed in this district and in other districts for many years. These programs have been named Pre-referral, Child Study, Building-Based Support Teams, Student-Teacher Assistance Teams and, in Hopkinton, TACT Team and STEP Process.

### Accommodation Plans

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

The Learning Support Process (LSP) is a framework that:

1. provides an opportunity to differentiate between students who can be helped through accommodations, strategies, and resources in the

regular classroom and those who require the more comprehensive evaluation provided by special education or the accommodations and modifications required by a 504 plan.

2. provides strategies and resources necessary to reduce or avert learning difficulties or behavioral problems, lessening their impact and preventing them from becoming a disability to the student.
3. provides needed accommodations and strategies to students who have learning needs and do not qualify under Special Education or 504. Additionally, the LST process can help students with different learning styles and/or preferences to better succeed in the classroom.
4. helps to identify learner characteristics, learning strengths and weaknesses, and helpful accommodations that will be valuable if and when the student needs to be evaluated for a suspected disability.
5. supports parent/school communication and collaboration around learning and school difficulties by sharing school and home observations and other information.
6. makes effective referrals for evaluation of disabilities under the special education laws or Section 504 when needed and strengthens these evaluations by contributing information, observations and the results of collaboration among staff and parents around the learning or school issues.

For more information about the Learning Support Team and Process, contact the Principal or Guidance Office.

### **TEACHER ITEMS**

Teacher's desks, tables, files, cabinets, and personal property are their personal belongings and are strictly off limits to students. Students may only approach any of these items if asked by a teacher. Removing any teacher's items will be considered theft and will result in disciplinary action by the Assistant Principal or Principal as described in the General School Discipline section of the Student Handbook.

### **TEXTS**

All textbooks must be covered to prevent damage and unnecessary wear. Proper care and maintenance of textbooks is mandatory and students must keep textbooks covered at all times. Books may not be defaced, marred, thrown on the floor, or jammed with papers that will force the bindings. It is the responsibility of the student and/or parents to provide restitution for any damaged books. Full replacement cost must be made before the end of the year for any lost book or any book defaced beyond repair.

or participation in extracurricular activities, i.e., Field Day, Eighth Grade Celebration, field trips etc., will be jeopardized.

### VISITORS

All parents or visitors coming into the school are welcome. Visitors must sign in with the secretary in the Main Office before proceeding to any other section of the school. A pass or badge will be issued at the time of sign-in and must be returned before exiting the school. To avoid interruptions in the educational process of our students, parents or visitors are requested not to enter classrooms or meet with teachers without a prearranged appointment. Students not enrolled at Hopkinton Middle School will not be allowed to visit without written permission of the Assistant Principal or the Principal.

## STUDENT RECOGNITION

### REPORT CARDS

We have high academic expectations for each student. Communicating how a student is performing at school is an important part of the learning process. There are eight reports that will be made available and can be viewed on iPASS during the year:

October 5-11	Progress Report
November 10	Report Card
December 14-20	Progress Report
February 2	Report Card
March 8-14	Progress Report
April 13	Report Card
May 17-23	Progress Report
June 18	Report Card

Progress reports midway through the term and report cards at the end of each term must be accessed online through the use of a parent iPASS account. Our goal is to communicate academic progress to students and parents as efficiently as possible. Any student and/or family that does not have access to a computer can request a hard copy of progress reports and end of the term report cards. At the end of the year, all students will be provided a hard copy of the final report card, reflecting the average for the entire year in each subject.

### GRADING/HONOR ROLL

Teachers use an alpha grading scale ranging from “A” to “F”. The scale is as follows:

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

F = Below 60      I = Incomplete      M (Medical)

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 may be used. High achieving students are recognized each term through the Honor Roll. Students who earn a “4” in “Effort” or “Conduct” from any teacher are disqualified from the Honor Roll. Three categories - high honors, honors, and commended - help to distinguish the levels of success. All categories are based on a grade point average of all major subjects.

The calculation system is as follows:

**High Honors:** An **A** average with all grades **B** or above.

**Honors:** A **B+** average with all grades **B-** or above.

**Commended:** A **B** average with all grades **B-** or above, with one exception of a **C+** .

**Related Arts:** When using “S” (Satisfactory) or “U” (Unsatisfactory), students must earn an **S** to qualify for Honor Roll status.

## RULES AND REGULATIONS

One of the many goals at Hopkinton Middle School is the establishment of a positive school climate that affords all students the opportunity to have the best educational experience possible. This climate is realized in an atmosphere where students and staff are respectful to one another. Middle School is a time of growth and maturation. Middle School is a place to learn how to make appropriate choices. Middle School is also a place to learn that unacceptable behavior and violation of school rules has consequences, some quite serious.

### SEXUAL HARASSMENT

Hopkinton Middle School is committed to safeguarding the right of all students to learn in an atmosphere that is free from all forms of sexual harassment. Therefore, the Principal, the Assistant Principal and the staff condemn and prohibit all unwelcome behavior of a sexual nature because such conduct interferes with school performance and creates an intimidating, hostile and/or offensive educational environment.

### *Guidelines for Recognizing and Dealing with Sexual Harassment*

**DEFINITION:** Sexual Harassment can be unwanted sexual attention from peers, teachers, administrators, or anyone a student must interact with in order to pursue school activities. It may also be physical or verbal conduct of a sexual nature that makes the environment of Hopkinton Middle School an intimidating, hostile, and/or offensive place to the students. Sexual harassment includes derogatory remarks and/or behaviors directed towards others based on their sexual orientation. The range of behaviors includes but is not limited to the following:

1. Display or circulation of written materials or pictures that are derogatory to a gender or sexual orientation.
2. Writings placed on school property.
3. Uninvited remarks and gestures.
4. Unwanted sexual comments.
5. Spreading sexual gossip.
6. Pressure for sexual activity.
7. Unwanted physical contact such as touching, pinching, patting, rubbing, etc.
8. Homophobic behavior, i.e., gay and lesbian harassment.

Because the Hopkinton Middle School takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Trained counselors are available to serve as advocates for students who believe that they have been, or are being, sexually harassed. Students should bring concerns about sexual harassment to the Principal, Assistant Principal, or Guidance Counselor.

## **CODE OF CONDUCT**

It is expected that the Code of Conduct be followed by all members of the Hopkinton Middle School Community. Students are responsible for knowing the school rules and understanding the importance of abiding by the school rules throughout the school year, both at school and at extra-curricular activities. The Code of Conduct will be enforced in a fair, firm, and consistent manner.

## **COMMUNITY SERVICE ASSIGNMENTS**

The assignment of Community Service is a way of giving back to the School or community in a positive way if a student's behavior or conduct has interfered with the safety or operation of the school day. Students should fully understand that all staff members are responsible for monitoring the behavior of all students. Therefore, it is possible that any staff member may deem it appropriate for a student who is not in his or her class to participate in

a Community Service activity if that staff member has observed behavior that warrants restitution to the community.

## **DETENTION**

Classroom/Teacher Detentions are assigned to students for violations of acceptable behavior occurring in the classroom. The administration of such discipline will be handled by the individual teacher, usually in after-school sessions.

Office Detentions will be assigned by the administration and held on Tuesdays and Thursdays. Twenty-four hours notice will be given to all students who merit detentions for the following offenses:

Vulgarity (undirected toward staff)

Leaving school grounds

Truancy

Destruction of school property

Disruptive Behavior:

In class (sent to office)

In cafeteria

In corridor

On school grounds

Dress Code Violations (2<sup>nd</sup> and subsequent offenses as defined by the MS Dress Code)

Failure to Report:

To cafeteria

To teacher detention

To homeroom or classroom

To office detention

To office when directed

Refusal to leave the classroom when directed

Hazing (includes physical or emotional abuse)

Snowball throwing

Possession of cigarettes or smoking

No corridor pass

Arriving late to class

Eating food or consumption of liquids outside of the cafeteria between the hours of 7:25 a.m. to 2:00 p.m.

Writing on or defacing lockers, desks, or other school property

Use of cell phones during the school day (without office permission)

Guidelines for office detention are as follows:

- Students will be given 24-hour notice and should make arrangements to be driven home. In difficult situations, a student can be allowed to take the late bus with administrative permission. The intent is not to have students hanging around from the end of detention (2:45 p.m.) until the late bus arrives at 3:45 p.m.

- Students must be at detention by 2:00 p.m. and will be dismissed at 2:45 p.m.
- Students are expected to bring work and to remain quiet.
- If a student is asked to leave office detention, he/she will be assigned an additional detention. If he/she is asked to leave a second time, parent(s) or guardian will be notified and asked to accompany the student to the office for a conference.
- In the event that a student is unable to attend an assigned office detention, he/she must present to the office a note signed by a parent or guardian explaining the reason for non-attendance. Students will then be expected to serve the next scheduled office detention.
- Thank you for your cooperation. It is our hope that office detention will help the school run more efficiently and help teach responsibility and accountability.

### **CLASSROOM DISCIPLINE**

Every effort is made at all levels to help the students assume responsibility for managing their own affairs within the school setting. Generally, teachers and students settle all classroom discipline matters in a cooperative fashion. However, more difficult matters may be resolved with the help of the team, the team leader, the guidance counselor, the parents, the Assistant Principal, or the Principal. Sometimes a student may be asked to leave a particular class where, in the teacher's judgment, the student's presence is a disruption to the academic process. A student may be suspended from school for serious misbehavior if a student's presence poses a continuing danger to persons or property or poses an on-going issue of disruption to the academic process. In instances where a suspension may result, the student and parent are notified of the incident and are entitled to a hearing to discuss the concerns and possible disciplinary action. If a student is suspended from school, he/she is required to make up work. The work must be made up within a reasonable period of time. Any incident that endangers the well being or safety of a student, faculty member, or the school plant will be dealt with on an individual basis at the discretion of the Assistant Principal or the Principal, regardless of the student's prior record.

### **GENERAL SCHOOL DISCIPLINE**

Violations outside the classroom such as being in the corridor without a pass, taking food out of the Cafeteria, being late for school, pushing or shoving, throwing snowballs, and other violations listed in this Handbook, will be referred to the Assistant Principal or the Principal. The following are considered major violations of school behavior:

- Fighting
- Threatening another student or staff member, verbal or written
- Bullying
- Striking, tripping, pushing a student or staff member intentionally
- Display of affection considered excessive
- Disruption of classroom assembly or school function disturbance of a serious nature
- Cheating, plagiarism, or forgery
- Destruction of, damage to, or defacing of school property, or any other deliberate act of vandalism (Restitution will be required.)
- Stealing
- Gambling or games involving coins
- Refusing to accept penalties assigned by the Assistant Principal or the Principal for minor violations or refusing to report to the Assistant Principal or the Principal when told to do so
- Repeated intimidation, harassing, or verbal abuse of another student or staff member
- Sexual harassment
- Unauthorized absence from school (truancy) or class, or leaving school grounds without permission
- Discussion that is threatening or violent in nature and could pose a threat to the school community

An explanation of the evidence for any infraction of the school Behavior Code will be presented to the student by the Assistant Principal or the Principal. The student will be provided the opportunity to discuss the issue.

Major violations, except verbal abuse, tobacco use, dangerous weapons, theft, and drugs/alcohol, will be handled by the following procedure:

**FIRST VIOLATION:** The student and/or his/her parents will have a conference with the Assistant Principal or the Principal. A penalty or suspension in or out of school up to one (1) day may be assigned or Community Service may be deemed appropriate.

**SECOND VIOLATION:** The student may be suspended either in or out of school, for a period of one to three (1-3) days followed by a student/parent conference in the Assistant Principal's or the Principal's office.

**THIRD VIOLATION:** The student will be suspended out of school for a period of three (3) days followed by a student/parent conference in the Principal's office.

**SUBSEQUENT VIOLATIONS:** The Student will be suspended out of school for five to ten (5 – 10) days, followed by a student/parent conference in the Principal's office.

Any student whose behavior interferes with classroom instruction or the smooth operation of the school may be

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

The following agencies meet with the school administration, on a regular basis, to discuss the safety and well-being of all students in the school: The Community Resource Officer, Police, DYS, DSS, District Attorney's Office, Probation Office, and the Guidance Department.

If a major violation involves verbal abuse, assault and or sexual assault, dangerous weapons, and/or drugs/alcohol, the student will be dealt with by the Assistant Principal or the Principal as follows:

**Verbal Abuse:** Verbal abuse or profanity directed at school personnel will result in a three-to-ten (3 - 10) day suspension.

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

**Theft:** Any student involved in the act of stealing or in possession of school or stolen property can expect the following penalties:

- Notification of police
- Notification of parents
- Return or restitution of property
- Detention/suspension
- Community Service

**Smoking/Tobacco Use:** Smoking and the use of tobacco products of any type are prohibited on school property

(building and grounds), at school related events and in school vehicles.

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

**Discipline Procedures:** Students found smoking or in possession of tobacco products may be suspended from school for up to 5 days (loss of credit may occur). Additionally:

1<sup>ST</sup> Offense: The student will be fined \$100.00 per M.G.L. c.40, 21D and Article II, Sections 1-4 of the Bylaws of the Town of Hopkinton. The student will be issued a written warning that a school policy has been violated and the parents/guardian will be notified. The student will be required to attend two tobacco education sessions with the school nurse within two weeks of the infraction. Community service may be assigned in lieu of a fine.

2<sup>nd</sup> Offense: The student will be fined \$200.00 per M.G.L. c.40, 21D and Article II, Sections 1-4 of the Bylaws of the Town of Hopkinton. The student will be issued a written warning that a school policy has been violated for a second time and parents/guardian are notified. The student will be required to participate in and successfully complete an educational program provided by the school or an alternative cessation program within the next school calendar term. Community service may be assigned in lieu of a fine.

A school-provided tobacco education program, which will not be a cessation model, will be offered on a regular basis. The school program is intended to help bring a pre-contemplative tobacco user to the point where he or she may be ready to consider quitting.

The school program will offer the participant the opportunity to "teach back" what is learned to peer groups.

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

## **PROCEDURES FOR SUSPENSION AND EXPULSION OF STUDENTS**

### **\*ASSAULT ON A STAFF MEMBER**

Any student who assaults a Principal, Assistant Principal, Teacher, Teacher's Aide, or other educational staff, on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the Principal. The student will be suspended and a hearing will be held with the Principal to consider expulsion of the student. Police will be notified if warranted.

### **\*DANGEROUS WEAPONS**

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 (including pocket knives) may be subject to expulsion from the school by the Principal. State laws identify such possession as a crime punishable by substantial fines and/or imprisonment. The student will be suspended and a hearing will be held with the Principal to consider expulsion of a student found in possession of a dangerous weapon in school or at school activities. Police will be notified.

### **\*DRUGS/ALCOHOL**

Use, possession, distribution or being under the influence of drugs or alcohol is strictly prohibited in school, on school grounds, or at any school events. Students who are suspected of being under the influence of drugs or alcohol may be referred to the school nurse and/or a parent, and maybe sent home. Students who are identified as under the influence of drugs or alcohol will be subject to an immediate five-day suspension. Any student identified as being under the influence of drugs or alcohol for a second time will be subject to the aforementioned five-day suspension as well as an expulsion hearing. Any student who is found on school premises or at school-sponsored

or school-related events, including athletic games, in possession of 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 school by the Principal. The student will be suspended from school for a minimum of five days and a hearing will be held with the Principal to consider expulsion of the student. The police will be notified. Students who are part of a group that is using or in possession of illegal substances may share in the responsibility and may receive the same penalty as all members of the group.

In cases of assault, weapons possession, drug/alcohol possession or other extreme disciplinary matters, the administration reserves the right to demand the results of a psychological evaluation prior to re-admittance to school.

### **\*NOTE – STATE STATUTE REGULATIONS**

Any student who is charged with a violation of either of these three sections (Drug Possession, Dangerous Weapons or Assault on a Staff Member) 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 witness at said hearing before the Principal.

After said hearing, a Principal may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the Principal to have violated any of these three sections.

Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the Superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the Superintendent of his/her appeal. The student has the right to counsel at the 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.

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.

1. Due process refers to the rights of a student to a hearing before being suspended or expelled from school.
2. Before suspension, the Principal or designee must give the student an informal hearing at which time

the student will be notified of the charges and given the opportunity to defend him/herself.

3. If the Assistant Principal is suspending a student and the student has serious questions about the fairness of the charges, that student has the right to request a hearing with the Principal.
4. If the student is being considered for expulsion, the designee of the Principal (usually the Assistant Principal) will gather as much information as possible about the proposed violation. This information will be presented in writing to the Principal.
5. The parent and student will receive a written notice for a hearing with the Principal. The parent may bring someone of his or her choice to the meeting. After reading and hearing the facts of the situation, the Principal will make a final determination for action.

## **DISCIPLINE GUIDELINES – STUDENTS WITH DISABILITIES**

### **General Guidelines**

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 a S504 Plan. All alternative approaches to the Code must be listed in the student's IEP, or a S504 Plan.

A student who has an IEP, or has been considered to be in need of special education, 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 Manifest Determination have been met, then the TEAM has one of two choices to make based on the answers to two (2) questions. These 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

be a manifestation of the students' 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 S504 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 rights also apply to students who have been referred for special education services, even if it has not been determined if the student is eligible of 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, MA 02148

781-338-6400

Revised May 2009

## **NOTICE TO STUDENTS REGARDING NON- DISCRIMINATION AND CIVIL RIGHTS PROTECTIONS**

It is the role of the Hopkinton Public Schools to provide a safe and secure learning environment for all its students without distinction based on race, religion, ethnicity, disability, gender, or sexual orientation. Discrimination, sexual and bias-motivated harassment, and violations of civil rights disrupt the educational process and will not be tolerated. Because of the importance of this issue, the Hopkinton School Committee has adopted policies that require zero tolerance for discriminatory behavior and policies that provide for specific responsibilities for school staff in ensuring a discrimination-free learning environment (Policy AC). The School Committee has also adopted a policy and specific procedures for making a complaint (Policy ACER). These policies are summarized below.

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

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

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

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

Superintendent or by the School Committee chairman within seven (7) calendar days of the response from the Coordinator for Nondiscrimination Compliance.

Non-Discrimination Compliance Coordinator  
Dr. Mary D. Colombo  
Hopkinton Public Schools  
89 Hayden Rowe Street  
Hopkinton, MA 01748  
Phone: 508-417-9360  
A complaint may also be made to:  
U.S. Department of Education  
Office of Civil Rights  
Edward McCormack Bldg., Room 701  
Post Office Square  
Boston, MA 02109

## **PARENT MAY EXEMPT STUDENT FROM INSTRUCTION IN HUMAN SEXUALITY**

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

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

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

No student who is exempted from this portion of the curriculum will be penalized. See School Committee Policy IA HMB [http://www.hopkinton.k12.ma.us/school\\_committee/policies.html](http://www.hopkinton.k12.ma.us/school_committee/policies.html) for further information or obtain a copy of this policy from the Principal.

## **POLICY PERTAINING TO STUDENT RECORDS**

Under both state and federal laws, parents and students have rights related to student records including rights to

access records and rights to confidentiality of records. In January 1975, the State Board of Education originally adopted regulations pertaining to student records. The development of these regulations, which have the force of law, was mandated by state laws enacted in 1972 and 1974. The regulations apply to all public elementary and secondary schools. They are designed to insure parents' and student's 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 Hopkinton Public Schools complies with all state and federal statutes and regulations regarding student records.

See School Committee Policy JRA

([www.hopkinton.k12.ma.us/schoolcommittee/policies.html](http://www.hopkinton.k12.ma.us/schoolcommittee/policies.html)) for further information or obtain a copy of this policy from the Principal. This policy will also direct you to original sources of law and regulation including M.G.L., c.71 §34E and 603 CMR 23.00.

Divorced or legally separated parents who do not have physical custody of their child must meet certain criteria before being allowed access to their child's records and school information pursuant to M.G.L. c. 71, 34H.

See School Committee Policy JRCA

([www.hopkinton.k12.ma.us/schoolcommittee/policies.html](http://www.hopkinton.k12.ma.us/schoolcommittee/policies.html)) for further information or obtain a copy of this policy and additional information from the Principal.

#### Student Records Forwarded Without Consent

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

#### Student Discipline Records Are Part of Student Record

Incidents resulting in student discipline are part of the student record and as such remain part of a student's

Record until graduation from high school, subject to the same provisions as described in School Committee policy JRA

([www.hopkinton.k12.ma.us/schoolcommittee/policies.html](http://www.hopkinton.k12.ma.us/schoolcommittee/policies.html))

## **PUBLICATION OF NAMES**

The school plans to publish the names of students in certain situations. Examples of this include: Honor Society induction, sports assemblies, term honor rolls, special awards and assemblies, college acceptances and graduation. If a student does not wish to have such information released to the news media or printed in school programs, the student must inform the principal in writing.

## **PARENTS MAY RESTRICT PUBLICATION OF STUDENT PHOTOGRAPH OR IMAGE**

During the year, we often take photographs of students, parents, teachers, and school activities and may include these pictures on school bulletin boards, in school and HPTA publications, in local newspapers, and on our website. Students' addresses and phone numbers will not be included with any information posted on the web site. If you DO NOT want your child's photo to appear in these public places, please submit the photo restriction form downloaded from the Middle School website or request a copy of the form from the Main Office.

This policy shall not limit the right to publish photographs of any student participating in school sports, school plays or concerts or other activities in the public domain.

For more information on this School Committee policy, please see policy JRD

([www.hopkinton.k12.ma.us/schoolcommittee/policies.html](http://www.hopkinton.k12.ma.us/schoolcommittee/policies.html)) or obtain a copy of this policy and additional information from the Principal.

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

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